



Guidelines for Preparation and Submission of Abstracts

10th Annual Research Symposium 11th December 2026 Technologies for a Sustainable and Inclusive Future

The Faculty of Technology, University of Colombo, invites researchers, academics, undergraduate and postgraduate students, and industry professionals to submit abstracts for the **Annual Research Symposium 2026 (ARS 2026)**. Selected abstracts will be considered for oral presentations at the technical sessions of ARS 2026, which will be held on **11th December 2026**.

Deadline for the submission of Abstracts: 14th June 2026

To be considered for evaluation, each submission should include the following documents:

1. **Abstract** - Should not exceed **300 words** (excluding the title, acknowledgements, and key words) and formatted according to the attached template.
2. **Extended Abstract** –Should include the background, objectives, research design/materials and methods, results/findings, and discussion and/or conclusions. The total word count should not exceed **1,000 words**.
3. **Author Declaration Form** – Must be signed and submitted before the final selection is made through CMT.

Please follow the instructions carefully. Abstracts that do not adhere to the provided guidelines or are submitted after the deadline will not be considered for review. The Editorial Committee reserves the right to make minor changes to the text to enhance clarity and quality of the abstract.

Soft copies of the abstract and the extended abstract should be submitted to the following link in the CMT platform (Link: <https://cmt3.research.microsoft.com/ARSFOT2026>) by 14th June 2026.

The author declaration form must be signed and returned by the corresponding author via CMT (scanned copy) along with each abstract submitted.



1. Guidelines for preparation of abstracts

- i. The abstract must report original research not previously published elsewhere.
- ii. An author may submit a maximum of **one** abstract as a single author and up to three abstracts as a co-author. No author shall submit more than **four** abstracts in total.
- iii. At least one of the authors should be affiliated to the **Faculty of Technology, University of Colombo**.
- iv. The title should be brief and reflect the study reported. Capital letters should be used only for the first letter in the first word of the title and proper nouns.
- v. The text of the abstract should not exceed 300 words excluding title, acknowledgements, and keywords.
- vi. Acknowledgements should be restricted to the names of funding agencies providing sponsorship.
- vii. Standard abbreviations of SI units should be used.
- viii. A maximum of five keywords should be provided.
- ix. The abstract should be coherent and free of language errors.
- x. Before you submit your abstract, ensure that the entire contents of the final abstract will fit into a single A4 page with 1-inch margins all round, font Times New Roman, size 11, and 1.5 spacing.
- xi. Submit the abstract electronically (via the CMT) with the title and the main text. (Link: <https://cmt3.research.microsoft.com/ARSFOT2026>)
- xii. **Abstract submission closing : 14th June 2026**
- xiii. Please do not include author names, affiliations, or any other author-related details in the abstract Word document.



2. Guidelines for preparation of extended abstracts

- i. The text should not exceed 1,000 words, including references.
- ii. The extended abstract must clearly address the following aspects: Background, Objectives, Research Design/Materials and Methods, Results/Findings, and Discussion and/or Conclusions.
- iii. The abstract should be coherent, well-structured, and free of grammatical and language errors.
- iv. Submit the extended abstract electronically (via the CMT) as separate pages with the title and the main text. (Link: <https://cmt3.research.microsoft.com/ARSFOT2026>)
- v. **Extended abstract submission closing : 14th June 2026**
- vi. Tables and figures may be included and must be referred to in the text as Table 1, Figure 1, etc.
- vii. References should be kept to a minimum and limited to essential sources (Use APA 7 referencing style).
- viii. Use Times New Roman, font size 11, with 1.5 line spacing on A4-sized paper.
- ix. Please do not include author names, affiliations, or any other author-related details in the extended abstract Word document.

