Instructions for Submission of Extended Abstracts

Extended abstracts should be submitted as an email (submissions@pgia.ac.lk) along with the Author Declaration form to the PGIA Congress Office on or before 30th June, 2025 as MS WORD document (2007 or a newer version). Figures/illustrations/maps/line diagrams should be included in the appropriate place. Please follow all the instructions given herein carefully related to preparation of extended abstracts.

Should you require any further assistance, please contact the Congress Office on. +94-81- 2388480 +94-81-2395585 or via congress@pgia.ac.lk

01) Extended abstract Layout

- **Length of the extended abstract:** Should not exceed five (05) Pages (setup A4 size (210 × 297 mm)
- **Margins:** All sides with margins of 25 mm.
- **Line spacing:** 1 (12 points) throughout the text.
- **Page and line numbering:** All pages should be sequentially numbered using Arabic numerals on bottom centre starting from title page. All line numbers should be removed.
- **Font:** Cambria size 11 except in the title, names, affiliations, and footnotes. Use font size 8 for footnotes and page numbering, and size 14 for title.
- **Language/spelling:** UK English only. Use UK English in language setting (Tools – Language setting)
- **Software:** Authors may use MS Word® 2007 for Windows or a newer version.

02) Title

- Title should be in bold letters left-aligned on the page with font size 14, each word of the title starting with a capital letter except the articles, conjunctions, prepositions and species names *viz.* of, and, the, from, on, *etc.* No space should be left above the title, and leave two-line spaces below the title.

03) Name/s and affiliation/s of author/s

- Lower case letters except the first letter of each word, font size 9, left-aligned on the page.
  Leave 2 line spaces between names and the affiliations. Affiliations of all the authors should be mentioned below the title (please see the specimen). Leave two line spaces below the affiliation.
- Place "and" just before the last author's name.
- E-mail address of the corresponding author should also be placed in the footnote. The Corresponding author should be identified by an asterisk after the name on the list of authors.
- ORCID of the corresponding author or the first author should be mentioned below the affiliations. Corresponding author has to clearly state whose ORCID should be included in the MS.

04) Abstract and key words

Abstract should be strictly limited to 250 words.

- Up to a maximum of five (05) key words arranged in alphabetical order should be

identified and included immediately after the abstract. Must not repeat words in title.
- No references, no unexplained abbreviations, tables or figures should be included in the abstract.

05) Body
- **Headings:** All headings should be in bold capital and left-aligned. E.g. **INTRODUCTION.** Leave one-line spaces above the heading and one line space below the heading,
- **Subheadings:** All sub-subheadings should be in lower-case bold letters except the 1st letter of the 1st word. E.g. **Selection of fresh produce**
- **Non-English terms:** All non-English terms should be *italicized*. E.g. *et al., viz, etc., in vivo, in vacuo, sous vide, Yala, Maha.*
- **Scientific names:** All scientific names should be *italicized*. Both genus and species names should be mentioned at the first appearance and only the species name can be mentioned with abbreviated genus name subsequently. E.g. *Clostridium botulinum* and subsequently *C. botulinum.*
- **Abbreviations:** All abbreviations should be standard. Authors are advised to refer: Academic and science abbreviations at http://www.abbreviations.com/acronyms/SCIENCE/1. Expand the abbreviations in the first instance except for standard abbreviations. Avoid using abbreviations in the abstract.
- **Hyphens** '-' should used to link words such as personal names, topographical names, and some prefixes etc. (E.g. post-harvest, well-established, 2-sided, co-operation, etc.).
- **Degree sign (º) –** The degree sign **(º) should be inserted from the symbols and it should not be** confused with the superscripted letter 'O' or zero. E.g. 37 °C, but not 37 °C or 37 ^{0}C.
- **En-dash** '–' should be used for ranges or spans. It is mainly used for ranges of numbers, most frequently size ranges, elevational ranges, dates and page numbers (E.g. 500–6000 m, 1–5 June, 1876–1977, figs 3–5).
- **Multiplication sign** '×'. The symbol for multiplication × is not to be confused with the letter x. It should always be used in measurements of length, width and height. E.g. "roots 2.0–4.0 × 0.2–0.4 cm".

06) Tables and Figures
- Should be included in the exact place within the text.
- Tables and figures (maximum of two) should be numbered sequentially using Arabic numerals. Titles should be self explanatory. Titles must be placed above for tables and below for figures.

07) Acknowledgements

- Should be limited to ~70 words.

08) Units
- SI units should be used.
- A single space should be left between the numerical value and the unit. E.g. 24 mL, 45 L, 2 mg/kg, 25 cm, 25 ºC, 10×20 cm (without a space).

09) Statistical signs: When the probability value is less than 0.01, indicate it as $P<0.01$. Where the standard error of mean is used with the mean, it should be stated as 25±2.5 (without a space)

10) References: Recommended to use APA format.