

## INSTRUCTIONS TO THE AUTHORS-Book Chapter

### General guidelines

#### *Formatting checklist*

<b>Book size</b>	B5 size paper with 1.5 spacing			
<b>Page setup</b>	Page margin top, bottom, right: 1 inch; left 1.25 inch			
<b>Pages</b>	Maximum 15-20 pages (including references)			
<b>Chapter Organization</b>	<b>Formatting criteria</b>			
	<b>Font</b>	<b>Font size</b>	<b>Spacing</b>	<b>Alignment</b>
Title/Heading	<b>Calibri + bold</b>	<b>14</b>	<b>1</b>	<b>Centre</b>
Authors and Institutional Affiliations	<b>Calibri</b>	<b>11</b>	<b>1</b>	<b>Centre</b>
Abstract title	<b>Calibri + bold</b>	<b>11</b>	<b>1</b>	<b>Centre</b>
Abstract	<b>Calibri</b>	<b>11</b>	<b>1</b>	<b>Justify</b>
Keywords	<b>Calibri</b>	<b>11</b>	<b>1</b>	<b>Left</b>
Subtitles/Sub-heading	<b>Calibri + bold</b>	<b>12</b>	<b>1</b>	<b>Left</b>
Main Text	<b>Calibri</b>	<b>12</b>	<b>1</b>	<b>Justify</b>
Table heading	<b>Calibri</b>	<b>12</b>	<b>1</b>	<b>Left</b>
Table content	<b>Calibri</b>	<b>10</b>	<b>1</b>	<b>Left</b>
Figure caption	<b>Calibri</b>	<b>10</b>	<b>1</b>	<b>Left</b>
Figure text	<b>Calibri</b>	<b>10</b>	<b>1</b>	<b>Left</b>
Summary/ Conclusion	<b>Calibri</b>	<b>11</b>	<b>1</b>	<b>Justify</b>
Acknowledgements	<b>Calibri</b>	<b>11</b>	<b>1</b>	<b>Left</b>
Conflict of Interest	<b>Calibri</b>	<b>11</b>	<b>1</b>	<b>Left</b>
References	<b>Calibri</b>	<b>11</b>	<b>1</b>	<b>Left</b>

### First Page of the Chapter

- 1. Chapter Title:** Very precise, short, and reflect the entire content of the chapter
- 2. Author(s) Information: Surname with initials** of the all authors, affiliations, corresponding author's e-mail address and telephone number after the chapter title.  
*(The telephone number will not be published but may be needed for rapid communication until the chapter is published)*
- 3. Abstract:** Begin the chapter with an abstract that summarizes the content of the chapter in 250 words. [The abstract will appear online and be available with unrestricted access to facilitate online searching e.g., Google, and allow unregistered users to read the abstract as a teaser for the complete chapter].
- 4. Keywords:** Add 4-5 keywords (in alphabetical order) that will help someone locate your chapter at the top of the search engine list using, for example, Google. Very broad terms (e.g., 'Case study' by itself) should be avoided as these will result in thousands of search results but will not result in finding your chapter. Each keyword should not contain more than two compound words, and each keyword phrase should start with an uppercase letter.

## **Guidelines for Main Text**

1. **Numbering Style:** Author(s) are requested to select the numbering style for the chapter's section and apply this style consistently to all sections of the chapter.
  - a. Heading levels should be clearly identified and each level should be uniquely and consistently formatted and/or numbered.
  - b. Use the decimal system of numbering if your headings are numbered. Never skip a heading level.
  - c. The only exceptions are run-in headings which can be used at any hierarchical level.
2. **Technical terms and abbreviations:** should be defined the first time they appear in the text. Abbreviations, special characters, etc: Before submission, author(s) should carefully proofread the manuscript for abbreviations, special characters, mathematical symbols, Greek letters, equations, tables, figures, references and images, to ensure that they appear in proper order and format.
3. **Tables and figures:** should be placed inside the text. Tables and figures should be presented as per their appearance in the text. It is suggested that the discussion about the tables and figures should appear in the text before the appearance of the respective tables and figures. No tables or figures should be given without discussion or reference inside the text.
  - **Table(s)** should be explanatory enough to be understandable without any text reference. Number tables consecutively and ensure that all tables are cited in the text in sequential order. Use the table function to create and format tables. Do not use the space bar or multiple tabs to separate columns and do not use Excel to create tables as this can cause problems when converting your tables into the typesetting program and other formats. Table headings should be placed above the table. Footnotes should be placed below the table with superscript lowercase letters.
  - **Figure(s)** should have a caption. The caption should be concise and typed separately, not on the figure area. Figures should be self-explanatory. Information presented in the figure should not be repeated in the table. All symbols and abbreviations used in the illustrations should be defined clearly. Figure legends should be given below the figures. If a figure is reproduced from a previous publication, include the source as the last item in the caption. Number the figures and ensure that all figures are cited in the text in sequential order. Identify all elements found in the figure in the figure caption and use boxes, circles, etc. as coordinate points in graphs instead of color lines.

The materials use (figures, tables, etc.) should be original. However, if excerpts from copyrighted works such as illustrations, tables, animations or text quotations are included in your chapter, please obtain permission from the copyright holder (usually the original publisher) for both the print and online format.

