Maanudam Research Conference 2022 – Full Paper Template

Abstract - The Abstract should contain an introduction to the study with objective/s, methodology, results followed by a brief discussion and conclusion(s) presented in a single paragraph without subheadings, figures, tables or references. The Abstract and Keywords text should be 12 point Times New Roman or Unicode (Tamil), bold-italic, and fully justified. Begin the Abstract with the word “Abstract.” Do not indent. Use a hyphen, not a long dash, after the word “Abstract.” The Abstract should be about 250 – 300 words. Avoid using abbreviations. Do not cite references in the Abstract. Leave a blank line between the Abstract and Keywords.

Keywords - ***One line space should be left between the text and keywords. Three to five keywords should be*** included under the sub***-title 'Keywords - ' at the end of the abstract. Each keyword should begin with an uppercase letter and be separated by a comma followed by a single space.***

**Introduction**

These instructions serve as a template for Microsoft Word and give you the basic guidelines for writing a full paper for the MRC 2022. All full papers should be written in British English using MS Word (.doc or .docx format) or Unicode (Tamil). Abstracts should be between 250 and 300 words. Full papers should be between 12 and 15 pages which includes the abstract, all figures, table but may not include References.

Full papers should introduce the topic and the objectives of the study, have a clear argument, a section that reviews the existent literature related to the topic, the methodologies adopted in the research, a detailed discussion and analysis leading to conclusions. The format of the full-paper may differ depending on the topic and the discipline-specific methods and procedures followed in academic writing.

Please enable “Show Comments” and carefully follow these instructions to ensure legibility and uniformity.

**Page Layout**

When you open these guidelines, select "Print Layout" from the "View" menu (View> Print Layout), which will allow you to see the one-column format. You may then type over sections by using the copy and paste commands listed under the Edit menu (Edit> Paste) into this document and/or by using the markup styles. **We suggest you use this document as your guide and simply copy and paste your text over the material in this document.**

Find below some important information about the page layout and content:

* Paper Size: A4 (8.27” × 11.69”)
* Font: Times New Roman/ Unicode font (Tamil)
* Margins: 1.0 inch on all sides
* Language: British English/Tamil
* Non-English and Technical Terms: In *italics*

All the text, illustrations, and charts, must be kept within the print area, and do not write or print anything outside the print area. All text must be in a one-column format. Text must be fully justified.

Because the Proceedings will be provided in a digital format, color may be used in the full paper, but try to use colors that contrast well in black and white.

Do not number the pages; all full papers will be merged for the purpose of creating the Proceedings, and page numbering will be applied at that time.

**Title of Abstract**

The main title (on the first page) should begin 1 inch (2.54 cm) from the top edge of the page. It should be centered, in Times 14-point type/ Unicode font (Tamil). Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions (unless the title begins with such a word).

**Author Name(s) and Affiliation(s)**

Author names and affiliations should not be included in the full-paper.

**Main Text**

Type your main text in 12-point Times New Roman or 12-point Unicode font (Tamil), 1.5-spaced. Do not use double-spacing. All paragraphs should be indented 1 pica (approximately 1/6- or 0.17-inch or 0.422 cm), and the paragraph spacing should be 0-point (before and after).

Be sure your text is fully justified—that is, flush left and flush right. Sentences should be separated by one space only. Please do not place any additional blank lines between paragraphs. Apply Body Text Indent style. Please do not modify the styles used in this template.

**Figures and Tables**

Figure and table captions should be 10-point Times, small caps, left-justified (“Caption” in the Styles menu of this document) or 10-point Unicode font (Tamil/Sinhala). Initially capitalize only the first word of each figure caption and table title. Figures and tables must be numbered separately. For example: “Figure 1. Database contexts,” “Table 1. Types of mosquitoes.” If a figure or table was not originated by the author, credit must be given to the source in 9-point Times, left-justified type (“Source” in the Styles menu of this document). Leave 1 point of space between the figure or table and the source credit, and 6 points of space after the source credit. Callouts should be 9-point Times, non-boldface or 9-point Unicode font (Tamil/Sinhala).

Avoid placing figures and tables before their first mention in the text. Use .PNG or .JPEG formatting for embedded figures and images.

Figure captions are to appear below the figures. For figures, be sure to include a label (Figure X), a title (a short non-sentence description), and a caption (which explains in full sentences the meaning, purpose, or ways of decoding the figure). Of course, cite your figure, too, if it is taken from another source. See example with Figure 1.



Source: Name and/or institution if image is not author’s. (Delete if not used.)

Figure . caption style for describing figures.

Table titles are to appear above the tables. Table copy is identical to copy in the main text: 10-point Times New Roman. Table heads (and subheads if needed) use 10-point Times New Roman in boldface or 10-point Unicode font (Tamil/Sinhala) in boldface (“Table Head” in the Styles menu of this document).

Leave 6 points of space between the table title and the table itself, and 6 points of space after the table. Leave 6 points of space between the text above the figure and 6 points of space after the figure caption. Apply “Caption” style.

Table 1. Table type styles.

| Table Head | Table Column Head | | |
| --- | --- | --- | --- |
| Table column subhead | Subhead | Subhead |
| Table copy | More table copy |  |  |

**Bullets and Numbered Lists**

Recommended format for bulleted lists:

* Lead-in sentence ends with a colon only if it is a complete sentence or ends with the words “as follows” or “the following.”
* No blank lines should be used between the lead-in sentence and the list items.
* List items (BulletList Style) should be indented 0.5 inches from the left margin and should use rounded bullets (no dashes, hyphens, or other symbols should be used).

For numbered lists you should:

Use where the order of the list is critical (NumberedList Style).

Use the auto-numbering feature included in the NumberedList Style.

Supplementary Guidelines

Units: Use SI units. Keep a single space between different types of units (e.g. J mol-1 K -1 ). Use a negative exponent (e.g. kg m-3) instead of indicating units as divisions (e.g. kg/m3 ).

Nomenclature: Follow IUPAC nomenclature in naming chemical substances.

Mathematical Equations: Keep a single space before and after arithmetic operators (e.g. 3 + 5 = 8; 3 - 5 = -2; 3 ÷ 5 = 0.6; 3 × 5 = 15). Use the multiplication symbol instead of letter x or \*.

Quantitative expression of scientific results: Keep a single space between the magnitude and the unit of a particular quantity (e.g. 5.00 × 105 N m-2) . When expressing percentages, do not keep any space between the number and the % sign (56.7%). When reporting experimental measurements, do not keep digits that are not significant (beyond the precision of the scale of the instrument; e.g. 4.6567 to be reported as 4.66, if the scale of the instrument used is precise up to second decimal place).

**References**

List all references in 10-point Times or 10-point Unicode font (Tamil), single-spaced, at the end of your full paper, with one blank line between each reference. Sources are cited within the body of your paper by giving the name of the author(s) followed by the date of publication. The names of authors in your references should be formatted as per the Harvard referencing style (refer the reference guide included in the downloadables.

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