

## **ABSTRACT GUIDELINES – EduTeach2020**

**Upload your abstract using the Application form in the conference website**

<https://educationconference.info/application/>

**The Abstract Submission Deadline: May 15, 2020**

The EduTeach2020 conference accepts abstracts of full research papers, theses and dissertations, case studies, research proposals, research in progress, ongoing projects for presentation. First you have to submit the abstract for evaluation/approval. Your Abstract should be related to any of the areas listed in the conference website as sessions/topics. The abstract is expected to meet the academic standards. Send your abstract in MS Word document format. Please follow the Guidelines given below to facilitate the submission. Apart from that, profiles of the authors should be sent along with the abstract.

### **Please Prepare Your Abstract in the Following Format:**

- **Topic/Title:** - Bold, Times New Roman, font size 12, centered
- **Names of Authors:** - Times New Roman, font size 12, centered
- **Names of the Universities or Institutions:** - Times New Roman, font size 11, centered  
(<sup>1</sup>Department, Organization, Country)
- **Text:** - Font & size: - Times New Roman font, size 11, Single paragraph
  - **Line Space:** - Single space
  - **Word Count:** - 400 words excluding Title, names and keywords
  - Abbreviations should be defined at the first time they appear in your text before being used as an abbreviation. E.g.: Food & Agricultural Organization (FAO). Do not define or use abbreviations in the title.
  - Do not include complex mathematical formulas, footnotes, endnotes etc. in your abstract. You can include them in the full paper.
  - Use in text citations and do not include reference list
  - Do not include tables, charts or other graphics in your abstract.
- **Keywords:** - Three to four (3- 4 words)
- **Type of the abstract:** whether it is the abstract of a full research / research proposal thesis/ dissertation /case study /research in progress/ongoing project
- **Presentation Theme/Session:** - Please select the most suitable theme.
- **Corresponding Author:** -name and email address
- **Contact details** of the Authors: - email addresses: - (1) Academic: - (2) Alternative
- **Presentation preference:** - Oral / Poster/ Publication only
- **Profile/Bio-note:** - Please follow the instructions given below.

### **Profile/Biography**

Please submit your Biography/Profile in the following format:

**1. Name:**

**2. Present Position:** Department/Organization/City/Country:

(E.g.-1. Associate Professor, Department of Foreign Languages, Faculty of Arts and Culture, Institute of Human Development and Training, Colombo, Sri Lanka)

**3. Profile:** -(maximum of 150 words):

Write a brief note about yourself giving details about your nationality, current employment, education background, work experience, research field, recent presentations and publications, affiliations and accomplishments etc.

### **Useful Information to Prepare Your Abstract**

1. The language of the abstract is English
2. Abstracts should be submitted along with the Application as an attachment in Word format.
3. One registration will only cover only one presentation.
4. If the co-authors also wish to attend the conference, they have to send applications individually, and register for the conference.
5. The Corresponding Author must ensure that all other co-authors' consent for the submission, presentation and publication of the abstract.
6. Name or save your abstract indicating your name: e.g. Da Silva\_Jane\_abstract.doc(.dox)
7. Upload your biography (no more than 150 words) with your abstract

### **After Submission of Your Abstract**

- 1) Notification of acceptance/rejection of the abstracts will be sent by e-mail.
- 2) The conference committee reserves the right to decide on the acceptance/rejection of the abstract and the method of presentation
- 3) The abstract of the registered authors will be published in the conference book.
- 4) By registering for the conference, you grant permission to the organizers to publish the abstract.
- 5) The invitation to submit an abstract or the acceptance of an abstract does not constitute an offer to pay travel, accommodation, registration fee or any other costs.
- 6) Payment of registration fees is necessary to participate or to present at the Conference or to publish your abstract in the conference book