International Conference on Social Research & Innovation

10 - 11 September 2025

INSTRUCTION MANUAL

International Conference on Social Research and Innovation 2025
hosted and organised by
Institute for Research and Innovation

Key Dates

30 Apr 2025	Abstract submission deadline
30 Jun 2025	Abstract acceptance deadline
15 Jul 2025	Early bird registration deadline
03 Aug 2025	Full paper submission deadline
15 Aug 2025	Conference registration & payment deadline

Before You Submit

- You should read this document before proceeding.
- All submissions must be made via the online portal https://icsri.villacollege.edu.mv/
- Please ensure ALL authors/presenters are aware of, and agree with, the abstract details as well as the submission terms and conditions

Abstract Information

PRESENTATION TYPES

1. Individual paper

- Each paper will be allocated **15 mins**, which includes time for the paper presentation.
- Papers will be grouped into sessions according to common themes or ideas aligning with conference tracks.
- Individual papers will be accepted for the following categories.
  - **Research Papers:** Research including primary and/or secondary data collection and analysis, presenting clear findings and conclusions.
  - **Review Papers:** Comprehensive reviews existing literature (systematic, bibliometric, scoping, etc.), analyzing trends, gaps, and future directions in the field.
  - **Case Studies:** Detailed examinations of specific cases, illustrating practical applications or unique insights relevant to the field.

2. Poster

- Poster presentations offer a visual summary of research findings.
- They allow for direct interaction with conference attendees, who can ask questions and discuss the research with the poster author in a more informal setting.
- This format is especially useful for early-stage researchers or for presenting preliminary results.

NOTE: Abstracts without any findings or conclusions will not be accepted. Abstracts should clearly outline the research objectives, methods, findings, and conclusions.

Important Information

Be kindly reminded of the following guidelines to ensure smooth submission process.

- **Language:** All abstracts must be written in English or Dhivehi
- **Originality and Copyright:** The author(s) are responsible for the accuracy and originality of the abstract, ensuring it does not infringe on any copyright.
- **Submission:** All submissions must be made via the online portal. Please ensure ALL authors/presenters are aware of, and agree with, the abstract details as well as the submission terms and conditions.
- **Number of Submissions:** Delegates can be a 'presenting author' on a maximum of two presentations (2 individual abstracts). It is possible to be listed as part of an author team on more than two presentations. However, the Organising Committee can only guarantee no program clashes for up to two presentation slots for any individual as presenting author/s.
- **Conference Registration:** If the submission is accepted, at least one author will register and pay to present the abstract at the Conference. Abstracts may be removed from proceedings if the presenter has not completed the payment for registration by the specified deadline.
- **Financial Considerations:** No funding is provided for presenters for travel, accommodation, or other related expenses.
- **Publication and Media Consent:** Permission is granted for the abstract to be published in the ICSRI 2025 abstract booklet if it is accepted for presentation. Additionally, ICSRI organisers have permission to film or photograph your presentation.
- **Notification of Changes:** It is understood that unforeseen circumstances can occur. Should you be unable to present or need to nominate a different presenting author, please inform ICSRI organisers promptly by emailing icsri@villacollege.edu.mv.

Abstract Guideline

An abstract provides a concise summary of a research study, enabling readers to quickly grasp the core aspects of the work. This guide outlines the essential elements to include when preparing an effective abstract.

- **Introduction:** a brief description of the background of the study and formulation of the problem.
- **Purpose:** please state the purpose of the study, objectives.
- **Methodology/Approach:** mention the method of the research, sampling and data collection.
- **Findings:** the result of the study and interpretation of the result. Please indicate the main results and conclusions.
- **Implication/ Contributions:** state the significance of the study, the novelty.

Abstract should effectively convey the essence of your study, capturing the interest of readers while adhering to following formatting requirements.

- It must be written in English or Dhivehi, single spaced.
- It should adhere to the specified word limit of 250–300 words.
- All abstracts must be free of subheadings, indentation, or references, and should employ 11–point Times New Roman font in single spacing.
- Keywords: Not more than 6 words.

