

# **COCOS: The Journal of the Coconut Research Institute of Sri Lanka.**

*Our goal is to bring high-quality research to the widest possible audience*

## INSTRUCTIONS TO AUTHORS

(REGULAR ISSUE)

(Manuscript Preparation & Submission Guide)

Please read the *COCOS* guidelines and follow these instructions carefully. The Editor reserves the right to return manuscripts that are not prepared in accordance with these guidelines.

### MANUSCRIPT PREPARATION

*COCOS* accepts submission of manuscripts;

- ✓ that have not been published elsewhere (including proceedings).
- ✓ that are not currently being submitted to other journals.

Accepting Manuscript Types

*COCOS* accepts submission of mainly 2 types of manuscripts.

#### 1. Regular article

The regular article is a full-length original empirical investigation, consisting of introduction, materials & methods, results & discussion, conclusion, acknowledgment, and references. Original research work should present new and significant findings that contribute to the advancement of the research area. Analysis and Discussion must be supported with relevant references.

Size: Generally, each manuscript is **not to exceed 7500 words (including the abstract, references, tables, and/or figures), a maximum of 60 references, and an abstract of less than 250 words.**

#### 2. Review article

A review article reports a critical evaluation of materials about coconut-related current research that has already been published by organizing, integrating, and evaluating previously published materials. It summarizes the status of knowledge and outlines future directions of research within the journal scope. A review article should aim to provide systemic overviews, evaluations, and interpretations of research in a given field. Re-analyses as meta-analysis and systemic reviews are also encouraged. The review paper consists abstract, introduction, discussion, conclusions, and references.

Size: Generally, it is **expected not to exceed 10,000 words (including the abstract, references, tables, and/or figures), a maximum of 90 references, and an abstract of less than 250 words.**

## Language Accuracy

*COCOS* emphasizes on the linguistic accuracy of every manuscript published. Articles should be written in English and they must be competently written and presented in clear and concise grammatical English. Contributors are strongly advised to have the manuscript checked by a colleague with ample experience in writing English manuscripts or a competent English language editor.

Linguistically hopeless manuscripts will be desk rejected straightaway (e.g., when the language is so poor that one cannot be sure of what the authors are really trying to say). This process, taken by authors before submission, will greatly facilitate reviewing, and thus, publication.

## MANUSCRIPT FORMAT

The paper should be submitted in one-column format with single spacing throughout. Authors are advised to use Times New Roman with MS Word format.

### 1. Manuscript Structure

The manuscripts, in general, should be organized in the following order:

- Page 1: Title Page

General information: This page should contain the full title of your paper with the name of all the authors, institutions and corresponding author's name, institution full address, and e-mail address.

- ✓ Title: Times New Roman, Bold, font size (14), align left, not exceeding 25 words, capitalize each word except prepositions, and avoid abbreviations.

For example:

**An Assessment of Labor Availability in Major Coconut Growing Areas in Coconut Triangle**

- ✓ Author names: The names of the authors should be written with initials without academic titles. If two or multiple authors are available, please use comma (,) to separate them, and last author must be connected with (and). The corresponding author must be clearly indicated with a superscripted asterisk symbol (\*). Multiple authors with different addresses must indicate their respective addresses separately by superscript numbers. Times New Roman, font size (12), align left.

For example:

A. B. Perera<sup>1,2</sup>

A. B. Perera<sup>1,2</sup> and M. N. Silva<sup>3\*</sup>

A. B. Perera<sup>1,2</sup>, M. N. Silva<sup>3\*</sup> and R. T. Alahakoon<sup>4</sup>

- ✓ Author addresses: The addresses of the authors should be given in full with their email addresses. Times New Roman, font size (10), align left.

