
GUIDELINES FOR PREPARATION OF MANUSCRIPTS
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I. GENERAL INSTRUCTIONS

- 01)** Research presented in the manuscript could be in any field of agriculture leading to a postgraduate degree. Research data should either be from an ongoing study or a study that has been completed after June 30, 2009.
- 02)** The research work should **not** have been presented at a conference or published or submitted for publication elsewhere.
- 03)** The postgraduate student should be identified as the first author.
- 04)** A corresponding author should be identified who will be responsible for all communications with the Congress Office.
- 05) Submission of manuscripts:** Manuscripts can be submitted online, by e-mail or by regular mail to the Congress Office on or before June 15, 2011. In case of submissions made through regular mail, the authors should forward three (03) hard copies of the manuscript and an electronic copy on a compact disc (CD) along with all other required documents. The authors are advised to mail the documents **at least three (03) weeks prior to the deadline.**
- Online submission** – Manuscripts can be submitted on line at <http://www.pgia.ac.lk/congress/>.
- Via e-mail** – E-mail the manuscript to congress@pgia.ac.lk.
- By regular mail** – Congress Coordinator, Congress Office, Postgraduate Institute of Agriculture, University of Peradeniya, Peradeniya 20400, Sri Lanka.
- 06) Certificate of Authenticity:** Declaration form attached hereto should be duly filled, signed by all authors and sent along with the manuscript. The authors who transfer the documents electronically should send the Certificate of Authenticity **by regular mail.**
- 07) Information of Corresponding Author:** Duly filled form should be sent **by regular mail.**
- 08)** Submissions that involve human or animal trials should provide evidence of approval obtained by an ethics review committee.

II. SPECIFIC INSTRUCTIONS TO AUTHORS

01) Documents to be Submitted

- Manuscript.
- A compact disk (CD) containing an electronic copy of the manuscript (for submissions by regular mail only).
- Duly filled and signed 'Certificate of Authenticity' form.
- Duly filled 'Information of Corresponding Author' form.

02) Format for typesetting

- **Paper size:** A4 (210 X 297 mm) typed single sided only.
- **Margins:** Top, bottom and right margins of 25 mm and a left margin of 30 mm.

- **Line spacing:** 1.5 (18 points) throughout the text.
- **Length:** Length of the manuscript including text, tables, figures and references should not exceed 15 typed pages.
- **Page and line numbering:** All pages should be sequentially numbered using Arabic numbers. All lines should also be numbered sequentially starting from the top to the bottom of each page.
- **Font:** Arial font size 12.
- **Language/spelling:** UK English only.
- **Software:** Authors may use either MS Word® 2003 or 2007 for Windows

03) Title Page: Title page should include the following information;

- Title and running title (less than 25 characters). They should be in **bold** faced letters.
 - Name/s and affiliation/s of author/s.
 - E-mail address, mailing address and contact numbers of the corresponding author.
- NOTE: Identify the corresponding author by placing an asterisk after the name.*

04) Abstract

- Should be limited to a maximum of 250 words
- Up to a maximum of five (05) key words should be identified arranged in the alphabetical order and included immediately after the abstract.
- Abstract should be typed in italics. If the abstract contains scientific names they should be separately underlined.
- No references, tables or figures should be included in the abstract.

05) Body

- **Introduction:** Justification of the research work, objectives and hypotheses should be included in the introduction.
- **Methodology:** All materials, chemicals, clinical subjects and samples used should be identified. Analytical, survey and statistical methods should be explained concisely. Common analytical methods need not be elaborated.
- **Results and Discussion:** Can be combined
- **Conclusions:** Should be concise.
- **Headings:** All headings should be in **bold** capital and centered. E.g. **INTRODUCTION**
- **Subheadings:** All subheadings should be in **bold** and in title case. E.g. **Preparation of Land**
- **Non-English terms:** All non-English terms should be *italicized*. E.g. *et al.*, *viz*, *etc*, *in vivo*, *in vacuo*, *sous vide*, *Yala*, *Maha*.
- 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*.

06) References: Refer to the authors and year of publication within the text as follows. (Sharma, 1997); (David and Silva, 2009) and in case of 3 or more authors (Gordon *et al.*, 2009). When two or more references are to be cited together, they should be given in the chronological order. E.g. (Sharma, 1997 & David and Silva, 2009). All publications cited in the text should be presented in the list of references in alphabetical order following the style mentioned below.

