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 E-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 (not more than 15 words).
- Title should be written in title case.

1.2   *Length:*

- Must be between 200-250 words.

1.3   *Authors*

- Identify the primary author and list all contributing authors in the agreed order.
- At the time of submission, all authors must be listed. Changes to the author list (including addition, removal, or re-ordering) will not be accommodated after submission.

Note: If a paper has multiple authors, a maximum of TWO authors may present it.

1.4   *Content:*

Include:

- Brief background and justification.
- Research objectives/questions.
- Methods (study design, sample selection,sample size,ethics).
- Study results.
- Conlusion and implications

1.5   *Formatting:*

- Font: Times New Roman, 10-point.
- Spacing: Single-spaced.
- No subheadings; write as a single 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

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 and final acceptance.

2.5 ***Reviewer Confidentiality:***

- The review process follows a double-blind review, in which both author and reviewer identities remain confidential.

2.6 ***Notification to Authors:***

- All communications will be sent to the e-mail address registered in the CMT portal.