

## INSTRUCTIONS TO AUTHORS

1. Annual Symposium of the Department of Agriculture will consider research papers, short communications, and abstract of posters authored by the officers of the Department of Agriculture for publications. In addition to the findings from the regular departmental work, collaborative work with institutions outside the department and postgraduate research relevant to Sri Lanka will also be considered.
2. Manuscripts should be written in English. They will first be evaluated by an internal committee and followed by a double blind review. The Annals of Sri Lanka Department of Agriculture will collaborate with the Tropical Agriculturist (TA) in publishing full paper. Papers with highly technically sound and scientific in nature will be selected as a full paper in TA. The abstract of full paper published in Tropical Agriculturist, Short Communications, abstract of the poster presentation of the symposium, will be published in the Annals of the Sri Lanka Department of Agriculture. In any case, the decision of the Editorial will be final.
3. Manuscripts formatted according to the instructions given below should be submitted to the Chairman ASDA, ASDA Secretariat, In-Service Training Institute, P.O. Box 21, Peradeniya or email to [doasda@gmail.com](mailto:doasda@gmail.com).
4. Manuscripts not formatted according to the instructions given or received after the deadlines will not be accepted.

## MANUSCRIPT PREPARATION

It is suggested to divide the research paper into seven 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. Authors are requested to follow the formatting given in the table below.

<b>Section</b>	<b>Type Style</b>	<b>Alignment</b>	<b>Font Size</b>	<b>Type Case</b>
Title	Bold	Centre	12	Upper
Author's name	Normal	Centre	11	Upper
Author's Address	Normal and Italic	Centre	11	Title
Abstract	Bold	Centre	12	Upper
Abstract text	Bold	Justify	10	Sentence
Key Words	Bold	Justify	10	Sentence
Key word Text	Bold	Justify	10	Sentence
Introduction	Bold	Centre	12	Upper
Introduction Text	Normal	Justify	11	Sentence
Materials and Methods	Bold	Centre	12	Upper
Materials and Methods Text	Normal	Justify	11	Sentence
Sub Title	Bold	Left	12	Sentence
Table and Figure Titles	Bold	Justify	10	Sentence
Table Headings	Bold	Justify	10	Sentence
References	Bold	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 50 characters, should be provided.

**ABSTRACT:** Abstract should state concisely the scope of the work and the principle findings and should be suitable for direct use by abstracting journals; it should not exceed 250 words.

**KEY WORDS:** A list of keywords not exceeding six words while minimizing the use words already appears in the title, abstract or body of the paper should be provided. They should be in alphabetical order and separated by commas.

**FOOTNOTES:** Footnotes within the text should be used when and only it is extremely necessary.

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

**MATERIALS AND METHODS:** Should introduce the materials used, methodologies followed in the experimental process, and methods of data collection 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 and for future applications in the subject of relevance.

**Literature citation in text:** Cite references in opposite chronological order starting from the most recent one; 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) depending on the citation place in the sentence. Two authors: Jones and Gill (2014) or (Jones and Gil, 2014) depending on the citation place in the sentence. 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 be self-explanatory; hence place explanatory notes and define all abbreviations below the table, graph, figure after the heading.

**Units, Symbols and Numbers:** 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 and the first letter should be in uppercase, and the year should appear after the season (eg: *Yala* 2015). Other than that only the scientific names of organisms should be italicized while all non-English words should start with an uppercase letter. 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, 5611 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:** Contributions from anyone who does not meet the criteria for authorship should be listed with permission from the contributor. Financial, material support and secondary data sources should also be mentioned

**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.

**Online**

Lachke, A. 2002. Biofuel from D-xylose the Second Most Abundant Sugar: <http://www.iisc.ernet.in/academy/resonance/pdf/p50-58.pdf> (Accessed on 10 July 2014)

**Research Reports**

Annals will also consider research reports for publication developmental activation of the extension division. Reports should include an abstract, an introduction, results, conclusions and references. Materials and methods and discussion could be included only if necessary. A report can be up to maximum of 8 printed pages.

**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. Abstracts of Posters shall not exceed 300 words.

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