

# **Author Guidelines**

## **International Research Conference in Education 2026 (IRCE 2026)**

**Department of Education, Faculty of Arts  
And  
Faculty of Graduate Studies  
University of Jaffna  
Sri Lanka**

## Table of Contents

1	Overview .....	1
2	Scope .....	1
3	Word Limit .....	2
4	Language .....	2
5	Manuscript Structure .....	2
5.1	Title .....	2
5.2	Author(s) Details .....	2
5.2.1	General Guidelines .....	2
5.2.2	Author Names .....	2
5.2.3	Affiliations .....	3
5.2.4	Corresponding Author .....	3
5.2.5	ORCID .....	3
5.3	Abstract .....	4
5.4	Main Body of the Full Paper .....	4
6	Formatting Requirements .....	4
6.1	General Formatting .....	4
6.2	Headings and Sub Headings .....	5
6.3	Tables and Figures .....	5
6.3.1	General Guideline .....	5
6.3.2	Table or Figure Number & Title/Caption .....	5
6.3.3	Column Headings, Contents, and Alignment - Table .....	5
6.3.4	Dividing Lines - Table .....	6
6.3.5	Note .....	6
6.4	Quotations .....	6
6.4.1	Short Quotations (Under 40 Words) .....	6
6.4.2	Block Quotations (40 Words or More) .....	6
6.4.3	General Guidelines .....	7
7	Statistical Reporting .....	7
8	Citations and References .....	7
9	Originality and Plagiarism .....	7

# Author Guidelines

These guidelines are intended to assist authors in preparing and submitting a full paper for the 3rd International Research Conference in Education 2026 (IRCE 2026). All submissions must strictly adhere to the Modified APA 7th Edition guidelines in terms of structure, style, citations, references, tables, figures, and formatting.

**Note:** Adherence to these guidelines is required. Non-compliant manuscripts will be rejected immediately without review.

## 1 Overview

The 3rd International Research Conference in Education 2026 (IRCE 2026) will be held on the 18<sup>th</sup> of July 2026 at the University of Jaffna, Sri Lanka. The conference provides an international scholarly platform for researchers, teacher educators, teachers, and policymakers to disseminate research findings, exchange ideas, and foster collaborations in Education.

- ✓ Local participants must participate on-site (physical mode) at the University of Jaffna.
- ✓ Foreign participants may present online (virtual mode).

## 2 Scope

The IRCE 2026 invites original and high-quality scholarly contributions related to the field of Education aligning the conference theme, “Transforming Education for Better Future” including but not limited to:

- ✓ Educational Reform & Curriculum Innovation
- ✓ Assessment, Evaluation, & Learning Analytics
- ✓ Educational Leadership & Policy for Change
- ✓ Teacher Empowerment & Professional Learning
- ✓ Inclusive, Equitable, & Special Education
- ✓ Learner Wellbeing & Development
- ✓ STEAM, Digital Technologies, & AI in Education
- ✓ Self-regulated, Self-directed & Lifelong Learning

- ✓ Education for Sustainable Development & Global Citizenship
- ✓ Moral, Ethical & Values Education
- ✓ Education in Crisis & Emergencies
- ✓ Early Childhood Education & Care

### **3 Word Limit**

Authors are required to submit a full paper along with an abstract.

- ✓ Abstract length: Maximum 250 words
- ✓ Full paper length: 4000 - 5000 words (including abstract, tables and figures, excluding references)

### **4 Language**

- ✓ Manuscripts must be written in English or Tamil.

### **5 Manuscript Structure**

The full paper should be structured as follows:

#### **5.1 Title**

- ✓ 12-16 words, Centred, Bold, Title Case, and 14 pt Font Size
- ✓ Do not use periods at the end of the Title

#### **5.2 Author(s) Details**

##### **5.2.1 General Guidelines**

- ✓ Times New Roman, 12 pt, Single line space, Paragraph Spacing: 0 pt before and after
- ✓ Punctuation: Do not use periods at the end of the Author Names and Affiliation lines.

##### **5.2.2 Author Names**

- ✓ **Formatting**
  - Centred, Bold, Title Case. Provide initials followed by the surname. Do not include professional titles (e.g., Dr., Prof.). Maintain a space after each period in the initials and before the surname (e.g., **A. B. Perera**).

✓ **Numbering**

- **Single Author:** Do not use Arabic numerals after the surname (*e.g.*, **K. Kumaran**).
- **More than One Author:** Use Arabic numeral superscripts (<sup>1</sup>, <sup>2</sup>, <sup>3</sup>) immediately after the surname to link authors to their respective affiliations.

✓ **Connecting the Names:**

- **Two Authors:** Connect names with "and" (*e.g.*, **K. Kumaran<sup>1</sup> and A. B. Perera<sup>2</sup>**)
- **Three or More Authors:** Use commas between names, with the final name preceded by “, and ”. (*e.g.*, **K. Kumaran<sup>1</sup>, A. B. Perera<sup>2</sup>, and M. L. N. Charles<sup>3</sup>**)

### 5.2.3 Affiliations

- ✓ Centred, Title Case, No Bold, Italicized. List the Department, Faculty, University, and Country on the line immediately below the names. (*e.g.*, <sup>1</sup>*Department of Education, Faculty of Arts, University of Jaffna, Sri Lanka*)

### 5.2.4 Corresponding Author

- ✓ Mark with an asterisk (\*) immediately after the superscript, even for a single author (*e.g.*, **K. Kumaran<sup>\*</sup>**).
- ✓ Place the corresponding author’s email address at the foot of the first page, left-aligned. Include an asterisk (\*) followed by the email address in plain text (*e.g.*, \*email@univ.jfn.ac.lk).