3. Declaration by authors

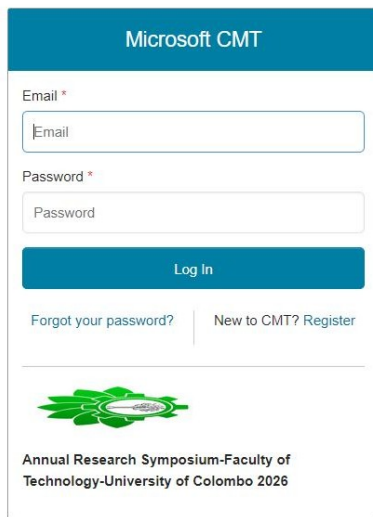
- i. The author declaration form must be signed and returned by the corresponding author via CMT along with each abstract submitted.
- ii. Read and strictly adhere to the Academic Integrity, Similarity Assessment, and Responsible Use of Artificial Intelligence (AI) requirements outlined in Section 4 of this document.
- iii. All correspondence will be addressed to the Corresponding Author. If the Corresponding Author is a student, it is mandatory that the declaration form should be signed by the supervising author/s.
- iv. If the presenting author indicated in the Author Declaration Form is unable to present the paper, it is the responsibility of the corresponding author to either withdraw the paper in advance or arrange for a co-author to present it.
- v. The Editorial Committee reserves the right to reject any abstracts that do not comply with these requirements.
- vi. Please do not include author names, affiliations, or any other author-related details in both abstract and extended abstract Word documents.



4. Academic Integrity, Similarity Assessment, and Responsible Use of Artificial Intelligence (AI)

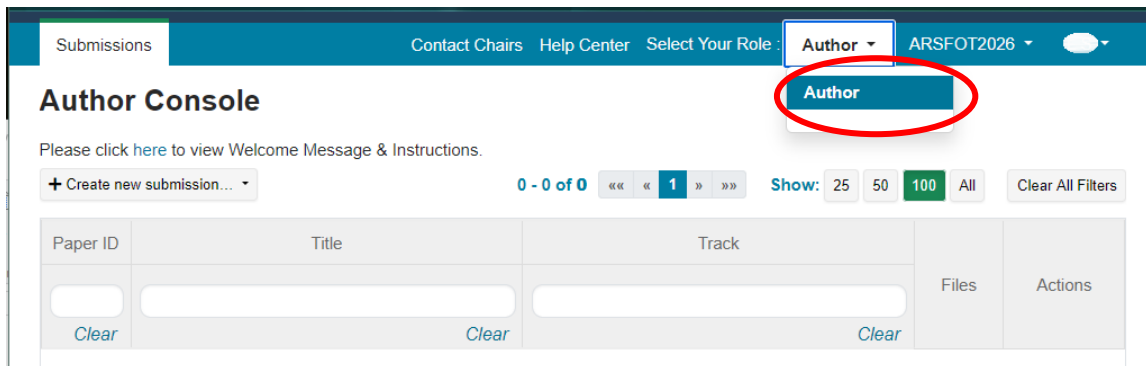
- * All submitted abstracts and extended abstracts must adhere to the highest standards of academic integrity. Plagiarism, including self-plagiarism, is strictly prohibited. Authors are expected to submit original work and ensure that all sources are appropriately acknowledged.
- * All submitted documents will be screened using Turnitin Similarity Detection and AI Detection tools before review and publication decisions.
- * The use of Artificial Intelligence (AI) tools in the preparation of manuscripts is permitted only in accordance with the University of Colombo's "Policy on the Use of Generative Artificial Intelligence in Academic and Administrative Activities" (Annex I). Authors remain fully responsible for the accuracy, originality, integrity, and ethical compliance of all submitted content, irrespective of whether AI tools have been utilised.
- * The acceptable similarity threshold for abstracts is 5%, while the acceptable similarity threshold for extended abstracts is 15%.
- * Similarity reports will be evaluated after excluding: Reference lists; In-text citations (citation elements only, not the associated text); and Matched text segments consisting of eight (8) words or fewer.
- * All identified similarities must be appropriately attributed and cited. Whether similarities arise from direct quotations, paraphrased content, adopted ideas, or previously published scholarly work, proper citation and acknowledgement are mandatory. Commonly used technical terms, standard methodological descriptions, and widely accepted academic expressions may not require citation where appropriate.
- * Submissions exceeding the prescribed similarity thresholds, containing uncited material, or violating the University's academic integrity **requirements may be rejected without further notification.**