Abstract Review Process

All abstracts for Individual papers and/or posters are subject to a peer-review process by the technical committee, facilitated by ICSRI 2025 reviewers. The review process is intended to:

- Ensure rigour and quality of research within the conference presentations.
- Support alignment with specific SDGs and the conference tracks.
- Determine the most appropriate format of presentation for the paper (e.g.,individual paper or poster).

Abstracts will be reviewed using the following criteria:

- Relevance to ICSRI 2025 conference theme.
- Contribution to specific research field/s and scholarly contextualization.
- Clarity of writing and appropriate language use
- Relevance to identified SDGs and conference track.

The reviewer will make one of the following decisions:

- Accept as it is
- Accept, with editing required for clarity
- Revision Required, submit with revisions suggested by reviewers
- Rejected on basis of not satisfactorily meeting the stated review criteria.Relevance to identified SDG/s and conference track.

Where there is a discrepancy between the reviewers, the Technical Committee Chair will adjudicate for a final decision.

*** All abstracts should be written in MS Word format (DOC or DOCX) templates provided (available for download **HERE**). Save your abstract using this format: "ICSRI2025_yourLastName.doc".*

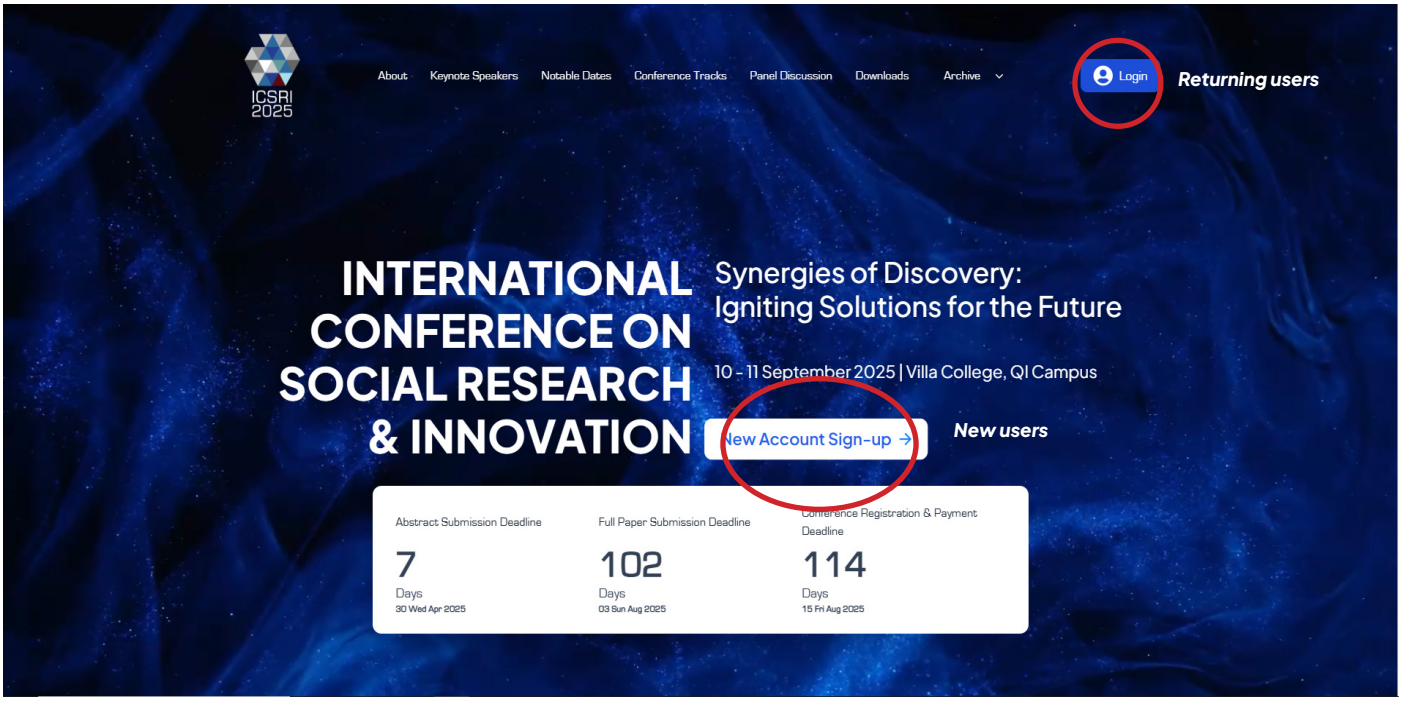
Account Creation

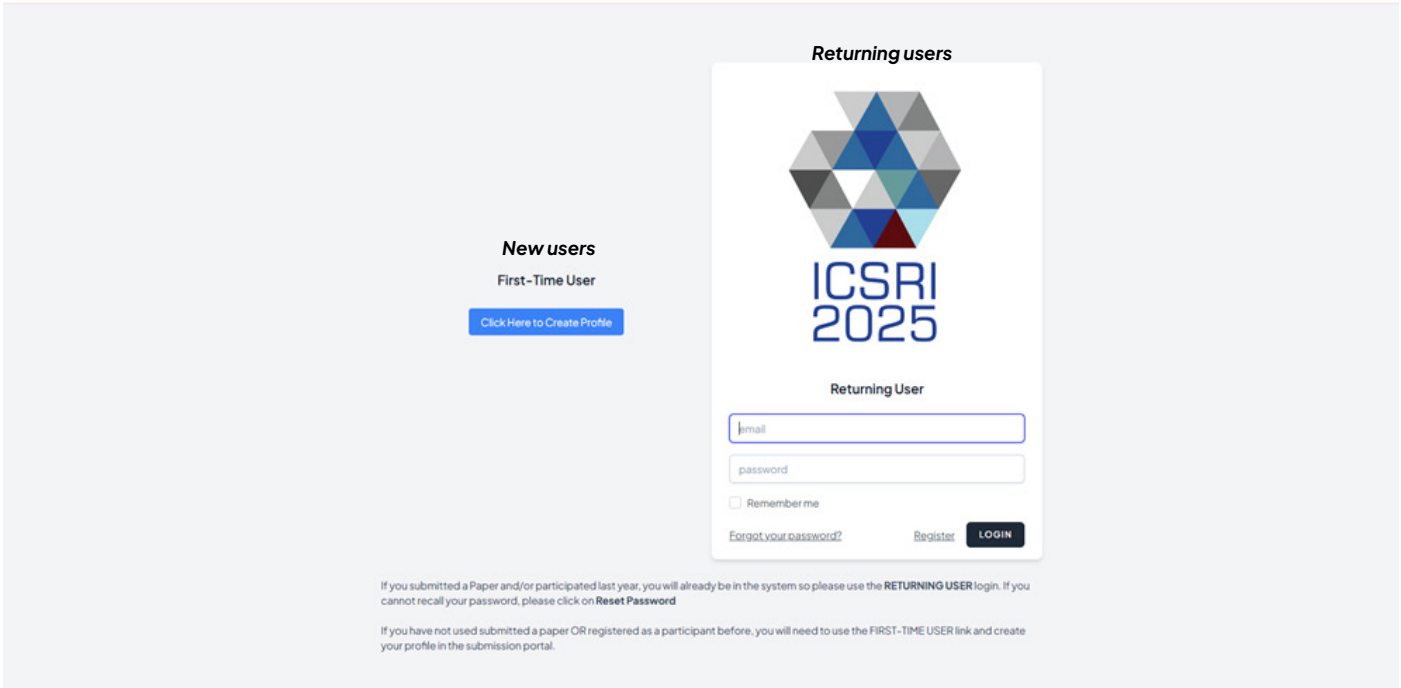
Returning user

- If you submitted a paper in ICSRI 2024, you will already be in the system so please use the **LOGIN**.
- View/update your profile once you login.
- If you cannot recall your password, please click **FORGOT YOUR PASSWORD?**

