Guidelines for the Concept Note

Cover Page

- Include a cover page indicating the title of the proposed research, full name of the candidate, degree sought (degree of Master of Philosophy, Faculty of Agriculture, Rajarata University of Sri Lanka)

Forward

- Include a forward recommendation from an interim supervisor who should be a permanent academic staff member attached to the Faculty of Agriculture, Rajarata University of Sri Lanka.

Funding and Stipend

- Include a statement on the availability of stipend and research expenses for the proposed research. This statement should be signed by both the prospective candidate and the interim supervisor. Supporting documents such as grant award letters and/or appointment letters should be annexed to the application form.

Sections

- Introduction
- Objectives / Hypotheses
- Materials and Methods
- Outcomes
- Timeframe
- References / Bibliography

Formatting and Page Length

- Use Times New Roman font size 12 point throughout.
- Headings should be in **bold.**
- Subheadings should be in *bold italics.*
- Page length excluding references / bibliography is 10 A4 size pages.

References

Reference Manager and Citation Software

- It is strongly recommended to use the Mendeley Reference Manager for citations and adding the list of references which is available via https://www.mendeley.com.
- Basic guidelines are available at https://www.mendeley.com/guides/using-citation-editor/04-citation-styles.
- An exclusive citation style file 'Postgraduate Programme, FOA, RUSL' for Mendeley can be downloaded through Mendeley Desktop via http://csl.mendeley.com/styles/11037681/AgriRJT.

- In-text citations should follow the author-date method (APA style) whereby the author's last name and the year of publication for the source should appear in the text, for example, (Jones, 1998).
- The complete reference list should appear alphabetically by name at the end of the paper.
- Please note that a DOI should be provided for all references where available.
- You will not be asked to reformat references during proposal report or in the thesis, however, a sample of the most common entries in our reference lists appears below.

Within Text Citations

- One author: Gabriel (2000) and (Gabriel, 2000)
- Two authors: (Mathes & Severa, 2004) and Mathes and Severa (2004) Three or more authors (first occurrence): Waterman et al. (1993) and (Waterman et al., 1993).
- If two papers have first-listed authors with the same name in the reference list: To avoid ambiguity, list as many names as needed to differentiate the papers, followed by "et al." in citations.
- Fannon, Chan, Ramirez, Johnson, and Grimsdottir (2019) … and Fannon, Chan, Montego, Daniels, and Miller (2019)… can be cited as (Fannon, Chan, Ramirez, et al., 2019) or Fannon, Chan, Ramirez et al. (2019), and (Fannon, Chan, Montego, et al., 2019) or Fannon, Chan, Montego et al. (2019), respectively.
- Personal communication citations are not included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible.
- References should be cited as 'in press' only if the paper has been accepted for publication. Work not yet submitted for publication or under review should be cited as 'unpublished data', with the author's initials and surname given; such work should not be included in the Reference section. Any paper cited as 'in press' or under review elsewhere must be uploaded as part of the manuscript submission as a file 'not for review' so that it can be seen by the editors and, if necessary, made available to the referees.

In Reference List

Journal article
- DOIs are formatted the same as URLs. The label "DOI:" is not necessary.
- Surnames and initials for up to 20 authors should be provided in the reference list.
- Beers, S. R. , & De Bellis, M. D. (2002). Neuropsychological function in children with maltreatment-related posttraumatic stress disorder. *The American Journal of Psychiatry, 159,* 483–486. https://doi.org/10.1176/appi.ajp.159.3.483
- Ramus, F., Rosen, S., Dakin, S. C., Day, B. L., Castellote, J. M., White, S., & Frith, U. (2003). Theories of developmental dyslexia: Insights from a multiple case study of dyslexic adults. *Brain, 126(4),* 841–865. https://doi.org/10.1093/brain/awg076

Book edition
- The publisher location is not included in the reference.
- Bradley-Johnson, S. (1994). Psychoeducational assessment of students who are visually impaired or blind: Infancy through high school (2nd ed.). Pro-ed.

Edited book
- Hawkley, L. C., Preacher, K. J., & Cacioppo, J. T. (2007). Multilevel modeling of social interactions and mood in lonely and socially connected individuals: The MacArthur social neuroscience studies. In A. D. Ong & M. Van Dulmen (Eds.), *Oxford handbook of methods in positive psychology* (pp. 559–575). Oxford University Press.

Data sets
- For any data with a unique identifier the format should be as follows:
- Prugh, L. & Golden, C. (2013). Data from: Does moonlight increase predation risk? Meta-analysis reveals divergent responses of nocturnal mammals to lunar cycles. *Dryad Digital Repository*, http://dx.doi.org/105061/dryad.tm723.
- Olden, J. (2015). Integrating landscape connectivity and invasion vulnerability to guide offensive and defensive invasive species management. *figshare*. https://dx.doi.org/10.6084/m9.figshare.1285847.v2

Citations from web pages:
- Authors may sometimes wish to cite information available from the internet in similar ways to the citation of published literature. In using this option, authors are asked to ensure that:
- fully authenticated addresses are included in the reference list, along with titles, years and authors of the sources being cited;
- the sites or information sources have sufficient longevity and ease of access for others to follow up the citation;
- the information is of a scientific quality at least equal to that of peer-reviewed information available in learned scientific journals;
- hard literature sources are used in preference where they are available.
- It is likely that official web sites from organisations such as learned societies, government bodies or reputable NGOs will most often satisfy quality criteria.