For example:

<sup>1</sup>Agricultural Economics Division, Coconut Research Institute, Lunuwila, Sri Lanka. Email: abcd@yahoo.com

<sup>2</sup>Department of Agricultural Economics, University of Peradeniya, Sri Lanka. Email: abcd@yahoo.com

<sup>3</sup>Agricultural Economics Division, Coconut Research Institute, Lunuwila, Sri Lanka. Email: efgh@yahoo.com

<sup>4</sup>Agricultural Economics Division, Coconut Research Institute, Lunuwila, Sri Lanka. Email: ijkl@yahoo.com

• Page 2: Text

A regular paper should be prepared with the headings Introduction, Materials and Methods, Results and Discussions, Conclusions, Acknowledgements, References, and Supplementary data (if any) in this order. The literature review may be part of or separated from the Introduction.

- ✓ **Abstract:** A single paragraph of about 250 words maximum. For research articles, abstracts should give a pertinent overview of the work. We strongly encourage authors to use the following style of structured abstracts, but without headings: (1) Background: Place the question addressed in a broad context and highlight the purpose of the study; (2) Methods: briefly describe the main methods or treatments applied; (3) Results: summarize the article's main findings; (4) Conclusions: indicate the main conclusions or interpretations. The abstract should be an objective representation of the article and it must not contain results that are not presented and substantiated in the main text and should not exaggerate the main conclusions. Times New Roman, font size (12), single-spaced, justified.
- ✓ **Keywords:** less than six keywords, should be arranged in alphabetical order, separated with a comma (,), Times New Roman, font size (12).
- ✓ **Introduction:** The introduction should briefly place the study in a broad context and highlight why it is important. It should define the purpose of the work and its significance. The current state of the research field should be carefully reviewed and key publications cited. Please highlight controversial and diverging hypotheses when necessary. Finally, briefly mention the main aim of the work and highlight the principal conclusions. As far as possible, please keep the introduction comprehensible to scientists outside your particular field of research. References should be given according to the APA style 7<sup>th</sup> edition. See the topic references below for further details on references.
- ✓ **Literature Review:** The literature review should briefly demonstrate previous knowledge and understanding of the academic literature on the topic, and the variables of the research paper. The literature review part should be written separately or combined with the introduction.
- ✓ **Materials and Methods:** The Materials and Methods should be described with sufficient details to allow others to replicate and build on the published results. Please note that the publication of your manuscript implicates that you must make all materials, data, computer code, and protocols associated with the publication available to readers. Please disclose at the submission stage any restrictions on the availability of materials or information. New methods and protocols should be described in detail while well-established methods can be briefly described and appropriately cited. This section may be divided into subheadings.

- ✓ **Results and Discussions:** It should provide a concise and precise description of the experimental results, their interpretation, as well as the experimental conclusions that can be drawn. Authors should discuss the results and how they can be interpreted from the perspective of previous studies and of the working hypotheses. The findings and their implications should be discussed in the broadest context possible. Future research directions may also be highlighted. This section may be divided into subheadings. For example;

### 3. Results and Discussions

#### 3.1. Sub Heading- Stage 1

##### 3.1.1. Sub Heading- Stage 2

##### 3.1.1.1. Sub Heading- Stage 3

## Tables

All tables should be cited in the main text as **Table 1:**, etc. For Tables, the topic should be given above the table. Tables should be placed in the main text near the first time they are cited. Table title; font size (12), fonts within the table (10), footer font size (10), and left-aligned. For example;

**Table 1:** This is a table

Title 1	Title 2	Title 3
entry 1	data	data
entry 2	data	data <sup>1</sup>

<sup>1</sup> Tables may have a footer.

## Figures

All figures should be cited in the main text as **Figure 1:** etc. For Figures, the topic should be given below the figure. Figures should be placed in the main text near the first time they are cited. Figure title; font size (12), fonts within the figure (10), and left-aligned. For example;



**Figure 1:** This is a figure

\*\* Figures or photographs must also be submitted separately as TIFF or JPEG, because figures or photographs submitted in low-resolution embedded in the manuscript cannot be accepted for publication.

## Equations

This is example 1 of an equation:

$$a = 1, \tag{1}$$

the text following an equation need not be a new paragraph. Please punctuate equations as regular text.

