Template for Research Papers
Air Symposium - 2025

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Abstract*— This document gives formatting* ● Left = Right = 20 mm (0.75") *instructions for authors to prepare papers for*

presentation and publication in the Air Symposium 2017. As an accredited institution of the Kotelawala Defence University (KDU), SLAF Academy China Bay follows the standards set forth by the KDU for Academic Symposiums. This document can be used either as a set of instructions or as a template into which author can type the text directly. The template has adopted good-practices used in scientific publications, which are also compatible with Social Sciences and Humanities.

Keywords— **At least 3 keywords**

I. INTRODUCTION

This document is a template and it adopts standard practices used by researchers in both hard and soft sciences. In particular, we have used IEEE guidelines (IEEE, 2013) for structuring the page layout and Harvard style (HBS, 2012) for citations and references. WHO Style Guide of the World Health Organisation (WHO, 2004) was used as a common guide. Other practices adopted in this template are common to both hard and soft science domains. You can download an electronic copy of this template from , <www. airforce.lk>

as an MS Word file and type the paper on it.

II. PAGE LAYOUT

Perhaps the easiest way to comply with the Symposium paper formatting requirements is to use this document as a template and simply type your text into it. When using this as a template one does not need to worry about page layout, fonts, etc.

Page Format

The paper size that should be used must be corresponding to A4 which is 210 x 297 mm (8.27"x 11.69"). The margins should be set as follows:

- Top = 20 mm (0.75")
- Bottom = 20 mm (0.75")

Set <Bullets> to <None>, do not use auto bullets. The paper should be in two column format with a space of 4.00 mm (0.15") between columns.

Line spacing shall be <exactly> and <13 pt>, and no space before & after in the paragraph formatting. Keep one blank line space between 2 paragraphs as formatted in this document. Papers, excluding the separate "Abstract Only" portion, shall not exceed **six** (06) pages in length

III. PAGE STYLE

No paragraph should be indented. All paragraphs should be justified, i.e. both left-justified and right-justified.

A. Text Font of Entire Document

The entire document should be in Calibri. Other font types may be used if needed for special purposes. Recommended font sizes are shown in Table 1.

B. Title and Author Details

Title should be in 16 pt Regular font. Author name/s should be in 11pt size. Author affiliation/s should be in 10 pt Italic. Email address/es should be in 9 pt size as shown in this page.

Table 1. Font sizes for this publication

Font Size	Appearance		
	Regular	**Bold**	Italic
9	table caption, figure caption, reference item	No	**Reference Item (partial)**
9	Email address	No	**No**
10	Body text	abstract Heading (Italics & bold)	**abstract (body)**
10	level-1 heading (in Small Caps), paragraph	No	**level-2, level-3 headings, author affiliation**
11	author name	No	**No**
16	**Title**	**Yes**	**Only where required**

All title and author details should be in single-column format. Only the title and author names should be centred. First letter of every word in a title should not be capitalised except for names and relevant technical terms (eg. Biological terms).

Author's name should not show any academic, defence service, personal, professional, membership titles or post nominals. Also degrees and other qualifications should not be shown with authors' name.

Such details can be briefly included at the end of the paper as a short note of each author with his/ her photograph under Author Biography. Maximum of 9 lines has been allocated for each author.

The family name should be written as the last part of each author's name (eg. ABC Perera or Amal BC Perera).

Use superscript numbers in ascending order for each author as shown, and use these numbers for indicating relevant postal and email addresses of authors. Email address is compulsory for the *Corresponding* author.

Each affiliation should include, at the very least, the name of the institution/ company and the name of the country to which the author is attached.

C. Section Headings
No more than 3 levels of section headings should be used. All headings should be in 10 pt font.

1) Level-1 Heading: This heading should be in Small Caps, centred. For example, see heading "III. Page Style" of this document. The level-1 heading carries a number in Roman upper case except for headings "ACKNOWLEDGMENT" and "REFERENCES".

2) Level-2 Heading: This heading should be in Italic, left-justified and numbered using an uppercase alphabetic letter followed by a period. For example, see heading "*C. Section Headings*" above.

3) Level-3 Heading: This heading should be left-justified in italic and numbered with an Arabic numeral followed by a right parenthesis. The level-3 heading should end with a colon. The body of the level-3 section immediately follows the level-3 heading in the same paragraph. For example, this paragraph begins with a level-3 heading.

