

Instructions to Authors

1. Annual Symposium of Department of Agriculture (ASDA) will consider peer-reviewed, innovative, significant research papers, short communications, research news and research reports for publication authored by the officers of the Department of Agriculture. In addition to the findings from the departmental work, collaborative work with institutions outside the department and postgraduate research relevant to Sri Lanka will also be accepted if they make a contribution towards the progress and understanding of agriculture and agriculture development in Sri Lanka.
2. Papers should be written in English and as a policy they will be evaluated by an ASDA internal committee and reviewed by external independent referees. Hence, it is recommended to authors that the papers should be reviewed by a senior researcher/officer of the department prior to submitting. Authors will generally be notified of acceptance of paper(s) two months before ASDA. Accepted papers will be published in Annals of the Sri Lanka Department of Agriculture. From this year onwards, Annals will be linked to the oldest agricultural journal in Asia, the “Tropical Agriculturist”. Hence, in order to avoid duplication, Annals will publish only extended abstract of papers those will publish in the “Tropical Agriculturist”.
3. Posters should fit into 5' x 3' poster boards. Abstract of the posters also published in the Annals.
4. Manuscripts formatted according to the instructions given below should be submitted in duplicate to the Chairman, Organizing Committee, ASDA Secretariat, In-Service Training Institute, P.O. Box 21, Peradeniya or email to asdadoa2017@gmail.com.
5. Manuscripts / posters not formatted according to the instructions given or sent after the deadlines will not be accepted. ASDA Organizing Committee will announce the deadlines for submitting papers and posters each year.

MANUSCRIPT PREPARATION

It is suggested to divide the research paper into sections, namely ABSTRACT, INTRODUCTION, MATERIALS AND METHODS, RESULTS AND DISCUSSION, CONCLUSIONS, ACKNOWLEDGEMENTS AND REFERENCES. Please use consistent style throughout the manuscript.

The manuscripts should be formatted double spaced on A4 papers with following page setup: Margins; Top, Bottom, Right and Left 1.5; Header 1; Footer 0.5; Font: Times New Roman. Follow the formatting given in the table below.

Section	Type Style	Alignment	Font Size	Type Case
Title	Bold	Centre	12	Upper
Author's name	Normal	Centre	11	Upper
Author's Address	Normal and Italic	Centre	11	Title
Abstract	Normal	Centre	12	Upper
Abstract text	Bold	Justify	10	Sentence
Key Words	Bold	Left tab-1	10	Sentence
Key word Text	Normal	Justify	10	Sentence
Introduction	Normal	Centre	12	Upper
Introduction Text	Normal	Justify	12	Sentence
Materials and Methods	Normal	Centre	12	Upper
Materials and Methods Text	Normal	Justify	12	Sentence
Sub Title	Bold	Left	12	Sentence
Table and Figure Titles	Bold	Justify	10	Sentence
Table Headings	Normal	Justify	10	Sentence
References	Normal	Centre	12	Upper
Reference Text	Normal	Justify	10	Sentence

TITLE: The title should be concise and appropriately informative for retrieval. DO NOT TYPE YOUR NAME UNDERNEATH THE TITLE. Please submit a separate title page along with your name and address.

RUNNING TITLE: A short title, not exceeding 45 characters, should be provided.

ABSTRACT: This should state concisely the scope of the work and the principal findings, and should be suitable for direct use by abstracting journals; it should not exceed 200 words.

KEY WORDS: A list of keywords not exceeding six words chosen from the title, abstract or body of paper should be provided. They should be in alphabetical order and separated by commas.

FOOTNOTES: Footnotes within the text should be used only when essential.

INTRODUCTION: Introductory material including a review of the literature should not exceed what is necessary to include the reason for the work, the essential background and theoretical or conceptual basis for your work.

MATERIALS AND METHODS: Should introduce the materials used and methodologies followed in the experimental process and data analysis in concise manner.

RESULTS AND DISCUSSION: Should introduce the results in concise and appropriate manner without duplication and how results stand with the present status of knowledge.