This is example 2 of an equation:

$$a = b + c + d + e + f + g + h + i + j + k + l + m + n + o + p + q + r + s + t + u + v + w + x + y + z \tag{2}$$

the text following an equation need not be a new paragraph. Please punctuate equations as regular text.

- ✓ **Conclusions:** This section concludes the results and discussion of the study.
- ✓ **Acknowledgments:** In this section, you can acknowledge any support given which is not covered by the author contribution or funding sections. This may include administrative and technical support, or donations in kind (e.g., materials used for experiments).
- ✓ **Conflicts of Interest:** Declare conflicts of interest or state “The authors declare no conflict of interest.” Authors must identify and declare any personal circumstances or interests that may be perceived as inappropriately influencing the representation or interpretation of reported research results.
- ✓ **Appendix:** The appendix is an optional section that can contain details and data supplemental to the main text—for example, explanations of experimental details that would disrupt the flow of the main text but nonetheless remain crucial to understanding and reproducing the research shown; figures of replicates for experiments of which representative data is shown in the main text can be added here if brief, or as Supplementary data. Mathematical proofs of results not central to the paper can be added as an appendix.
- ✓ **References:** References are listed in alphabetical order by the first author’s last name. Only references cited within the text should be included. All references should be in 12-point font and single-spaced. If a Digital Object Identifier (DOI) is listed on a print or electronic source, it is required to include the DOI in the reference list. When formatting your references, please follow the **APA-reference style (7<sup>th</sup> edition)** (refer to the examples). Ensure that the references are strictly in the journal’s prescribed style, failing which your article will not be accepted for peer review. You may refer to the Publication Manual of the American Psychological Association (<https://apastyle.apa.org/>) for further details.

For example;

Type	In-Text	In Reference List
Journal article with one author	(Bales, 2017)	Bales, S. (2017). Social justice and library work: A guide to theory and practice. <i>Sustainability</i> , 10 (3), 25-47. <a href="https://doi.org/10.1016/C2016-0-00181-X">https://doi.org/10.1016/C2016-0-00181-X</a>
Journal article with two authors	(Bales & Smith, 2020)	Bales, S., & Smith, G. H. (2020). Revisiting the prediction of financial vulnerability. <i>Nonprofit Management and Leadership</i> , 13(1), 17-31. <a href="https://doi.org/10.1016/C2016-0-00181-X">https://doi.org/10.1016/C2016-0-00181-X</a>
Journal article with three or more authors	(Tuckman et al., 2021)	Tuckman, H. P., Bales, S., & Chang, C. F. (2021). A methodology for measuring the financial vulnerability of charitable nonprofit organizations. <i>Nonprofit and voluntary sector quarterly</i> , 20(4), 445-460. <a href="https://doi.org/10.1016/C2016-0-00181-X">https://doi.org/10.1016/C2016-0-00181-X</a>
Book with one author	(Castle, 2020)	Castle, E. B. (2020). <i>The teacher</i> . London: Oxford University Press.
Book with two authors	(McCandles s & Evans, 2021)	McCandles, B. R., & Evans, E. D. (2021). <i>Children and youth: Psychosocial development</i> . Hinsdale, IL: Dryden Press
Book with three or more authors	(Smith et al., 2019)	Smith, V., Barr, R., & Burke, D. (2019). <i>Alternatives in education: Freedom to choose</i> . Bloomington, IN: Phi Delta Kappa, Educational Foundation.
Chapter in an edited Book/E-Book	(Medley, 2020)	Medley, D. M. (2020). Teacher effectiveness. In H. E. Mitzel (Ed.), <i>Encyclopedia of educational research</i> (Vol. 4, pp. 1894-1903). New York: The Free Press.
Published Dissertation or Thesis References	(Solomon, 2016)	Solomon, M. (2016). Social media and self-evaluation: The examination of social media use on identity, social comparison, and self-esteem in young female adults [Doctoral dissertation, William James College]. ProQuest Dissertations Publishing. <a href="https://search.proquest.com/openview/7d66a63f277a84a64907db68fff991ba/1?pq-origsite=gscholar&amp;cbl=18750&amp;diss=y">https://search.proquest.com/openview/7d66a63f277a84a64907db68fff991ba/1?pq-origsite=gscholar&amp;cbl=18750&amp;diss=y</a>
Unpublished Dissertation or Thesis References	(Curry, 2016)	Curry, J. (2016). A guide to educating single mothers about early gang intervention and prevention [Unpublished Master's thesis]. Pacific Oaks College.
Conference proceedings published in a journal	(Chaudhuri & Biswas, 2017)	Chaudhuri, S., & Biswas, A. (2017). External terms-of-trade and labor market imperfections in developing countries: Theory and evidence. <i>Proceedings of the Academy of Economics and Economic Education</i> , 11-16. <a href="https://search-proquest-com.elibrary.jcu.edu.au/docview/1928612180?accountid=16285">https://search-proquest-com.elibrary.jcu.edu.au/docview/1928612180?accountid=16285</a>
Conference proceedings published	(Morgan et al., 2017)	Morgan, R., Meldrum, K., Bryan, S., Mathiesen, B., Yakob, N., Esa, N., & Ziden, A. A. (2017). Embedding digital literacies in curricula: Australian and Malaysian experiences. In G. B. Teh & S.

