**INSTRUCTIONS TO THE AUTHORS-Book Chapter**

**General guidelines**

1. ***Formatting checklist***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Book size** | A4 size paper | | | | |
| **Page setup** | Page margin top, bottom, right : 1 inch; left 1.25 inch | | | | |
| **Pages** | ~20-25 pages (including references) | | | | |
| **Chapter Organization** | | **Formatting criteria** | | | |
| **Font** | **Font size** | **Spacing** | **Alignment** |
| * Title/Heading | | **Calibri + bold** | **14** | **1** | **Left** |
| * Authors and Institutional Affiliations | | **Calibri** | **11** | **1** | **Left** |
| * Abstract title | | **Calibri + bold** | **11** | **1** | **Left** |
| * Abstract | | **Calibri** | **11** | **1** | **Justify** |
| * Keywords | | **Calibri** | **11** | **1** | **Left** |
| Subtitles/Sub-heading | | **Calibri + bold** | **12** | **1** | **Left** |
| Main Text | | **Calibri** | **12** | **1** | **Justify** |
| Table heading | | **Calibri** | **12** | **1** | **Left** |
| Table content | | **Calibri** | **11/10** | **1** | **Left** |
| Figure caption | | **Calibri** | **10** | **1** | **Left** |
| Figure text | | **Calibri** | **10** | **1** | **Left** |
| Summary/Conclusion | | **Calibri** | **11** | **1** | **Justify** |
| * Acknowledgements | | **Calibri** | **11** | **1** | **Left** |
| * Conflict of Interest | | **Calibri** | **11** | **1** | **Left** |
| * References | | **Calibri** | **11** | **1** | **Left** |

**First Page of the Chapter**

The authors can refer to the template provided to view the arrangement and template. Further, can refer to following specific guidelines for each aspect.

1. **Chapter Title:** Very precise, short, and reflect the entire content of the chapter.
2. **Author(s) Information:** Surname and initials of all authors should be provided with institutional affiliation marked in superscript numbers. Corresponding author should be indicated with an asterix (\*) in the authors list and E. mail address of the corresponding author should be indicated after the institutional affiliation.
3. **Abstract:** The abstract should summarize the content of the chapter in 150 to 250 words.
4. **Keywords:** Add 4-5 keywords (in alphabetical order) that will help someone locate your chapter at the top of the search engine list using, for example, Google. Very broad terms (e.g., ‘Case study’ by itself) should be avoided as these will result in thousands of search results but will not result in finding your chapter.
5. **Submission of Chapter Cover Page:**

Submit a deigned coverage with an image/drawing that suit to the chapter you are submitting in WORD format This image/drawing will appear as the cover page of the chapter.

1. **Main text**

* **Content areas**: The content of the Chapter should comprise with following areas under the identified field or problem related to climatic changes.
* Vulnerability assessment
* Impacts and challenges
* Mitigation and adaptation strategies
* Socioeconomic implications (if applicable)
* Policy recommendations
* **Technical terms and abbreviations**: should be defined the first time they appear in the text.
* **Tables & figures**: should be placed inside the text. Tables and figures should be presented as per their appearance in the text. It is suggested that the discussion about the tables and figures should appear in the text before the appearance of the respective tables and figures. No tables or figures should be given without discussion or reference inside the text.
  + **Table(s)** should be explanatory enough to be understandable without any text reference. Number tables consecutively and ensure that all tables are cited in the text in sequential order. Use the table function to create and format tables. Table headings should be placed above the table. Footnotes should be placed below the table with superscript lowercase letters.
  + **Figure(s)** should have a caption. The caption should be concise and typed separately, not on the figure area. Figures should be self-explanatory. Information presented in the figure should not be repeated in the table. All symbols and abbreviations used in the illustrations should be defined clearly. Figure legends should be given below the figures.
* Please verify that the following specifications are adhered to:

|  |  |  |
| --- | --- | --- |
| Type of Drawing | DPI | Format |
| Graphics and diagrams | 1200/ original | TIFF/ MS-Office files (Excel or PowerPoint) (xls, xlsx, ppt, pptx). |
| Photos | 300 | JPGE (minimum 1Mb) |
| Combination | 600 | TIFF |

* **Nomenclature and Units:** Internationally accepted rules and the international system of units (SI) should be used. If other units are mentioned, please give their equivalent in SI. Numerals should follow the British/American method of decimal points to indicate decimals and commas to separate thousands.

1. **Summary/Conclusion:** Each chapter ends with a 150 to 250 words summary or conclusions highlighting key information of content without references.
2. **Acknowledgements:** A brief acknowledgement section may be given. The acknowledgements of people who provided assistance in manuscript preparation, funding for research, etc. should be listed in this section.
3. **Competing Interests:** Declaration of competing interest is compulsory. All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential conflicts of interest include employment, consultancies, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding

“Authors have declared that no competing interests exist.”

1. **References:** Please follow Harvard Style of referencing.
2. Recommended to follow **IEEE Citation Style**

Reference:<https://ieeeauthorcenter.ieee.org/wp-content/uploads/IEEE-Reference-Guide.pdf>

1. In-text citations and Bibliographic references - Vancouver System of Referencing

The references should be numbered and appear in the order they appear in the text. Numbered references in the text must be in *square brackets*. E.g.: [1]

The citation style has 3 main features:

* The author name is first name (or initial) and last.
* The title of an article (or chapter, conference paper, patent etc.) is in quotation marks.
* The title of the journal or book is in italics.

1. **File submission:**

***Deadline of submission:*** **15 September 2023.**

The completed Chapters should be in the form of a single zipped folder containing soft copies of:

1. Chapter Outline (Refer to the format provided)
2. Cover page with an image/ drawing
3. Completed Chapter: MS WORD format and a pdf version [embedded with all the figures/illustrations/tables/chemical structures etc at the appropriate place into the text.
4. Figures/illustrations, tables, equations and chemical structures, as separate files (eg: power point.
5. Plates: JPGE format (each plate size should not be less than1Mb).

Submit the files to [n.gunathilaka@kln.ac.lk](mailto:n.gunathilaka@kln.ac.lk)

**Special Note:**

***Due care with anti-plagiarism norms will be taken using standard software by our technical team. The acceptance rate for plagiarism is below 5%. Proper citation and acknowledgements should be made if the authors use Figures/ Tables / Images from already published material with copyrights. It is the responsibility of the authors to get permission from relevant publisher(s).***