New user

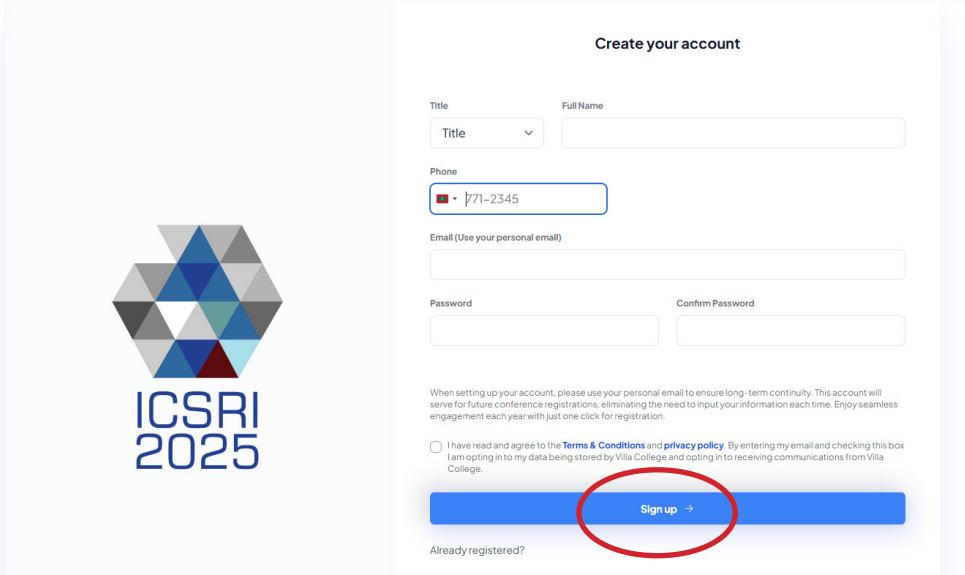
- If you have not submitted a paper before, you will need to sign up. To create a new account, click on **NEW ACCOUNT SIGN UP** and complete your profile.





