**Author Guidelines**

**1st Research Conference of Faculty of Health Sciences, The Open University of Sri Lanka (OuFHSRC - 2025)**

The 1st Research Conference of the Faculty of Health Sciences, Open University of Sri Lanka (OuFHSRC 2025) welcomes the submission of **abstracts** for oral or poster presentations under the conference’s thematic areas. Accepted abstracts will be published in the OuFHSRC 2025 Proceedings and made available on the conference website.

1. Research that has been previously presented or published elsewhere will not be considered.
2. Each author may submit a maximum of three (3) abstracts.
3. The Author Declaration Form (signed by *all* authors) must be uploaded at the time of submission. The review process will *not* begin until all required documents are submitted.

**Important Dates**

* Abstract submission deadline: 25th March 2025
* Acceptance notification: Will be sent via email to the corresponding author.

**Official Abstract Template**

1. The official abstract template can be downloaded from the [OuFHSRC 2025 webpage](https://ou.ac.lk/research-conference-health/).
2. Authors should strictly follow the given template and these guidelines.

**Abstract Structure**

The abstract must include the background, objective/s, methods, results, and conclusions of your research. It should be presented in a structured format, with separate subheadings as specified in the official template, ensuring these five elements are clearly identifiable in the text.

**Title and Author Details**

· **Title**

1. Should not exceed 100 characters (including spaces) or two lines, whichever is shorter.
2. Use Times New Roman, 12 pt, bold, centered.
3. Only the first letter of the *first word* should be capitalized (proper nouns and abbreviations excepted).

· **Authors**

1. Follow this style for author names: *Family name* followed by *initials* with dots (e.g., *Perera, A.P.*).
2. Use Times New Roman, 11 pt, centered.
3. If authors have different affiliations, use *superscript numerals* (e.g., 1, 2) to link each author to the corresponding affiliation.
4. If all authors share the same affiliation, superscript numerals are **not** used.
5. Underline the name of the presenting author.
6. The corresponding author should be marked with a # sign above the name, and the corresponding author’s email should be provided (Times New Roman, 10 pt) as shown in the template.

· **Affiliations**

1. Use Times New Roman, 10 pt, italic, centered.
2. List affiliations on separate lines if multiple institutions are involved.

**Body of the Abstract**

1. Word limit: 300 words, excluding the title, authors, affiliations, and keywords.
2. Font: Times New Roman, 11 pt.
3. Line spacing: Single, with text justified.
4. Paper size: B5.
5. Margins: Top = 2.5 cm, Bottom = 2.5 cm, Right = 2.5 cm, and Left = 3.0 cm.
6. Keywords: Up to five (5) keywords, listed at the end of the abstract.

**Scientific Names and Abbreviations**

1. Any abbreviations should be defined at first usage.
2. Scientific names (e.g. organisms) should be *italicized*.
3. If common vernacular names follow the scientific name, they should be provided in parentheses.

**Acknowledgments**

* Research grants or financial support can only be acknowledged under the heading “Acknowledgement” at the end of the abstract (after the keywords).

**Submission Format, File Type and Submission**

1. All abstracts must be written in English, carefully checked for grammar and spelling.
2. Prepare the abstract using MS Word 2007 or 2010.
3. Save your file with the *.doc* extension (i.e., .doc format).
4. Submit your abstract and the declaration form through the submission portal on the OuFHSRC 2025 webpage.

**Mode of Presentation**

1. The final mode of presentation (oral or poster) will be decided based on reviewers’ recommendations.
2. Accepted abstracts will appear in the conference proceedings.

**Non-Presentation and Blacklisting Policy**

1. If the presenting author (the person whose name is underlined) is unavailable to make the presentation at the session, the corresponding author will be blacklisted from the OuFHSRC of The Open University of Sri Lanka for three (3) consecutive years.
2. A notification of blacklisting will be sent to the author’s institution.
3. The *title and details* of the withdrawn or unpresented abstract will be published in the *proceedings of the next immediate OuFHSRC*.

**Withdrawal of Abstracts**

* Withdrawal before acceptance:
	+ Authors may withdraw their submission before receiving the acceptance notification.
	+ Email the request to the Conference Secretary (oufhsrc@ousl.lk), clearly stating the title and reference number of the abstract.
* Withdrawal after acceptance:
	+ Once an abstract is accepted for publication in the OuFHSRC 2025 proceedings, withdrawal will not be permitted.

**Further Inquiries**

For additional information regarding abstract submission, please contact:

Email: oufhsrc@ousl.lk, Tel. 0712798383