



Guideline for Authors to Submit Manuscripts

Text formatting

Manuscripts should be submitted two separate files in MS Word and PDF format.

Use a normal, plain font, 12-point Times New Roman, 1.5 line spacing for text.

Use the automatic page numbering function to number the pages with the page number at top right.

Use the continuous line numbering function for the whole manuscript.

Size of the page should be set to A4 and 1.5 inches for the left margin and 1 inch for the other margins.

Headings

Use no more than three levels of displayed headings as given below.

1. HEADING - LEVEL ONE (ALL CAPS, BOLD, 14 POINT)

2. Heading – level two (Uppercase first letter, bold, 12 point)

3. Heading – level three (Uppercase first letter, italics, 12 point)

Title Page

The title page should include:

A succinct title (less than 250 characters), a very concise running title.

Surname with initials of all authors, the affiliations and location of all authors

The full name and official email address of the corresponding author, who should be identified by an asterisk (*) in the list of authors.

Abstract

A brief abstract of up to 250 words should state the background and objectives of the research, methods, key results and brief conclusions of the study. Any abbreviations used should be spelt out when they are used initially. The abstract should not contain references and should not be structured.

Keywords

It is required to provide a maximum of five keywords for indexing purposes.



Introduction

Introduction should provide a background on the research topic, and a focused literature review that includes known and controversial findings, challenging issues, and the hypothesis tested in the reported research. The Introduction should not contain results or conclusions.

Materials and methods

Materials and methods, including layout of experiments, laboratory procedures, collection of data etc., should be described in sufficient detail to enable independent verification and repetition. All statistical methods used, including experimental design and methods of data analysis, should be included clearly.

Results and discussion

Results and discussion should be presented together or as two separate sections in a logical sequence in the text, tables and figures, usually matching the order as described in the Materials and methods. Repeated presentation of the same data in different forms should be avoided.

The Discussion should explain the results obtained and relate the major findings in the Results to the existing knowledge base. The Discussion should also include the overall significance of the key findings, their contribution to knowledge advancement and future research directions.

Conclusions

A concise conclusion of the study may be presented in this section, or at the end of the Discussion section.

Tables and figure

Authors should submit tables and figures with clear contents. Tables and figures should be numbered consecutively in Arabic numerals as Table 1, 2, 3 and Figure 1, 2, 3.

At the initial submission, all figures and tables should be incorporated in the text.

In the final revised version of the manuscript, figures/tables should be supplied as single files for each.

Letterings on figures should be in Times New Roman, and the font size should be 12 pt.

Composite Figures should be labeled as Figure 1a, 1b, 1c, etc. with a, b, and c clearly labeled in each panel.

TIFF, EPS, JPG and PDF files are the preferred formats. It is recommended that figures are generated in JPEG format before converting them to PDF.



Author contributions

The roles and contributions of each author must be described in terms of the following activities, *viz.* Conceptualization of research, securing of funds, planning of experiments/studies, execution of experiments/studies, data collection, statistical analysis of data, interpretation of results, writing of the initial draft and revision. A statement to the effect that “All authors reviewed the results and approved the final version of the manuscript” should be included.

Acknowledgments

Acknowledgments should include names of personnel who contributed to the work but did not merit an authorship and details of funding (where applicable) including the funding agency and grant number.

Declaration of conflict of interest

Authors should declare whether they have any conflicts of interest or not. Instances of conflict of interest include, for example, research on products marketed by an organization to which an author belongs, involvement in the development of a product that is being tested, *etc.* A detailed description of potential instances of conflict of interest in scientific publishing is given at https://en.wikipedia.org/wiki/Conflicts_of_interest_in_academic_publishing.

References

The American Psychological Association (APA) referencing style should be used. All references cited in the text should be in the list of references and *vice versa*. Authors should ensure the accuracy of details of the references. Use of a reference management software such as Mendeley is encouraged. Only the most relevant and recent references should be cited. The number of references should be limited to a maximum of thirty, except under exceptional circumstances.

Examples:

Reference to a journal publication:

Van der Geer, J., Handgraaf T., & Lupton, R. A. (2020). The art of writing a scientific article. *Journal of Scientific Communications*, 163, 51–59. <https://doi.org/10.1016/j.sc.2020.00372>.

Reference to a journal publication with an article number:

Van der Geer, J., Handgraaf, T., & Lupton, R. A. (2022). The art of writing a scientific article. *Heliyon*, 19, Article e00205. <https://doi.org/10.1016/j.heliyon.2022.e00205>.



INTERNATIONAL TEA SYMPOSIUM

Perfect Sip: Bridging Innovations, Sustainability, and Lifestyles



Reference to a book:

Strunk, W., Jr., & White, E. B. (2000). *The Elements of Style* (4th ed.). Longman, City of the Publisher.

Reference to a chapter in a book:

Mettam, G. R., & Adams, L. B. (2020). How to prepare an electronic version of your article. In: B. S. Jones, & R. Z. Smith (Eds.), *Introduction to the electronic age* (pp. 281–304). E-Publishing Inc., City of the Publisher.

Submitting a manuscript

Manuscript submissions (the initial PDF version and the subsequent MS-Word version after revision) should be done only through symposium email: symposium.trisl100@gmail.com

Symposium Secretariat

Tea Research Institute of Sri Lanka

Talawakelle