Figures and Tables
Figures and Tables should be centred in the column. Large Figures and Tables may span across both columns. Any Table or Figure that takes up more than 1 column width should be positioned either at the top or at the bottom of the page.
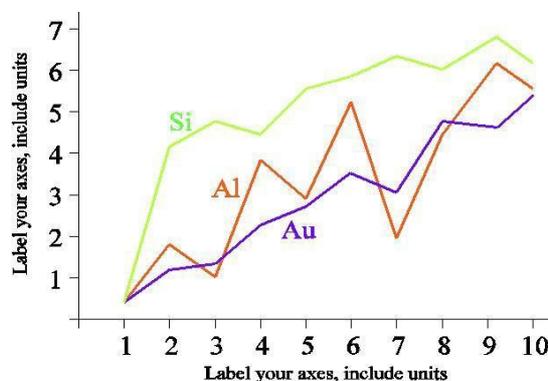

Figure 1. A line graph using colours

Graphics may be in full colour. All colours will be retained on the PDF. Graphics should not use stipple fill patterns because they may not be reproduced properly. Please use only *SOLID FILL* colours which contrast well both on screen and on a black-and-white hardcopy, as shown in Fig 1. Always start the word Table or Figure/ Fig with an uppercase/ capital letter as shown in this page.

When you include images, make sure that the resolution is adequate to reveal the important details in the Figure.

Please check all Figures in your paper both on screen and on a black-and-white hardcopy. When you check your paper on a black-and-white hardcopy, please ensure that:

- The colours used in each Figure contrast well,
- The image used in each Figure is clear,
- All text labels in each Figure are legible.

E. Figure Captions

Figures should be numbered using Arabic numerals. Figure captions should be in 9 pt Regular font. Captions of a single line (eg. Fig 1) should be centred whereas multi-line captions should be justified. Captions with Figure numbers should be placed after their associated Figures, as shown in Fig 1.

F. Table Captions

Tables should also be numbered using Arabic numerals starting from 1. Captions with Table numbers should be placed as shown in Table 1 in the same way of labelling Figures.

G. Page Numbers, Headers and Footers

Page numbers, headers and footers should NOT be used. Please write the page number by hand on the hard copy in the x/t form at the bottom center of the page. Please keep a hardcopy with you, and it may be required to be submitted if your soft copy has software troubles.

H. Links and Bookmarks

All hypertext links and section bookmarks will be removed from papers during the processing of papers for publication. If you need to refer to an Internet, email address or URL in your paper, you should type out the address or URL fully in

Regular font within <…> marks (see the next paragraph).

I. Units and Symbols

SI system should be followed, and if required non-SI units could be given within parenthesis.

Please note that Units have Symbols and not Abbreviations, which are not written in plural form (eg. 5 km and not 5 kms, 12 h and not 12 hrs). Also leave a one letter space between the numerical

figure/ value and the symbol of the unit as shown in the above statement.

The SI Symbol for litre is 'l' (lowercase l), and to avoid possible confusions the non SI symbol 'L' is used (eg. 2l is written as 2 L). The time of the day is given in 24 hour clock, H has been used to denote it (eg. 15.30 H).

J. Citations and References

Citations in the text to the source in the reference list with one or two authors should show authors and the year. When there are three or more authors in the source, the citation should show only the name of the first author followed by *et al*. in the text. Use family name/s only and no initials. Also do NOT give page number/s with the citation.

Do not plagiarise, and plagiarising is unethical. For each piece of information taken from other sources except for well known facts, you should give the relevant citation in the text and the source in the list of references.

Note that showing citations at the beginning, somewhere in the middle or at the end has slight differences as follows. When citing at the beginning of a sentence it should appear like, Gallage and Colomboge (2013) argued that machine translation is a solution for In contrast if you cite the source in the middle or at the end of a sentence, you should follow the style: Machine translation provides a potential solution for language barrier (Gallage & Colomboge, 2013).

If you cite for more than one source, the citations to different sources should be separated by a semicolon (;). For instance, you may have a sentence like: Many economists (Perera, 2013; Gallage & Colomboge, 2013; Silva, 2012) have identified a rapid growth in the economy of Sri Lanka.

Any quotation should follow the same principles, yet an extract from a source should be included within quotes in the usual citation style. For example, "In 2015, IT industry will generate 1 billion USD export revenue for Sri Lanka" (UNDP, 2010). Also do NOT give page number/s with the quotations.

The list of the References should not be numbered. All reference items should be in 9 pt font. Please

use Regular and Italic styles to distinguish different fields as shown in the Reference list. Arrange the list of references in alphabetical order of the family name/ surname of the first author. Examples of reference items of different categories are listed below.

- Journal articles
- conference paper
- books
- book in a series
- tech reports
- thesis
- web pages
- patents

The relevant reference as a URL in the list will be the complete URL with the title of the article if available. It is essential to include the date of accessing given as 'Accessed 12 Jan 2012'. In case of referring to a URL, if the author is unknown, use the web URL within <...>, in the text as the citation.

K. Abbreviations and Specific Symbols

When any abbreviation occurs for the first time in a paper, it should be given in full words followed by the abbreviation within parenthesis. Specific symbols also should be treated in the same manner.

L. Copyright Material

For copyright materials, the source of previously published material should be included in the caption for the table, figure or photograph.

EXAMPLES LIST OF REFERENCES

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