Journal Articles:

Slavin, J., Jacobs, D. and Marquart, L. (1997). Whole grain consumption and chronic diseases: Protective mechanism. *Nutr. Cancer*. 27, 14-21.

Books:

Shahidi, F. and Naczk, M. (2004). *Phenolics in Food and Nutraceuticals*. CRC Press, Boca Raton, FL, pp. 403-442.

Edited books:

Jeyarani, S. Karuppuchamy, P. and Sathiah, N. (2008). Interaction between the egg larval parasitoid, *Chelonus blackburni* and Nucleopolyhedrovirus in *Helicoverpa armigera*. pp. 126-130. In: Ignachimuthu and Jeyaraj. S. (Ed.) *Recent Trends in Pest Management*. Elie Publishing (Pvt.) Ltd., New Delhi, India.

Websites:

Sharma, V.P. (2009). Cyber extension: Connecting farmers' in India - Some experience [on line]. [Accessed on 12.08.2009]. Available at <http://www.gisdevelopment.net/proceedings/mapasia/2003/papers/i4d003.htm>

Digital Object Identifier (DOI):

doi: 10.1016/j.physletb.2003.10.071

07) Tables and Figures

- Should be included in the exact place within the text.
- Tables should be numbered sequentially using Arabic numbers. The titles should be self-explanatory. Figures should be numbered sequentially using Arabic numbers and be accompanied with a self-explanatory caption.
- Tables should not contain any vertical lines.
- **Illustrations, Line drawings and Photographs**, if any, should be clear, properly numbered and captioned and ready for reproduction. They should be of **high resolution such as 300** and saved in .tif or .bmp formats. Please **do not use .jpeg or similar formats** that do not reproduce well.
- All lettering, graph lines and points on graphs should be sufficiently large and bold faced to permit reproduction for inclusion in the Proceedings and Journal.
- Lines of maps, artwork and illustrations should be of appropriate thickness. Please note that the **thin lines do not reproduce well.**
- Please note that the illustrations, line drawings and photographs should be placed in the appropriate location of the **electronic file.**
- Adjustments to the illustrations can be made to improve clarity. E.g. to enhance brightness, contrast, or color balance. However, manipulations that may enhance, obscure, move, remove or introduce **should not be performed.**

08) Acknowledgements

- Only the essential individuals and/or organizations/institutes should be included.

09) 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.
- Degree symbol for temperature should be used separated from the numerical values by a single space as for example, 20 °C, 37 °F.

10) Acronyms and Abbreviations:

- All acronyms should be written in full at the first time of appearance. Abbreviations can be used subsequently.
- The full stop should not be included in abbreviations, e.g. rpm (not r.p.m.), ppb (not p.p.b.), '%' and '/' should be used in preference to 'per cent' and 'per', respectively. Where abbreviations are likely to cause ambiguity or may not be readily understood by readers, the units should be mentioned in full.

11) On being informed of the acceptance, the manuscripts should be revised as per the reviewers' suggestions and re-submitted to the Congress Office. The accepted manuscripts should be presented orally or as a poster at the Congress and they will be published in the journal 'Tropical Agricultural Research', vol. 23, 2011 (ISSN: 1016-1422).

12) Please note that the manuscripts that do not conform to the above guidelines **will not be accepted.**

SUBMISSION OF PAPERS

Modes of Submission:

Online submission – Manuscripts can be submitted on line at www.pgia.ac.lk/congress/.

Via e-mail – E-mail the manuscript to congress@pgia.ac.lk.

By regular Mail – Send three (03) hard copies of the manuscript along with a soft copy on a compact disk (CD) to the following address;

Full papers should reach the Congress office on or before the date indicated on the website - www.pgia.ac.lk/congress/.

Congress Coordinator,
Postgraduate Institute of Agriculture, University of Peradeniya,
P.O. Box 55, Peradeniya 20400,
Sri Lanka.
Tele: 94 81 238 8480; Fax: 94 81 238 8318; E-mail.: congress@pgia.ac.lk,
Website: www.pgia.ac.lk/congress/.

DOCUMENT CHECKLIST

- ☐ **Manuscript.**
- ☐ *A compact disk (CD) containing an **electronic copy** of the manuscript (for submissions by regular mail only).*
- ☐ *Duly filled and signed '**Certificate of Authenticity**' form.*
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