as a book chapter		C. Choy (Eds.), Empowering 21 <sup>st</sup> -century learners through holistic and enterprising learning: Selected papers from Tunku Abdul Rahman University College International Conference 2016 (pp. 11-19). Springer. <a href="https://doi.org/10.1007/978-981-10-4241-6_2">https://doi.org/10.1007/978-981-10-4241-6_2</a>
Online	(McDonald et al., 2019)	McDonald, E., Manassis, R., & Blanksby, T. (2019, July 7- 10). Peer mentoring in nursing - Improving retention, enhancing education [Poster presentation]. STARS 2019 Conference, Melbourne, Australia. <a href="https://unistars.org/papers/STARS2019/P30-POSTER.pdf">https://unistars.org/papers/STARS2019/P30-POSTER.pdf</a>
Government Publications	(U.S. Department of Housing and Urban Development, 2020)	U.S. Department of Housing and Urban Development. (2020). National comprehensive housing market analysis. <a href="https://www.huduser.gov/portal/publications/pdf/National-CHMA-20.pdf">https://www.huduser.gov/portal/publications/pdf/National-CHMA-20.pdf</a>
Society, association, or institution as author and publisher	(American Psychiatric Association, 1980)	American Psychiatric Association. (1980). <i>Diagnostic and statistical manual of mental disorders</i> (3 <sup>rd</sup> ed.). Washington, D.C.: Author.
Newspaper article – with an author	(Davidson, 2018)	Davidson, J. (2018, January 9). CES 2018: Samsung vows to add artificial intelligence to everything it does. Australian Financial Review. <a href="https://www.afr.com/technology/ces-2018-samsung-vows-to-add-artificial-intelligence-to-everything-it-does-20180109-h0fdtd">https://www.afr.com/technology/ces-2018-samsung-vows-to-add-artificial-intelligence-to-everything-it-does-20180109-h0fdtd</a>
Newspaper article – without an author	(“Economic nudging,” 2017)	Economics nudging people away from war. (2017, December 16). <i>The Age</i> , 33.
Webpage	(Raymon, 2008)	Raymon, H. (2008). <i>Instructions to authors in the health sciences</i> . Retrieved June 17, 2021, from <a href="http://mulford.mco.edu/instr/">http://mulford.mco.edu/instr/</a>
Annual report	(Pearson PLC., 2005)	Pearson PLC. (2005). Reading allowed: Annual review and summary financial statements 2004. Retrieved from <a href="http://www.pearson.com/investor/ar2004/pdfs/summary_report_2004.pdf">http://www.pearson.com/investor/ar2004/pdfs/summary_report_2004.pdf</a>

### Citations in text-APA Style

1. If the author’s name occurs in the text, follow it with the year of publication in parentheses.

Example: Piaget (2020) compared reaction times...