Guidelines for submitting the abstract & extended abstract through Microsoft CMT



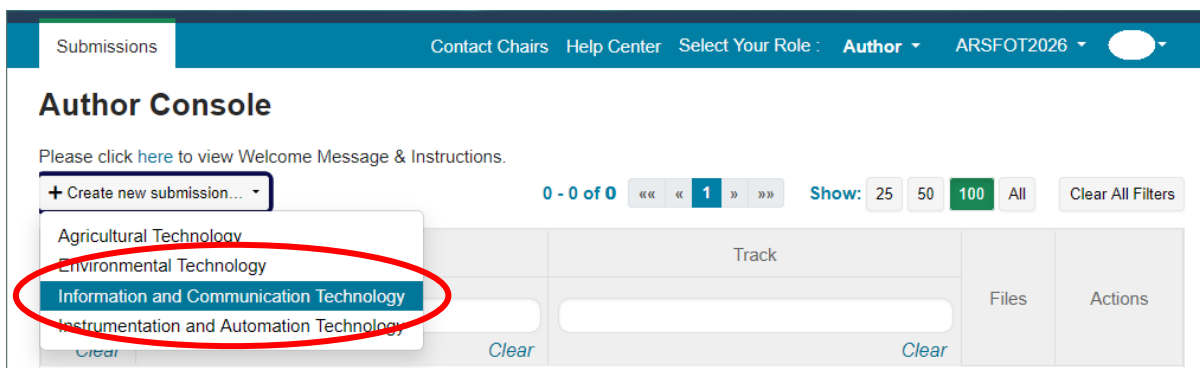
The image shows the Microsoft CMT login interface. It features a blue header with the text "Microsoft CMT". Below the header, there are two input fields: "Email *" and "Password *". A blue "Log In" button is positioned below the password field. Underneath the button, there are two links: "Forgot your password?" and "New to CMT? Register". At the bottom of the form, there is a green logo and the text "Annual Research Symposium-Faculty of Technology-University of Colombo 2026".

- Open the submission link in the browser, enter your email and the password of your CMT account.
- If you are new to CMT click register.



The image shows the "Author Console" interface. At the top, there is a navigation bar with "Submissions" selected, and links for "Contact Chairs", "Help Center", and "Select Your Role : Author". The "Author" role is highlighted with a red circle. Below the navigation bar, the title "Author Console" is displayed. A message says "Please click [here](#) to view Welcome Message & Instructions." There is a "+ Create new submission..." button. A pagination bar shows "0 - 0 of 0" and "Show: 25 50 100 All". Below this is a table with columns for "Paper ID", "Title", "Track", "Files", and "Actions". The "Track" column has a search input field with a "Clear" button.

- Make sure to select your role as “Author”



The image shows the "Author Console" interface with the "Create new submission..." dropdown menu open. The menu lists four tracks: "Agricultural Technology", "Environmental Technology", "Information and Communication Technology", and "Instrumentation and Automation Technology". The "Information and Communication Technology" track is highlighted with a red circle. The rest of the interface is the same as in the previous image.

- Click “Create new submission” and select your relevant field.(Track)



Create New Submission

Welcome to the Faculty of Technology Annual Research Symposium 2026 Submission Link! Dear Authors, It is mandatory to include abstract in the text box and also submit the abstract, extended abstract as a word file.

Track: Information and Communication Technology

TITLE AND ABSTRACT

* Title

* Abstract

2381 characters left

AUTHORS *

You may add your coauthors.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
<input checked="" type="radio"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	University of Colombo	Sri Lanka <input type="button" value="x"/> <input type="button" value="↑"/> <input type="button" value="↓"/>

<input type="text" value="Email"/>	<input type="text" value="Email"/>	<input type="text" value="First Name"/>	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Last Name"/>
<input type="text" value="Organization"/>	<input type="text" value="Organization"/>	<input type="text" value="Country/Region"/>	<input type="text" value="Select..."/>	<input type="button" value="+ Add"/>	<input type="button" value="Cancel"/>

- Add the Title of your abstract and the abstract itself in the given text box (ignore any format changes when including subscript or superscript included words)
- Add the list of authors with their corresponding emails (organization emails are preferred)

FILES

You can upload from 2 to 2 files. Maximum file size is 100 Mb. We accept doc, docx formats.

Drop files here
-or-

ADDITIONAL QUESTIONS

1. Declaration *

I hereby declare that the submitted abstract and extended abstract are original work and have not been published or submitted elsewhere. No Generative Artificial Intelligence (AI) tools were used in preparing the academic content of this submission. I accept full responsibility for the submitted work

I agree

2. Declaration form submission *

I hereby accept the possibility of being rejected due to not submitting the declaration form as a .pdf file through the following google form.

<https://forms.gle/MGnwch9XuSYMEpDg9>

I agree

- Upload the abstract, extended abstract files and upload the declaration form through the given Google form. Agree to the declaration, declaration form submission and click “submit”

Editorial Committee,
10th Annual Research Symposium - Faculty of Technology
University of Colombo
5th June 2026