



Theveli International Conference

Abstract Submission Guideline

Research Development Office
The Maldives National University

1 Abstract Submission Guideline

Authors presenting at the Theveli International Conference are required to submit an abstract summarizing their work for inclusion in the Theveli International Conference Abstract Booklet. The abstract must be submitted through the CMT portal by the specified deadline. Below are the guidelines for writing and submitting the abstract:

1.1 **Title:**

- Use a concise and descriptive title (max 150 characters, including spaces).
- Capitalize the first letter of each word.

1.2 **Length:**

- Must be between 250 to 300 words.

1.3 **Authors**

- Up to 5 authors and 5 affiliations allowed.

1.4 **Content:**

Include:

- Key aspects of the literature review.
- Research problem or questions.
- Hypothesis/hypotheses (if any).
- Methods (study design, sample, sample size).
- Study results.
- Study implications or applications.

Note: Extracted from APA Manual 7th Edition

1.5 **Formatting:**

- Font: Times New Roman, 12-point.
- Spacing: Single-spaced.
- No subheadings; write as one paragraph.
- Include 3-5 keywords relevant to the study.

1.6 **Submission:**

- Use the CMT portal for submission.
- Proofread for grammar and adherence to word count.

2 Abstract Review Process Guidelines

2.1 **Initial Screening:**

- Abstracts are reviewed for compliance with submission guidelines (e.g., formatting, length, content structure).
- Abstracts that fail to meet basic criteria are returned to authors for corrections.

2.2 **Peer Review:**

- Abstracts are assigned to an expert reviewer in the relevant field.
- Reviewers evaluate based on the following criteria:
 - ✓ *Relevance:* Is the topic relevant to the conference theme?
 - ✓ *Clarity:* Is the purpose of the study clear and concise?
 - ✓ *Originality:* Does the study offer novel insights or findings?
 - ✓ *Scientific Rigor:* Are methods and results presented with sufficient detail and validity?

- ✓ *Implications:* Does the abstract highlight the significance or potential impact of the findings?

2.3 Reviewer Outcomes:

- *Accepted Without Revision:*
 - ✓ The abstract meets all evaluation criteria.
 - ✓ It is ready for presentation and publication without any changes.
- *Accepted With Minor Revision:*
 - ✓ The abstract is fundamentally strong but requires minor clarifications or edits (e.g., grammar corrections, slight adjustments to data presentation).
 - ✓ Authors are required to address the reviewers' comments and submit the revised abstract by the specified deadline.
- *Accepted With Major Revision:*
 - ✓ The abstract shows potential but requires significant improvement in one or more areas (e.g., clarifying the methodology, strengthening the results, or providing more comprehensive data).
 - ✓ Authors must incorporate the reviewers' detailed feedback and submit the revised abstract for a final decision.
- *Rejected:*
 - ✓ The abstract does not meet the required scientific or conference standards and is not suitable for presentation.
 - ✓ Abstracts may also be rejected if the research has already been published or presented elsewhere, violating the conference's originality requirements.

2.4 Revision Submission Requirement:

- Authors must submit the revised abstract addressing reviewer comments within the specified deadline for it to be considered for publication or final acceptance.

2.5 Reviewer Confidentiality:

- Reviewer identities remain confidential.

2.6 Notification of Authors:

- Authors are notified of the review decision and any required revisions via CMT portal.

Last Updated: For Theveli 2025