

GUIDE TO PREPARATION OF MANUSCRIPTS

Submission of Manuscripts

Manuscripts are accepted for editorial consideration with the understanding that they have not been published, submitted or accepted for publication elsewhere. Manuscripts accepted for publication may not be published elsewhere in the same form, either in the language of the paper or any other language, without the consent of the Editorial Board.

The manuscript should always be submitted with the duly filled and signed Author Responsibility Statement.

The correction-free manuscript in MS Word format must be electronically submitted at the journal's online platform at <https://sljss.sljol.info/>. Submissions via email are not encouraged.

Presentation of Manuscripts

The manuscripts should follow standard ethical practices, such as ensuring confidentiality and anonymity of study subjects, avoidance of brand names, avoidance of defamatory material and avoidance of plagiarism etc.

Manuscripts should fall within the scope of the journal.

Manuscripts are accepted for publication in English, Sinhala or Tamil languages.

The names and affiliations of all authors and the contact information of the corresponding author must be fed into the system during the online submission process. The ORCID number of the corresponding author can be given, if preferred. Further, if this paper has been presented in a symposium or meeting, complete information on such should be given in the Cover Letter space provided at the bottom of the page in the first stage of online submission. **Please make sure that no author information is mentioned in the article (MS Word document) submitted.**

Articles should not exceed the following word limits specified for each category (Definitions of Submission Categories are given separately).

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|-------------------|----------------|
| Research articles | : 8,000-10,000 |
| Review articles | : 5,000-8,000 |
| Work-in-progress | : 3,000-4,000 |
| Correspondence | : 1,000-1,500 |

Articles should be written clearly and concisely. All unnecessary textual matter, figures and tables should be eliminated.

The title should be given in English. A running title (maximum 50 characters) should also be given in English.

The Abstract should be in English, must not exceed 250 words and should include 3-5 keywords in English.

Table/s should not repeat data which is available elsewhere in the script. They should be numbered consecutively. Tabulated matter should be clearly set out and the number of rows and columns in each table should not be unwieldy. Each table should carry a legend that describes the table and makes it possible to make sense of the table without referring to the text. Each column in a table should have an explanatory heading. Units of measurement should be indicated in parentheses in the heading of each column. If the data is secondary, the source should be clearly indicated at the bottom of the table.

Maps and line drawings should be sent in their final form ready for the printer. They should be fully labeled and captioned. Scanned figures must be of high quality (300 dpi) to fit the proportions of the printed page (12 x 17 cm).

References in-text and in-list references must be presented in English following the Harvard Referencing System. In-text references should be given where relevant in parentheses, in the order of: the name of the author and the year. The Reference list must be presented in alphabetical order and must be given at the end of the article. DOI number links of the articles should be included where available. The complete URL and the accessed date should be given when online content is referred to.

Special care must be taken in citing references correctly. Responsibility for the accuracy of the references is entirely with the authors. It is the author's responsibility to obtain written permission to reproduce material which has appeared in another publication.

Any additional information can be presented as end notes with appropriate numbering. No footnotes shall be presented in the article.

Off Prints

Contributors will receive free of charge 20 off prints of articles published. Additional off prints can be ordered.