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Prospective authors are invited to submit their papers to be considered for publication in VISTAS-Journal of the Faculty of Humanities and Social Sciences, Open University of Sri Lanka.

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Submit papers as email attachments in Microsoft word format to vistas@ou.ac.lk.

The documents to be submitted with your paper

- Title page
- Abstract
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Authors should include a cover page with full title of the paper, the name(s) of author(s), application and addresses (including email addresses). Please note that the name(s) of authors should not appear in the paper.

Abstract
An abstract with 250-300 words should be sent with every paper.

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Include 4-5 key words.

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A short bio-description (50-60 words) and contact information (mailing address and email) for each author is required for “About the Author” to be published at the end of the paper.
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- The last name with initial/s and given name is required.
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INSTRUCTIONS TO AUTHORS

- Paper size: A4 (210*297 mm).
- Manuscripts should be typed (single spaced) using MS Word 1997/2003 or 2007 and should have a word account between 3000-6000.
- The paper should have an introduction, review of related literature followed by objectives/research questions, details of research design, methods of data collection and data analysis, findings, discussion and conclusion.

INSTRUCTIONS FOR FORMATTING YOUR PAPER

- Orientation - Portrait
- Gutter - 00
- Gutter position - Left
- Layout borders - New page apply to whole Document
  No borders
- Margins - Top 1”, Bottom”, Left 1.5”, Right 1”
- Font size - 11 points
- Font type - Times New Roman
- Paragraph - Justified, No indent
- Line spacing - Single
- Headings & sub headings - Bold, Headings(font size 14 points)

Sub headings (font size 12 points)
Numbered e.g. 1

1.1
1.1.2
• Borders & shadings - None
• Tables - With minimum formatting.
  (with table number & headings)
• Insert picture - Figure with number & headings
• Insert text box - For figure
• Format text box layout - Wrapping style = square
  Horizontal Alignment = Left or Right
• Flowchart - Inside Text Box & letter size 0-2

REFERENCES

• References should be cited according to guidelines of the publication manual of the American Psychological Association (APA) (6th edition).

  www.apastyle.org/manual/

IN-TEXT CITATIONS

References in the text should be cited using the last name of the author(s) with the year of publication in parentheses: eg. Marton (1976).

If several papers by the same author and from the same year are cited, a, b, c, etc. should be put after the year of publication: eg. Marton (1976a, 1976b, 1976c).

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Give the **Last name** of each author, use a comma after each last name and after each set of initials the final one(s). Use and ampersand (&) rather than the word “and”.

**JOURNAL ARTICLES**


Eg. Scaglione, m., Stewart, T., &Sagliano, J (1998), Professional training to develop content-based instruction in higher education. TESL Canada Journal, 16, 36-51.

**BOOKS AND REPORTS**

Format: Author, A. A. (year). Title of work, Location: Publisher.

- **Book**
  

• **Edited Book**

• **Chapter in a Book**

• **Article from a Web Site of e-journal**

• **Electronic Book from Web Site**

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