2. If the author’s name is not in the text, insert last name, comma, year in parenthesis.

Example: In a recent study of reaction times (Piaget, 2020)...

3. If the author's name and the date of publication have been mentioned in the text of your paper, they should not be repeated within parentheses.

Example: In 2020, Piaget compared reaction times...

4. Because material within a book or on a web page is often difficult to locate, authors should, whenever possible, give page numbers for books or paragraph numbers for web pages in the body to assist readers. Page numbers (preceded by p.) follow the year of publication and are separated from it by a comma.

Examples: Hunt (2020, p. 25-69) confirms the hypothesis...

5. If a work has two authors, always cite both names every time the reference occurs in the text.

Connect both names by using the word "and."

Examples: Piaget and Smith (2019) recognize...

Finberg and Skipp (2019, p. 37-52) discuss...

6. If a work has two authors and they are not included in the text, insert within parentheses, the last names of the authors joined by an ampersand (&), and the year separated from the authors by a comma.

Examples: ...to organize accumulated knowledge and order sequences of operations (Piaget & Smith, 2020)

...to organize accumulated knowledge and order sequences of operations (Piaget & Smith, 2020, p. 410)

7. If a work has more than two authors, cite the last name of the first author followed by "et al." and the year.

Example: Williams et al. (2021) found...

8. If a fact has more than one reference, cite them according to the alphabetical order of the last names of the authors, year, and separated by a semicolon (;).

Example: ..... (Aberathne, 2020; Williams et al., 2021; Zoyza, 2019).

9. If the text has more than one reference of the same author, and published them in the same year, cite them with author, year, and add a simple English letter a, b, c ...according to the order they find in the text.

Example: ..... (Sabri et..... al., 2021a).

..... (Sabri et al., 2021b).

..... (Sabri et al., 2021c).

10. Quotations: Cite the source of direct quotations by enclosing it in parentheses. Include author, year, and page number. Punctuation differs according to where the quotation falls.



1) If the quoted passage is in the middle of a sentence, end the passage with quotation marks, cite the source in parentheses immediately, and continue the sentence.

Example: Many inexperienced writers are unsure about “the actual boundaries of the grammatical abstraction called a sentence” (Shaughnessy, 2020, p. 24).

2) If the quotation falls at the end of a sentence, close the quotation with quotation marks, and cite the source in parentheses after the quotation marks. End with the period outside the parentheses.

Example: Fifty percent “of spontaneous speech is estimated to be non-speech” (Shaughnessy, 2020, p. 24).

3) If the quotation is longer than forty words, it is set off without quotation marks in an indented block (double spaced). The source is cited in parentheses after the final period.

Example: This is further explained by Shaughnessy's (2020) following statements:

In a speech, pauses mark rates of respiration, set off certain words for rhetorical emphasis, facilitate phonological maneuvers, regulate the rhythms of thought and articulation and suggest grammatical structure. Modern punctuation, however, does not provide a score for such a complex orchestration. (p. 24)

4) If citing a work discussed in a secondary source, name the original work and give a citation for the secondary source. The reference list should contain the secondary source, not the unread primary source.

Example: Seidenberg and McClelland's study (as cited in Coltheart et al., 2021)

### **Order of references in the reference list**

1) Arrange entries in alphabetical order by surname of the first author.

2) Single-author entries precede multiple-author entries beginning with the same surname:

Kaufman, J. R. (1981).

Kaufman, J. R., & Cochran, D. C. (1978).

3) References with the same first author and different second or third authors are arranged alphabetically by the surname of the second author, and so on:

Kaufman, J. R., Jones, K., & Cochran, D. F. (1982).

Kaufman, J. R., & Wong, D. F. (1978)

4) References with the same authors in the same order are arranged by year of publication, the earliest first:

Kaufman, J. R., Jones, K. (1977).

Kaufman, J. R., Jones, K. (1980).

5) The order of several works by different authors with the same surname is arranged alphabetically by the first initial:

Eliot, A. L. (1983).

Eliot, G. E. (1980).