



Firstauthor AB¹, Secondauthor BC²

¹*Department One, Faculty One, University One*

Author1@unione.ac.lk¹

²*Department Two, Faculty Two, University Two*

Author2@unitwo.com²

ABSTRACT

A clear and well-documented Word document template is presented as an article formatted for publications made to Applied Science, Business, and Industrial Research Symposium (ASBIRES) of Faculty of Applied Science, Wayamba University of Sri Lanka. The various components of the paper to be published in the conference proceedings [title, text, headings, etc.] are defined on the style sheet, as illustrated by the portions given in this document, including an abstract of 200-250 words. The Abstract should follow 3 – 5 keywords. This article presents and explains many of the common variations, as well as many of the formatting elements an author may use in the preparation of the documentation of their work.

KEYWORDS: Component, Formatting, Style, Styling

1 INTRODUCTION

This article provides a detailed description of a consistent MS Word styles to use across Applied Science, Business, and Industrial Research Symposium (ASBIRES) publications. Authors must use ASBIRES - Head 1 style for section headings, ASBIRES - Head 2 style for sub headings, ASBIRES – Body style in the section body texts and ASBIRES - References. This template, modified in MS Word 2013 and saved as “Word 97-2003 & 6.0/95 – RTF (*.doc)” for the PC, provides authors with most of the formatting specifications needed for preparing electronic versions of their papers. The length of the paper should be between 4-5 pages, including references. No page numbers should be indicated. Please be informed that all the articles must be submitted according to the final submission format and articles received in another format it will be rejected without further notice.

2 EASE OF USE

2.1 *Selecting a Template*

The authors should confirm that they have used the correct template for the recommended paper size. This template has been tailored for output page size corresponding to A4, which is 210mm x 297mm (8.27" x 11.69").

2.2 *Maintaining the Integrity of the Specifications*

The template is used to format the paper and style the text. All margins, column widths, line spaces, and text fonts are prescribed; and authors should not alter them. It is expected that the authors may notice peculiarities, such as the head margin in this template measures proportionately more than is customary and all margins are of 20 mm (0.75").

3 PREPARE THE PAPER BEFORE STYLING

Before the authors begin to format their paper, they should save the content

of their manuscript as a separate text file. It is expected that they keep their text content and graphic files separately until after the content has been formatted and styled. Authors should not use hard tabs, and limit the use of hard returns to only one return at the end of a paragraph. They must not add any kind of pagination anywhere in the paper.

The authors should complete the content, and organizational editing before formatting. The authors are advised to take note of the items discussed in the sub sections here when proofreading spelling and grammar:

3.1 Abbreviations and Acronyms

The authors must define abbreviations and acronyms the first time they are used in the text, even if they have been defined in the abstract. Abbreviations should not be used in the title or headings unless they are unavoidable.

3.2 Equations

The equations are an exception to the prescribed specifications of this template. The authors can determine whether or not their equation should be typed using either the Times New Roman or the Symbol font. However no other fonts should be used. To create multileveled equations, it may be necessary to treat the equation as a figure and insert into the text after the paper has been styled.

Equations should be numbered consecutively. Equation numbers are to position flush right within parentheses, as in (1), using a right tab stop. Use a long dash rather than a hyphen for a minus sign. Equations must be punctuated with commas or periods when they are part of a sentence.

Note that the equation needs to be centered using a center tab stop. Be sure that the symbols in the equation have been defined before or immediately following the equation. Use “(1)”, not “Eq. (1)” or “equation (1)”, except at the beginning of a sentence: “Equation (1) is ...”

After the text edit has been completed, the paper is ready for the template. Duplicate the template file by using the Save As command, and use the naming convention prescribed by ASBIRES for the title of the paper. In this newly created file, highlight all of the contents and import text prepared in the manuscript file. The paper is now ready for styling. Use the scroll down window on the left of the MS Word Formatting toolbar or Styles window in newer versions of MS Word for styling.

3.3 Identify the Headings

Headings, or heads, are organizational devices that guide the reader through a paper.

Use “figure caption” for Figure captions, and “table head” for table titles. Run-in heads, such as “Abstract”, will require applying a style in addition to the style provided by the drop down menu to differentiate the head from the text.

Text heads organize the topics on a relational, hierarchical basis. For example, the paper title is the primary text head because all subsequent material relates and elaborates on this one topic. Styles named “Heading 1” and “Heading 2” are prescribed.

3.4 Figures and Tables

When positioning figures and tables, they should be placed at the top and/or bottom of columns. Placing them in the middle of columns must be avoided.

Large figures and tables may span across both columns (as shown in Figure 2). Figure captions should be below the figures and the table headings should appear above the tables. Care should be taken to insert figures and tables after they are cited in the text. Fig 1 shows the possitioning of a figure in a text box.

Table 2: The length of the article
(Source: Author compile)

Topic	Maximum length
Abstract	$\frac{1}{3}$ page
Introduction	$\frac{1}{3}$ page
Literature	$\frac{2}{3}$ page
Methodology	$\frac{1}{2}$ page
Data Collection & Analysis	$\frac{2}{3}$ page
Results and Discussion	1 $\frac{1}{2}$ pages
Conclusion	$\frac{2}{3}$ pages
References	$\frac{1}{3}$ page or so

The abbreviation “Fig. 1” should be used in text, even at the beginning of a sentence. Table 2 shows a tentative sections breakdown of a research paper. Times New Roman 12 point should be used for figure and table labeling. The raw height for one line of a table should be 0.3 inches and font size inside the table should be 12.