Literature citation in text: Cite references in chronological order (oldest first); within a given year, order them alphabetically (e.g., Jones and Gil, 2010, 2014) (e.g., Ashton *et al.*, 2011; Brown, 2011; Jackson, 2012, 2014). Single author: Jones (2014) or (Jones, 2014). Two authors: Jones and Gil (2014) or (Jones and Gil, 2014). More than two authors: Jones *et al.* (2014) or (Jones *et al.*, 2014).

Tables and Figures: Tables and figures with captions/legends should be inserted in the typed text where appropriate. They should be numbered in the order of appearance in the text (e.g., Table 1; Figure 1). All the tables and figures should be cited in the text and data presented in tables or figures should not be

repeated in the text. Do not make tables using tabs. Instead use the table option in the MS word program. Do not separate columns with lines.

The graphs drawn in the MS XL program are preferable. Use insert graph option in Word program. Do not cut and paste the graphs in your text. If you are uncertain of the procedure please submit the graphs as separate files with original data in a CD. Make sure that your tables, graphs and figures fit within the specified margins of the page. Do not use colours in graphs to separate different categories. Use black and white patterns instead. In case of line drawings, the original artwork should be submitted.

Colour plates will not be accepted for publication unless they are absolutely necessary for the paper.

Tables, figures, graphs should stand themselves, hence place explanatory notes and define all abbreviations below the table, graph, figure after the heading.

Units, Symbols and Numbers: The recommended SI (International) units and symbols should be used. Use the word mass (kg, g, mg) correctly. Use either a solidus for one unit in the denominator (e.g., kg/ha). Use l for liter (ml for millilitre). Words *Yala* and *Maha* should be italicized. Other than that only the scientific names of organisms and non English words should be italicized. In the case of numbers, write out one through nine unless a measurement, a designator, or in a range (e.g., four petals, 3 mm, 6 years, 5–11 species, day 2). Use % instead of percent with numerals; use 1,000 separators as of 1,000: 10,000, when using decimals, use 0.13 instead of .13.

CONCLUSIONS: State concisely what you can conclude from your work.

ACKNOWLEDGEMENTS: State concisely what you can conclude from your work.

REFERENCES: All references in the text must be listed at the end of the paper, in alphabetical order of the author's last name. Do not number the references. Do not abbreviate or italicize the publication names. Special attention should be paid to the use of punctuations. Study the following examples and follow the same style.

Journal articles

Joachim, A., W.R.S. Kandiah and D.G. Pandithesekera. 1933. Studies on paddy cultivation 2. The effect of manures on the composition of paddy and soil. *Tropical Agriculturist* 81: 11-35.

Books (identical author and editor)

De Datta, S.K. 1981. Principles and practices of rice production. John Wiley and Sons, New York.

Books (edited by someone other than the author of article)

Ladd, J.N. 1985. Soil enzymes. In *Soil Organic Matter and Biological Activity*, Eds. D. Vaughan and R.E. Malcolm. pp. 176-221. Martinus Nijhoff Publishers, Dordrecht. The Netherlands.

Thesis

Pieper, R.D. 1963. Production and chemical composition of arctic tundra vegetation and their relation to the lemming cycle. Unpublished Ph.D. Thesis. University of Peradeniya, Peradeniya, Sri Lanka.

Research Reports

Starting from the centenary year of the DOA, Annals also include research reports. It is hoped that this category will especially encourage colleagues in the extension division to publish their valuable works. Important findings or experiences of extension and research activities of DOA and PDOA which could stimulate agriculture development can be submitted for publication as reports. Reports should include an abstract, an introductory paragraph, figures or tables, conclusions and references. Materials and methods and results and discussion could be included if necessary. A report can be up to maximum of 8 printed pages (please see the reports in ASDA Volume 17).

Short Communications, Research News and Posters

Short communications should not be more than five pages long and research news should be limited to one page. Follow the style of short communications used in the Annals of 2015. The ASDA will also accept posters to display at the symposium.

After the reviewing process, the papers will be sent back to the authors if revisions are required. A revised copy of the paper should be submitted as a word file in CD, along with a single hard copy, to the Chairman, ASDA.

ASDA Secretariat
In-service Training Institute
P.O. Box 21
Peradeniya 20400

Telephone and Fax: 94-81-2385354
E-mail: asdadoa2017@gmail.com