**The 1st International Conference on Aviation Research of Airport and Aviation Services**

**Guidelines for Extended Abstract Submission**

***1. Introduction:***

Welcome to the extended abstract submission guidelines for the 1st International Conference on Aviation Research of Airport and Aviation Services. These guidelines are intended to assist authors in preparing concise yet informative extended abstracts for presentation at the conference. Please review and follow these guidelines carefully to ensure the quality and coherence of your submission.

***2. Submission Guidelines:***

*2.1 Scope:* Extended abstracts should provide a clear overview of your research, work, or case study in the field of airport and aviation. Present your main objectives in the introduction, methods, key findings, and implications.

*2.2 Length:* Extended abstracts should be between 1200 and 1500 words, excluding title, author information, and references. It should not should NOT exceed 05 pages including references and must be sent in MS Word (Doc/Docx) format.

*2.3 Title:* The title of the extended abstract should be concise, accurately reflecting the content of your work.

*2.4. Keywords:* Provide 04-05 keywords that capture the essence of your research, facilitating easier categorization and searching.

*2.5. Formatting guidelines:* All extended abstracts should be written in English and formatted according to the conference template provided on the conference website. The template will include instructions on font, spacing, and other essential formatting elements.

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| **Formatting Criteria** | **Guidelines** |
| Page Size  | B5 |
| Margins | Top and, bottom 0.75”, right – 1” Left – 1.25” |
| Font | Cambria 11 (Headings -11; Body 11; Tables & figures 10) |
| Line Spacing | Single lines spacing, justified |
| Paragraph Spacing | Before, after 6pt |
| Tables | Center aligned, Heading: above the table, table Source: Below the table, font size 10, Cambria font type |
| Figures | Center aligned, Heading: below the figure, font size 10, Cambria font type |
| Referencing  | Follow APA 6th version for in-text citations, and reference list.Reference list [After 6pt, single lines spacing, left-aligned, Alphabetical order, No numbers (1,2,3) please, Hanging indent, Font size 11, Cambria font type] |
| Key Sections  | Introduction (200-250 words)Methods (100-150 words)Key findings (500-600 words)Implications (250- 300 Words)References (100-200 words)  |

2.7 Fine Tuning

1. Do not end a page with a heading or subheading.
2. Do not end a page with one or more blank lines, except to avoid ‘widow’ headings and to end your paper.
3. Avoid starting a page with an incomplete line.
4. Do not underline headings, subheadings, title, figure captions and table headings.
5. Keep footnotes to a minimum or put them in a special section before the References.

**3. Submission Process:**

*3.1 Online Submission:* All papers must be submitted to the email given below: icar@airport.lk

*3.2 Document Format:* Submit your extended abstract in WORD format to ensure consistent presentation across different platforms.

*3.3 Author Information:* Include the names, affiliations, and contact details of all contributing authors only in the title page

**4. Review Process:**

*4.1 Evaluation:* Extended abstracts will be reviewed by experts in the field. Reviewers will assess the relevance, significance, and clarity of the submission.

**5. Presentation:**

5.1 Oral Presentation: Authors of accepted extended abstracts will be invited to present their work orally during the conference. Each presentation will typically be 10 minutes long, followed by a Q&A session.

**6. Important Dates:**

Calling for Extended Abstracts/Full Papers: 23rd August 2023

Abstract Submission Deadline: 20th September 2023

Notification of Acceptance for the abstracts: 30th September 2023

Full Paper/Extended Abstract Submission deadline: 25th November 2023

Notification of Acceptance for the full papers/extended abstracts: 30th November 2023

Early Bird Registration for the Conference: 05th December 2023

Submission of Camera Ready papers: 07th December 2023

Conference Dates: 16th December 2023

We look forward to receiving your insightful extended abstracts and having you join us at the 1st International Conference and Research Symposium of Airports and Aviation. Your contributions to the field of airport and aviation are highly valued!

9. Contact Information:

For any queries or assistance related to paper submission, please contact:

icar@airport.lk

+94710333322

Sincerely,

**Conference Organizing Committee**