Please verify that the following specifications are adhered to:

Type of Drawing	DPI	Format
Graphics and diagrams	1200/ original	TIFF/ MS-Office files (Excel or PowerPoint) (xls, xlsx, ppt, pptx).
Photos	300	JPGE (minimum 1Mb)
Combination	600	TIFF

- 4. Nomenclature and Units:** Internationally accepted rules and the international system of units (SI) should be used. If other units are mentioned, please give their equivalent in SI. Numerals should follow the British/American method of decimal points to indicate decimals and commas to separate thousands
- **For biological nomenclature:** the conventions of the International Code of Botanical Nomenclature, the International Code of Nomenclature of Bacteria, and the International Code of Zoological Nomenclature should be followed. Scientific names of all biological creatures (crops, plants, insects, birds, mammals, etc.) should be mentioned in parentheses at first use of their English term.
  - **Chemical nomenclature:** as laid down in the International Union of Pure and Applied Chemistry and the official recommendations of the IUPAC-IUB Combined Commission on Biochemical Nomenclature should be followed. All biocides and other organic compounds must be identified by their Geneva names when first used in the text. Active ingredients of all formulations should be likewise identified.
  - **Math formulae:** All equations referred to in the text should be numbered serially at the right-hand side in parentheses. Meaning of all symbols should be given immediately after the equation at first use. Instead of root signs, fractional powers should be used.
    - Subscripts and superscripts should be presented clearly. Variables should be presented in italics.
    - Greek letters and non-Roman symbols should be described in the margin at their first use.
    - To avoid any misunderstanding zero (0) and the letter O, and one (1) and the letter I should be clearly differentiated.
    - For simple fractions use of the solidus (/) instead of a horizontal line is recommended.
    - Levels of statistical significance such as: \*P <0.05, \*\*P <0.01 and \*\*\*P <0.001 do not require any further explanation.
    - Guideline for Reporting P values: *P* is always italicized and capitalized eg: *P* <0.05.
- 5. Summary/Conclusion:** Each chapter ends with a 150 to 250 words summary or conclusions highlighting key information of content without references.
- 6. Acknowledgements:** A brief acknowledgement section may be given. The acknowledgements of people who provided assistance in manuscript preparation, funding for research, etc. should be listed in this section. All sources of funding should be declared as an acknowledgement. Authors should declare the role of the funding agency, if any, in the study design, collection, analysis and interpretation of data; in the

writing of the manuscript. If the study sponsors had no such involvement, the authors should so state.

7. **Conflict of Interests:** Declaration of competing interest is compulsory. All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential conflicts of interest include employment, consultancies, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. If no such declaration has been made by the authors, YSF reserves to assume and write this sentence: “Authors have declared that no competing interests exist.”

## 8. References:

**A maximum of 50 references can be listed. All these references should be cited within the relevant text.**

- (i) Recommended to follow **IEEE Citation Style**

Reference: <https://ieeauthorcenter.ieee.org/wp-content/uploads/IEEE-Reference-Guide.pdf>

- (ii) In-text citations and Bibliographic references - Vancouver System of Referencing
- The references should be numbered and appear in the order they appear in the text. Numbered references in the text must be in *square brackets*.

Eg: as shown by Brown [4], [5]; as mentioned earlier [2], [4]–[7], [9]; Smith [4] and Brown and Jones [5]; Wood *et al.* [7]

**or as nouns:**

as demonstrated in [3]; according to [4] and [6]–[9]

**NOTE:** Use *et al.* when three or more names are given for a reference cited in the text.

- In the Bibliographic references, reference features are:
  - The author name is first name (or initial) and last.
  - The title of the journal or book is in italics.
  - The title of an article (or chapter, conference paper, patent etc.) is in quotation marks.

## Examples

### 1. Book

Author(s). *Book title*. Location: publishing Company, year, pp.

*Example:*

W.K. Chen. *Linear Networks and Systems*. Belmont, CA: Wadsworth, 1993, pp. 123-35.

### 2. Book Chapters

Author(s). “Chapter title” in *Book title*, edition, volume. Editors name, Ed. Publishing location: Publishing Company, year, pp.

*Example:*

J.E. Bourne. “Synthetic structure of industrial plastics,” in *Plastics*, 2<sup>nd</sup> ed., vol. 3. J. Peters, Ed. New York: McGraw-Hill, 1964, pp.15-67.

### 3. Article in a Journal

Author(s). "Article title". *Journal title*, vol., pp, date.

*Example:*

G. Pevere. "Infrared Nation." *The International Journal of Infrared Design*, vol. 33, pp. 56-99, Jan. 1979.

#### **4. Articles from Conference Proceedings (published)**

Author(s). "Article title." *Conference proceedings*, year, pp.

*Example:*

D.B. Payne and H.G. Gunhold. "Digital sundials and broadband technology," in *Proc. IOOC-ECOC*, 1986, p. 557-998.

#### **5. World Wide Web**

Author(s)\*. "Title." Internet: complete URL, date updated\* [date accessed].

*Example:*

M. Duncan. "Engineering Concepts on Ice. Internet: [www.iceengg.edu/staff.html](http://www.iceengg.edu/staff.html), Oct. 25, 2000 [Nov. 29, 2003].

### **File submission**

The completed chapter must be provided in the form of a single zipped folder containing soft copies of

1. Completed chapter: MSWORD format and a pdf version [embedded with all the figures/illustrations/tables/chemical structures etc at the appropriate place into the text.
2. Figures/illustrations, tables, equations and chemical structures, as separate files (eg: power point.
3. Plates: JPGE format (each plate size should not be less than 1Mb).

### **Note:**

Due care with anti-plagiarism norms will be taken using standard softwares by our technical team. The acceptance rate for plagiarism is below 5%. Proper citations and acknowledgements may be made as applicable.

Please share the Title with a brief outliner of the chapter (max 200 words) by 30<sup>th</sup> November 2021 for screening.

The first draft has to be submitted by 30<sup>th</sup> December 2021.

The final draft has to be submitted by 30<sup>th</sup> January 2022.

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