Words rather than symbols or abbreviations should be used when writing figure axis labels to avoid

confusing the reader. For an example, write the quantity “Magnetization”, or “Magnetization, M”, not just “M”. If including units in the label, present them within parentheses. Axes should not be labeled only with units. In the example, write “Magnetization (A/m)” or “Magnetization {A [m (1)]}”, but not just “A/m”. Do not label axes with a ratio (e.g. “Temperature (K)” but not “Temperature/K”).

3.5 In-text Citation

In-text citation should follow APA style. Citations with a single author should be cited as in (Columbus, 2014). Alternatively, the int-text style as “Columbus concludes that ... (2014).”. In the case of two authors, citation should be (Columbus & Gerry, 2012). Alternatively, the style “Columbus and Gerry conclude that ... (2012).” can also be used. If there are three or more authors, citation should be (Columbus et al., 2015) or alternatively as in “Columbus et al. (2015) conclude that... ” can be used. If two or more sources needs to be included, they should be styled as (Jones, 2015; Hill & Smith, 2016). If a part from a source is directly quoted, “*it should be italic and should be within inverted commas as shown here*”. In such cases, the citation should also follow a page number (Chary, 2016, p. 125).

REFERENCES

All citations within the manuscript must appear in the reference list and all listings in the reference section must be cited somewhere within the manuscript. References should be in alphabetical

Figure 2: Positioning of a Large Figure

order by the first author's last name and the reference list should not be numbered. For clarity, please DO NOT use any abbreviations (such as for journal names) in the references. Our journal style uses fully spelled-Out journal titles.

Special notes: Do not use "et al." (either for authors or editors) in-reference list; all author (editor) names should be spelled out. Use only author/editor first and/or middle initials (do not spell out first or middle-names in reference section).

The critical concern is that all reference components are present. The JAB reference style is adapted from the Publication Manual of the American Psychological Association (APA). A number of sample reference citations are provided below (as generally fictitious illustrations only), showing the components needed for various reference types.

BOOK:

- Gremlin, R.J. (1991). *Agrochemicals: Preparation and Mode of Action*, 3rd ed. Chichester, England: John Wiley and Sons.

CHAPTER IN BOOK:

- Green, R. E., Davidsori, J.M., and Biggar, J. W. (1980). Methods for determining

adsorption-desorption of organic chemicals: An assessment. In Banin, A. D., and Kafkafi, U. F. (eds.), *Agrochemicals in Soils* (pp. 273-282). Elmsford, NY: Pergamon Press.

EDITED BOOK:

(Citing entire book rather than individual authors);

- Bredahl, W.M.E., Abbott, P.C., and Reed, M.R. (Eds.) (1994). *Competitiveness International Food Markets*. Boulder, CO: Westview Press.

JOURNAL ARTICLE:

(Note: FULLY SPELL OUT name of the journal, be sure to include volume number, and inclusive of page numbers)

- Addiscott, T.M. and Wagenet, R.J. (1985a, March). Concepts of solute leaching in soils: A review of modeling approaches. *Journal of Soil-Science*, 36, 411-424.
- Addiscott, T.M. and Wagenet, R.J. (1985b). A simple method for combining soil properties that show Variability. *Soil Science Society of America Journal*, 49(1), 1365-1369.
- Anderson, J.L. (1995, winter). The environmental revolution at twenty-five. *Rutgers Law Journal*, 26(2), 395-430.

PAPERS, REPORTS, BULLETINS:

- Alam, A. and Rajapatirana, S. (1993). Trade policy reform in Latin America and the Caribbean in the 1980s. Policy Research Working Paper No. 1104, International Trade Division, the World Bank, Washington, DC.

- Schatzer, R.J., Wickwire, M. and Tilley, D. (1986). Supplemental vegetable enterprises for cow-calf and grain farmers in southeastern Oklahoma. Research Report No. T-874, Agricultural Experiment Station, Department of Agricultural Economics, Oklahoma State University, Stillwater.
- Grise, V. (1990, February). The world tobacco market: Government intervention and multilateral reform. Unnumbered staff report, U.S. Department of Agriculture, economic Research Service, Washington, DC.
- U.S. Department of Agriculture. (1983, December). Food consumption, prices, and expenditures: 1962-1982. Statistical Bulletin No. 702, USDA, Economic Research Service. Washington, DC: U.S. Government Printing Office.
- Huang, KS. (1985, December). U.S. demand for food: A complete system of price and income effects. Technical Bulletin No. 1714, U.S. Department of Agriculture, Economic Research Service, Washington, DC.
- U.S. Department of Agriculture, Agricultural Marketing Service. (1985-96). Fresh Fruit and Vegetable Arrival Totals for 23 Cities (various issues). USDA/AMS, Market News Branch, Washington, DC.

PAPER PRESENTED AT MEETING:

- Eginton, C. and Tweeten, L. (1982, February 12). Impacts of national inflation on entrance and equity growth-Opportunities on typical commercial farms. Paper presented at the annual meetings of the Southern Agricultural Economics Association, Atlanta, GA.

PROCEEDINGS:

- Murray, W. (1999). An easily implemented, linear time algorithm for Bayesian student modeling in multi-level trees. S. Lajoie & M. Vivet, In *Proceedings of the 9th international Conference on Artificial Intelligence and Education (AI-ED 99)*, (pp.153-162). Amsterdam: IOS Press.