**GUIDELINES FOR PREPARATION AND SUBMISSION OF ABSTRACTS**

**Symposium on Space Science & Technology – March 2020**

* Abstracts should report original research.
* Documents that do not conform to the guidelines will be rejected.
* Documents received **after the given deadline (14th February 2020), will not be accepted.**
1. **SUBMISSION**
* ***Abstract (Word format should upload in website, please use the Word Format attached at the end of this document.***
* Extended Abstract (**PDF** version should upload in website)
* Declaration form (See the format)

*Note: Declaration form* ***should sign by each author*** *and scan copy should upload in webpage.*

1. **BASIC FORMAT FOR ALL DOCUMENTS:**
* Paper size and Orientation: A4 (210 x 297mm), Portrait.
* All margins except left : 25mm. Left margin:30 mm. Gutter: 00
* Font: Arial, 11 points, Line spacing: 1.5 (18pt), one column of text.
* No Header or Footer except 15mm Footer for page numbering.

Paragraph - Justified, No indent, No extra spacing before or after, No special effects

Insert - Picture - Yes, for figure and Table

Insert – Text Box - Yes, for figure or Table titles

Format – Text Box - layout - Wrapping style = Square, Horizontal alignment = Left or Right

Flow – charts - Inside a Text box with a font size of 10 – 11 pt.

1. **ABSTRACT**
2. The abstract should be **one page** in length, consisting of **not more than 350 words.** Please do not include subheadings, figures and tables. (Please use attached word format to prepare abstract)
3. Name(s) of author(s) and Address(s) **should appear on page carrying the abstract only.** Title of the paper should appear at the beginning of the abstract.

1. Acronyms should be written in full the first time they are mentioned in the text, followed by the abbreviation in parentheses.
2. There shall be **no** citations or **references.**
3. Please do not insert a page number for the abstract.
4. If the Abstract is accepted for publishing, the same **Word format** will be directly used.
5. **EXTENDED ABSTRACT**
6. Extended abstract (maximum three A4(03) pages; page number should be included)
7. **Do not include** author(s) names and affiliations in the extended abstract.
8. Should consist of the following sections: Title, Introduction (with objectives**) Methodology, Results, Discussion (or R & D combined)**, **conclusions** (if relevant), **References and Acknowledgement.**
9. The use of graphs and charts (generated electronically) is encouraged, Graphics and photographs (scanned) could be included only if essential. All these should be with the sub-title **Fig.** and a relevant description or caption **below the item**. Tables (a maximum of 2) should have a caption on top and be numbered using **Arabic** numerals.
10. **References:** only a few essential references should be included. The following format should be used:

Name(s) of author(s) with initials, year within parenthesis, title of the journal in italics, volume in bold face, page number(s).

Eg. Jayawardena P. , Marasinghe K.J. , (1989), *Astronomical Journal*, **115,** 215-218

1. **DECLARATION BY THE AUTHORS**

**The attached Declaration Form** should be filled by the corresponding author and **signed by ALL authors.**