



Guidelines for Preparing Abstracts and Extended Abstracts

General Guidelines

1. Abstracts will be presented as oral or poster presentations. The mode of presentation (oral or poster) will be decided by the Editorial Board based on the quality of the abstract.
2. Authors should upload their blind abstract and the extended abstract (without the names of authors and their affiliations) to the **CMT system**. Please note that abstracts and extended abstracts submitted with author details will not be considered for review.
3. Details of ALL AUTHORS (names and affiliations) must be added to the Authors section of the CMT submission page.
4. Please use the provided abstract template when preparing the abstract for submission.
5. After the review process is completed, authors will be instructed to submit the camera-ready version which should include the names of authors and their affiliations.
6. Research work presented or published elsewhere will not be considered. If plagiarism is detected, abstracts will be rejected without further consideration.
7. Before submitting, all authors should check their abstracts and extended abstracts using a free online plagiarism checker (E.g. <http://www.plagscan.com/seesources/analyse.php>)
8. Authors are required to submit abstracts under one of the six themes. However, the Editorial Board reserves the right to change the selected theme of the abstract selected if necessary.
9. Authors are instructed to submit the Author Declaration Form signed by all the authors, at the time of the initial submission (on or before 1st of July, 2024).
10. The reviewing/editing process will not commence until all the relevant documents and information are completed.

Guidelines for Abstracts

When preparing the abstract, please adhere to the following page setup.

- Paper size A4
- Margins Left margin 3.0 cm & all other (top, bottom and right) margins 2.5 cm
- Font Times New Roman
- Font size 12 (except for affiliations of authors)
- Line spacing Single
- Number of pages One (up to 300 words maximum)

All abstracts must be prepared in English, using MS Word 2007 or later.

The abstract should include the following sections. Please use the provided template for the abstract:

TITLE - Should be short and specific, and reflect the study carried out. It should be in bold, uppercase letters and center aligned. If scientific names of organisms are included, they should be written in lowercase italics (following the rules of the scientific nomenclature). If common or vernacular names follow the scientific name, they should be included in parentheses. A single line space should be kept between the title and name/s of the authors.

NAME/S OF AUTHOR/S – All the initials of the author/s must be given before the surname (last name). Author names should be in bold, lowercase letters (except for the initials and first letter of the last name) and center aligned. Each initial should be followed by a full stop without a space. There should be a single space between the last initial and the surname (last name). Presenter's name should be underlined, and the Corresponding author's name (Primary contact) should be indicated by an asterisk at the end of the name. A single line space should be kept between the name/s of authors and affiliation/s.

AFFILIATION/S OF AUTHOR/S - Should be in *italics*, font size 11, lowercase letters (with uppercase letters where necessary) and center aligned. Use superscripted numbering of authors if authors have different affiliations. Each affiliation should be on a separate line. Affiliations should be numbered with the same superscript number used for the respective authors. Superscripted numbers should be placed at the beginning of each affiliation/address and at the end of each author's name. A single line space should be kept between affiliations and the text of the abstract.

ABSTRACT (300 words maximum) - Should have an **introduction** to the study, **objectives, methodology, results**, followed by a short **discussion and conclusion(s)**. It should be written as a **single paragraph** and justified. It should not have any sub-headings, figures, or tables. References should not be included in the abstract.

ACKNOWLEDGEMENT- Only funding organization/s should be acknowledged with the grant number/s indicated in parenthesis. Acknowledgement should be written as a single sentence in *italics*. There should be a single line space between the text of the abstract and the acknowledgement.

KEYWORDS - Up to a maximum of 5 keywords, separated by commas and followed by a single space, should be placed at the end of the abstract, after the acknowledgement. Each keyword should begin with an uppercase letter. There should be a single line space between the acknowledgement and keywords.

Abbreviations & Acronyms - Should be stated in full, the first time they are used in the text, other than for standard abbreviations and acronyms. Do not use abbreviations & acronyms in the title unless they are unavoidable.

Non-English and Technical Terms - Should be in *italics*.

Guidelines for Extended abstract

Please note that the extended abstract will not be published in the Proceedings. The extended abstract is used only for the reviewing process.

When preparing the extended abstract, please adhere to the following page setup.

- Paper size A4
- Margins 2.5 cm margins, top/bottom/left/right margins
- Font Times New Roman
- Font size 11
- Line spacing Single
- Number of pages 2-3
- Page numbering Bottom right

The text should be organized under the following subheadings:

1. Title
2. Introduction – (with objectives)
3. Materials and Methods
4. Results and Discussion
5. Conclusion/s – (with outcomes)
6. References

If applicable, figures and tables should be clear and must be included within the designated page limit.

Supplementary Guidelines for Preparations of Abstracts and Extended Abstracts

Units: Use the System of International (SI) units (E.g., kg, m, K). Keep a single space between two types of units (E.g., J mol⁻¹ K⁻¹). Use a negative exponent (E.g., kg m⁻³) and do **not** indicate units as divisions (E.g., kg/m³).

Note: 1. Although the SI unit of concentration is mol m⁻³, mol dm⁻³ (or M) unit is acceptable. Use the unit selected consistently.

2. Although the SI unit of volume is m³, small volumes of solutions can be expressed in mL

Nomenclature: Follow IUPAC nomenclature in naming chemical substances.

Mathematical operations and mathematical equations: Always use equation mode (Alt + '=') to input mathematical symbols. Keep a single space before and after arithmetic operation symbols. Also, keep a single space before and after '=' sign

E.g. $3 + 5 = 8$ $3 - 5 = -2$
 $3 \times 5 = 15$ (Use the multiplication symbol, and do not use the letter x or * for multiplication.) $3 \div 5 = 0.6$

Scientific notation: Express very small and very large numbers in scientific notation. Do not keep any space before and after '×' sign.

E.g. 0.000507 to be written as 5.07×10^{-4}
340 to be written as 3.4×10^3 or 3.40×10^3

Quantitative expression of scientific results: Keep a single space between the magnitude and the unit of a particular quantity. In expressing percentages, do not keep any space between the number and the % sign.

E.g. 25.0 cm 5.00×10^5 N m⁻² 56.7%

Trace level concentrations: Use mg l⁻¹ (liquids) and mg kg⁻¹ (solids) instead of 'ppm'; µg l⁻¹ (liquids) and µg kg⁻¹ (solids) instead of 'ppb'.

Expression of temperature: Use the degree symbol for temperature in centigrade. E.g. 25 °C (Do not use 25 °C)

Significant figures: In reporting experimental measurements, do not keep digits that are not significant (*i.e.*, do not keep digits beyond the precision of the scale of the instrument).

E.g., 4.6567 to be reported as 4.66 if the scale used is precise up to the second decimal place.

Inequalities: Keep a single space before and after inequalities.

E.g. $x > 5$ $y < 7$ $P \leq 5$ (Do **not** underline inequality sign \leq)

Parenthesis: Keep a single space before and after the parenthesis. However, do not keep space between the first and the last letter/symbol inside the parenthesis.

E.g., The magnitude of x is less than five ($|x| < 5$).

Trigonometric functions: Keep a single space after trigonometric function symbols.

E.g. $\sin x$ $\tan y$ $\tan^{-1}(x + y)$
