

Submission Guidelines for Journal of the Faculty of Graduate Studies Vol. 2, 2013

Presenting at the 13th Annual Research Symposium, University of Kelaniya:

- I. The abstract of your paper must be accepted for a paper presentation at the 13th Annual Research Symposium, University of Kelaniya.
- II. You must register, and present the paper in person to be considered an eligible author contributing to this publication.

Submitting manuscripts:

1. Save your manuscript and cover page as Microsoft Word files.
2. Submit your paper electronically, as two documents (attachments) to fgs@kln.ac.lk
 - a. The cover page
 - b. The complete manuscript/paper

Preparing manuscripts:

1. Write the manuscript following the format specified in the *Publication Manual of the American Psychological Association* (6th edition): i.e. the APA style [Times New Roman, font size 12, double spacing]
2. You may use either American or British spelling.
3. Your full paper must not exceed 12 pages, including references and appendices.
4. Remove all personal and institutional identification from the body of the manuscript. Reviewers should not be able to identify the author/s.
5. The cover page should include:
 - a. Manuscript title.
 - b. Name, institutional affiliation, mailing address, e-mail address of all authors.
 - c. One or two sentences of each author's biography.
 - d. A statement that the manuscript is original and is not under consideration or published elsewhere, signed by you and your supervisor if you are an FGS student.

6. Submit the manuscript as a separate attachment.
 - a. On the first page of the manuscript, include the title, an abstract of 150 words or fewer, and 05 keywords.
 - b. Start the body of the paper on the second page.
 - c. Check the paper and the references for accuracy.
 - d. Use APA style of referencing.
 - e. Write clearly and concisely, using inclusive language.
 - f. Include number and captions of all visuals, figures, tables, charts etc.

Submission Timeline: To reach fgs@kln.ac.lk by December 15, 2012.