

Author Guidelines for Full Manuscripts

The final paper inclusive of the revisions suggested by the reviewers should be sent to the PGIA Congress Office by along with a soft copy written to a compact disc (CD-ROM) as MS WORD document (2007 or a newer version). Figures/illustrations/maps/line diagrams should be included in the appropriate place. However, the said illustrations should also be saved separately on the CD-ROM in its original form; i.e. without converting to MS Word. Please follow all the instructions given herein carefully so that the paper can be included in the journal as it is.

Please refer to the cover letter for a complete list of documents to be submitted to the Congress Office. 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) Format for typesetting

- **Page setup:** A4 size (210 × 297 mm) typed single side only.
- **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 ID of the corresponding author or the first author should be mentioned below the affiliations. Corresponding author has to clearly state whose ORCID ID should be included in the MS.

04) Abstract and key words

- 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 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. **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*.
- **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 be 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 (°)** – The degree sign (°) **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 °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 should be numbered sequentially using Arabic numerals. Titles should be self explanatory. Titles must be placed above for tables and below for figures.
- Leave single space between the title and the table/figure. If possible, try to keep the table/ figure at the centre of the page having text on the top as well as at the bottom. This avoid shifting of tables / figure between pages. In addition, figures should be submitted separately in its original form using the software in which it was created. When the tables and figures are referred in the text use “Table 1”) and “Figure 1” (Not table and Fig./figure). Tables should not contain any vertical lines. Column headings should be bold, centred horizontally and vertically within the cell except in the first column. In the first column, heading should be left aligned and centred vertically. Foot notes: font size 8, normal, left aligned to left margin of the table. Table and figure titles: bold, font Cambria size 10 (Refer to a recent journal article in TAR)
- **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 DPI**.
- All lettering, graph lines and points on graphs should be sufficiently large and legible. All axis titles and the labels on the figure should be in „Calibri“ font
- Lines of maps, artwork and illustrations should be of appropriate thickness. Please note that **thin lines do not reproduce well**.
- Please note that the illustrations, line drawings and photographs should be placed in the appropriate location in the **electronic file**.
- Adjustments to the illustrations can be made to improve clarity. E.g. to enhance brightness, contrast, or colour balance. However, manipulative editing that may enhance, obscure, move, remove or introduce any information resulting fabricated results, **should not be performed**.

- Avoid tables running over two pages. If needed place the content as two tables and indicate as a continuing table.
- Use grey scale with patterns in all figures and charts.
- Insert a scale bar in all images to facilitate the reader to understand the scale and proportion.

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 °C, 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:** Use a reference manager to prepare the bibliography (e.g. Mendeley®: can be downloaded from <https://www.mendeley.com/> or EndNote®: can be downloaded a trial version from <https://endnote.com/downloads/30-day-trial>). 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 mentioned in the chronological order. E.g. (Sharma, 1997; David and Silva, 2009). [Note: „and“ not „&“ when there are two authors, comma after authors; semicolon to separate citations] Avoid citing articles that the authorship cannot be traced and those on personal web pages. All publications cited in the text should be presented in the list of references in alphabetical order (without numbering) following the APA style mentioned below.

- **Journal Articles:** Slavin, J., Jacobs, D., & Marquart, L. (1997). Whole-grain consumption and chronic disease: protective mechanisms. *Nutrition and cancer*, 27(1), 14-21.
- **Books:** Shahidi, F., & Naczk, M. (2004). *Phenolics in Food and Nutraceuticals*. CRC Press, Boca Raton, FL.
- **Edited books:** Jeyarani, S. Karuppuchamy, P., & 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]. Available at <http://www.gisdevelopment.net/proceedings/mapasia/2003/papers/i4d003.htm>. [Accessed on 12.08.2019].
- **Digital Object Identifiers (DOI):**
DOI should be mentioned whenever available. E.g.
doi:10.1016/jphysletb.2003.10.071

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