### 5.2.5 ORCID

List in the order of authors provided under the title and place at the foot of the first page, No Bold, left-aligned on the line immediately below the email address. If any author(s) do not possess an ORCID, they are required to register for one at <https://orcid.org/register>

(*e.g.*, K. Kumaran: <https://orcid.org/0000-0001-XXXX-XXXX>

A. B. Perera: <https://orcid.org/0000-0002-XXXX-XXXX>

M. L. N. Charles: <https://orcid.org/0000-0003-XXXX-XXXX>)

### **5.3 Abstract**

The abstract should provide a clear and concise summary of the Purpose of the Study, Methodology, Key Findings, and Implications, in 200-250 words.

**Formatting:** Use single-line spacing and follow the guidelines mentioned in Section 6.1 for all other text formatting.

Below the abstract, include 5-6 keywords, separated by commas.

### **5.4 Main Body of the Full Paper**

The main body of the full paper must be between 4000 and 4750 Words. Authors are encouraged to use the following headings (as appropriate):

- ✓ Introduction
- ✓ Aim and Objectives
- ✓ Research Questions
- ✓ Literature Review
- ✓ Methodology
- ✓ Results and Discussion
- ✓ Conclusion and Implications
- ✓ References

## **6 Formatting Requirements**

### **6.1 General Formatting**

- ✓ Paper size: A4
- ✓ Margins: Left: 1.5”; Top, Bottom, Right: 1.0”
- ✓ Font: Times New Roman or Bamini
- ✓ Font Size: 12 pt
- ✓ Line spacing: Abstract & References: 1 pt; Body 1.5 pt.
- ✓ Paragraph Spacing: 0 pt Before & 8 pt After.

- ✓ Paragraph alignment & Indentation: Justified, with the first line of each paragraph indented 0.5 inches from the left margin.
- ✓ Page numbers: At the bottom right of each page.

## 6.2 Headings and Sub Headings

- ✓ **Level 1:** Left-aligned, Bold, Title Case, 12 pt Font Size
- ✓ **Level 2:** Left-aligned, Bold, Italic, Title Case, 12 pt Font Size
- ✓ **Level 3:** Indented 0.5”, Bold, Italic, Title Case, 12 pt Font Size
- ✓ **Level 4:** Indented 0.5”, Bold, Italic, Title Case, 12 pt Font Size, ending with a period.

## 6.3 Tables and Figures

### 6.3.1 General Guideline

- ✓ All tables and figures must be referred to in the text.
- ✓ Use greyscale or black-and-white only.

### 6.3.2 Table or Figure Number & Title/Caption

- ✓ **Label:** Use the label “Table” or “Figure” followed by an Arabic numeral (e.g., **Table 1**). This line must be Bold and left-aligned.
- ✓ **Title:** The title appears on the next line (separated by a line break). It must be left-aligned, italicized, and written in Title Case.
- ✓ **Font Size:** 12 pt

### 6.3.3 Column Headings, Contents, and Alignment - Table

- ✓ **Headings:** All column headings must be centred.
- ✓ **First Column:** The body text in the first column must be left-aligned.
- ✓ **Other Columns:** Must be centred.
- ✓ **Font Size:** 10 to 11 pt

### 6.3.4 Dividing Lines - Table

- ✓ Use horizontal lines only. Do not use vertical lines between columns.
- ✓ Place dividing lines in three specific locations.
  - At the top of the table.
  - Below the column headings.
  - At the bottom of the table (before the Note).
- ✓ Additional horizontal lines may be used within the table body only if necessary for clarity, particularly to separate grouped column headings.

### 6.3.5 Note

- ✓ Place the source or explanatory note immediately below the bottom table line or figure.
- ✓ Start the line with the word *Note.* in Italics, followed by a period. (e.g., *Note.*)
- ✓ The rest of the source text follows immediately and should be in standard (non-italic) font, and justified.
- ✓ Font Size: 12 pt

## 6.4 Quotations

### 6.4.1 Short Quotations (Under 40 Words)

- ✓ Format: Short quotations are integrated directly into the flow of the sentence, and enclose the quote in double quotation marks (“ ”).
- ✓ Citation: Include the author, year, and specific page number
- ✓ Punctuation: The period comes after the closing parenthesis of the citation.
- ✓ Quotes within Quotes: Use single quotation marks (‘ ’) for the internal quote.

### 6.4.2 Block Quotations (40 Words or More)

- ✓ Alignment and Indentation: Start on a new line and indent the entire block 0.5” from the left margin, and Justified, Line spacing: 1.5 pt., Paragraph Spacing: 0 pt Before & 8 pt After.



- ✓ Quotation Marks: Do not use Quotation Marks
- ✓ Punctuation: The period comes before the parenthetical citation.
- ✓ Quotes within Quotes: Use double quotation marks (“ ”) for the internal quote.

### **6.4.3 General Guidelines**

- ✓ Use of the Ellipsis: If authors omit words from within a quote to save space, they must use an ellipsis (three dots followed by a space).
- ✓ Use of Square Brackets: If authors need to add their own words into a quote for clarity or to fix a grammatical flow, they must enclose those words in square brackets.

## **7 Statistical Reporting**

- ✓ All statistical reporting, including the use of leading zeros, decimal places, and notation styles, must strictly adhere to APA 7th Edition standards.

## **8 Citations and References**

- ✓ In-text citations and the reference list must strictly adhere to APA 7th Edition guidelines.
- ✓ **Formatting:** Use single-line spacing and follow the APA 7<sup>th</sup> Edition guidelines for all other formatting.

## **9 Originality and Plagiarism**

- ✓ All submissions must be original and unpublished.
- ✓ Manuscripts showing more than 20% plagiarism will be rejected without review.

Mr. K. Piratheeban

Editor-in-Chief

3<sup>rd</sup> IRCE 2026