**1st International Conference on Aviation Research of Airport and Aviation Services**

**Submission Guidelines for Full Papers**

***1. Introduction:***

Welcome to the submission guidelines for full papers for the 1st International Conference on Aviation Research of Airport and Aviation Services. These guidelines are designed to ensure a smooth and efficient submission process for all participants. Authors are encouraged to carefully read and adhere to these guidelines to ensure their submissions are complete and eligible for review.

***2. Submission Guidelines:***

*2.1 Eligibility:* Full papers should contain original and substantial contributions related to the field of airport and aviation. Papers previously published or currently under review elsewhere will not be considered.

*2.2 Length:* Full papers should be between 5000 and 7000 pages, inclusive of all content (e.g., figures, tables, references).

*2.3 Title and Abstract:* The title of the paper should be concise and accurately represent the content. An abstract of no more than 150 words must accompany the paper, summarizing the objectives, methods, results, and conclusions.

*2.4 Formatting Guidelines:* All submissions must be in English and formatted according to the conference template provided on the conference website. The template will include details on paper size, margins, font, spacing, and other essential formatting elements.

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| **Formatting Criteria** | **Guidelines** |
| Page Size  | B5 |
| Margins | Top and, bottom 0.75”, right – 1” Left – 1.25” |
| Font | Cambria 11 (Headings -11; Body 11; Tables & figures 10) |
| Line Spacing | Single lines spacing, justified |
| Paragraph Spacing | Before, after 6pt |
| Tables | Center aligned, Heading: above the table, table Source: Below the table, font size 10, Cambria font type |
| Figures | Center aligned, Heading: below the figure, font size 10, Cambria font type |
| Referencing  | Follow APA 6th version for in-text citations, and reference list.Reference list [After 6pt, single lines spacing, left-aligned, Alphabetical order, No numbers (1,2,3) please, Hanging indent, Font size 11, Cambria font type] |
| Key Sections  | Abstract Introduction Literature ReviewMethods Results and findingsDiscussionConclusion and ImplicationsFuture Directions References  |

2.5. Fine Tuning

1. Do not end a page with a heading or subheading.
2. Do not end a page with one or more blank lines, except to avoid ‘widow’ headings and to end your paper.
3. Avoid starting a page with an incomplete line.
4. Do not underline headings, subheadings, title, figure captions and table headings.
5. Keep footnotes to a minimum or put them in a special section before the References.

***3. Submission Process:***

3.1 Online Submission: All papers must be submitted to the email given below: icar@airport.lk

*3.2 Document Format:* Submissions must be in Word format to ensure consistent rendering across different platforms.

*3.3 Anonymity*: To facilitate blind review, please ensure that the submitted paper does not include author names or affiliations within the content. This information will be added during the camera-ready submission stage. Further, please submit a separate title page which includes the author/s information.

3.4 *Similarity Index:* The accepted plagiarism level is 20% and papers with more than 20% plagiarism will be rejected.

***4. Review Process:***

*4.1 Peer Review:* Submitted papers will undergo a rigorous peer-review process by experts in the field. Reviewers will evaluate the quality, significance, and originality of the contributions.

***5. Camera-Ready Submission:***

*5.1 Revisions:* If revisions are requested, authors must address reviewer comments and revise the paper accordingly before the camera-ready submission deadline.

*5.2 Final Submission:* Authors of accepted papers must submit the final version of their paper along with the camera-ready materials by 7th December 2023. This includes author names, affiliations, and any copyright clearance information required.

***6. Copyright and Licensing:***

*6.1 Copyright Transfer:* By submitting a paper, authors confirm that they have the right to grant copyright to the conference organizers. Authors will be required to sign a copyright transfer form upon acceptance.

*6.2 Open Access Options:* Authors can choose to publish their papers as open access, making them freely accessible to the public, or opt for the traditional publication model.

***7. Presentation and Publication:***

*7.1 Conference Presentation*: At least one author of each accepted paper must register for the conference and present the paper.

*7.2 Publication:* Accepted and presented papers will be included in the conference proceedings, which will be published digitally and made available to conference attendees.

**8. Important Dates:**

Calling for Extended Abstracts/Full Papers: 23rd August 2023

Abstract Submission Deadline: 20th September 2023

Notification of Acceptance for the abstracts: 30th September 2023

Full Paper/Extended Abstract Submission deadline: 25th November 2023

Notification of Acceptance for the full papers/extended abstracts: 30th November 2023

Early Bird Registration for the Conference: 05th December 2023

Submission of Camera Ready papers: 07th December 2023

Conference Dates: 16th December 2023

**9. Contact Information:**

For any queries or assistance related to paper submission, please contact:

icar@airport.lk

+94710333322

We look forward to receiving your high-quality submissions and hosting you at the 1st International Conference and Research Symposium of Airports and Aviation. Thank you for your contributions to the advancement of the field of airport and aviation!

Sincerely,

**Conference Organizing Committee**