

Extended Abstract Submission (Format)

Researchers who wish to present their action research at the National Action Research Conference on Higher Education 2020 of the Faculty of Humanities and Social Sciences of the University of Sri Jayewardenepura, Sri Lanka should submit the extended abstracts in line with the guidelines given below.

1. Format of the extended abstract

- **Margins**

1.5 inches (left) and 1 inch (top, right and bottom).

- **Line space**

1.15 spacing except for the two sections, Authors and Short abstract.

- **Font size and type**

11 in Times New Roman unless otherwise mentioned below (i.e. Authors, Short abstract, references and lettering within the tables and figures). Sinhala - font - Iskolapotha

All non-English words should be italicized.

- **Length**

Maximum 2000 words and minimum 1200 words. Maximum no. of pages 5, including references, tables, short abstract, charts and figures, if essential only.

- **Software**

Extended abstracts must be submitted in both MS Word and PDF File Formats only.

- **Languages**

English; either British or American spelling can be used; however, consistency in spelling is expected. Sinhala can also be used (Iskolapotha)

- **Titles**

Provide a title to your project. This should be less than twenty words.

Font size 14, bold and centered. Word limit is 20. Capitalize the first word of the title and subtitle and proper nouns only. Do not capitalize the rest.

- **Authors**

Name, affiliation, email of all authors, **font 10**. Underline the corresponding author's email address. **Line Space 1.15**.

- **Short abstract**

A brief summary of the extended abstract, which should include all the key components. Approximately 350 words. Times New Roman, 11 font size. **Line Space 1.15**.

ABSTRACT

This document intends to provide you with necessary instructions to prepare your abstract for submission to NARCHE 2020. Your abstract should be written in English using the font **Times New Roman; size 11, 1.15 line spaced or Sinhala using FM Abaya font**. Abstract should contain approximately 350 words, a few key words (maximum 5), introduction (including the research problem, research questions, and objectives), a reference to literature, methodology used, results, discussion, conclusion/s or implication/s. The title of the abstract should be limited to a maximum of 16 words. Your abstract should be submitted online via the conference email in the MS word format by the provided deadline. Each abstract will be reviewed by a panel of experts in each discipline, and **the reviews' decision** will be emailed to the corresponding author within 21 days after submission. If an abstract is accepted for presentation, the authors may be requested to resubmit the abstract with any necessary changes suggested by the reviewers. All relevant information is available on the conference website. If you have further questions, please do not hesitate to contact us. We look forward to receiving your abstracts.

- **Key words**

5 keywords. First letter of each key word should be in upper case. 11 font; times New Roman

- **Introduction**

Times New Roman, 11 font size, approx. 200 words.

Why did you do this project? What motivated you to do the project?

Briefly explain the original aim/s and the objective/s of your project. This should include the specific focus of your project and the reasons for doing the project.

Provide the research question/questions.

- **Literature review**

Times New Roman, 11 font size, approx. 300 words.

Which theory/theories are relevant to your project? How can the theoretical concepts be linked to your research focus? What previous empirical studies are relevant to your project? How are those studies relevant?

Give a brief overview of the theoretical concepts and previous empirical studies relevant to your research project. In particular, you have to show how these theories/empirical results are linked to your project.

- **Methodology**

Times New Roman, 11 font size, approx. 400 words.

What was the process of your research?

Explain the methodology under the following sub-headings.

Participants: Give a summary of the background information of your participants including the number of participants, age range, gender distribution, subject area, the year of study etc.

Researcher role: Explain your role as a researcher in the project.

Process: Explain the process of your research. For example, the planning process (how did you plan the overall project), action process (what did you do within the project), and reflection process (how did you reflect upon the findings, e.g. comparing previous behaviour and current behaviour).

Type of data: Explain the content of the data collection tools you used and rationale for using them, e.g. questionnaire – How many sections were there? How many questions were there? What type of questions were there?

Explain the type of data you collected, e.g. test scores, questionnaire data.

Explain how you analysed the data and the justification for choosing those analysis methods, e.g. statistical calculations, thematic analysis.

- **Results and discussion**

Times New Roman, 11 font size, approx. 400 words.

What are the main findings of your research?

Summarise the main results under each research question.

- **Implications/ Conclusions**

Times New Roman, 11 font size, approx. 700 words.

What did you learn from this research?

Implications for practice, policy and/or theory: Explain how your research findings are relevant to you, the subject, programme and to the university. Explain any theoretical contribution/s that you can make, if any.

Recommendations and future research: Provide any recommendations that you can make – to colleagues, departments, faculty university and/or wider academic community.

Explain if you are going to continue the research and if so how and why. If not, explain any other future research possibilities arose from your project.

Disseminating your findings: Explain how you are going to disseminate your findings, e.g. change the test paper, organise a workshop for colleagues etc.

Explain how you are going to monitor any changes you make.

Lessons learnt: Explain the learning points you gained from undertaking the research (including what you have learnt about methodology) and the learning points gained by your students by taking part in the research.

Explain the personal changes that you would make to your future practice.

- **Acknowledgment**

Acknowledgement should be placed immediately following Conclusions/ Implications, **if necessary**

- **Referencing**

Limit to 5 key references and follow the APA style 6th edition, Times New Roman, 11 font size. Line space 1.15.

- **Tables/ charts, if any**

All tables should be captioned with 11 font, Times New Roman. The table caption goes above the table, with 1 line space above and below the caption. Only the first letter is in upper case.

Maximum number of tables is 2 and maximum number of charts is 2. Please note that table/chart content is included in the word count.

Letters **within** the tables should be Times New Roman, 11 pt. size type, of 1.15 line heading, centered, if 2 line heading flush left. Only the first letter of the first word is in upper case.

- **Figures, if any**

All figures should be captioned with 11 font, Times New Roman. The figure caption, centered, goes **above** the figure, with 01 line space above and below the figure. Figures should be contained within the typing area. Lettering **in the** figures should be Times New Roman, 11 pt. size type. Color and black/white photographs are allowed, if any, in digital format, with adequate resolution to permit imported into the manuscript. Figures are centred.

- **Supplementary materials:**

Please submit research instruments (e.g. copies of questionnaires, interview questions, test papers etc.) you used in the research. These will be useful for colleagues who would like to replicate the study. Please also provide the data set if possible.