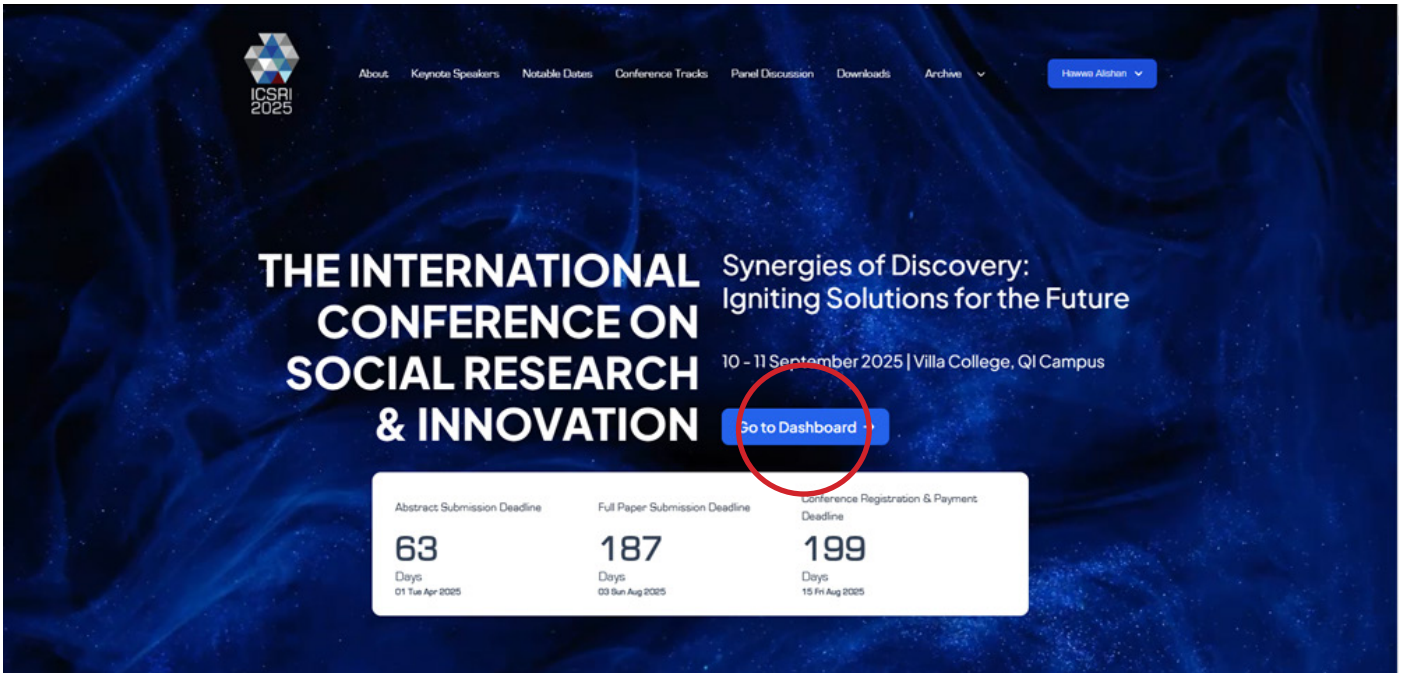
1. Create your account

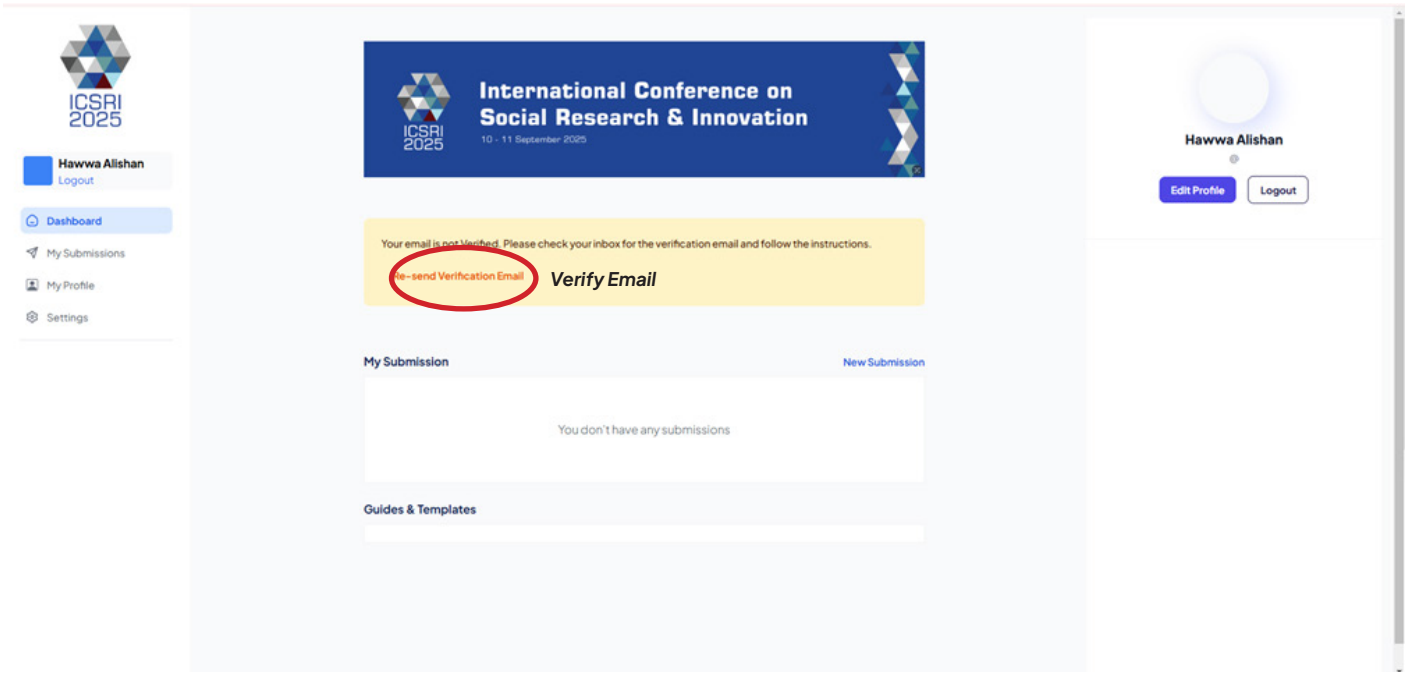
- Fill in all the required fields and check and agree the T&C box to create a new account.
- Use personal email address to create the account.



2. Verify email

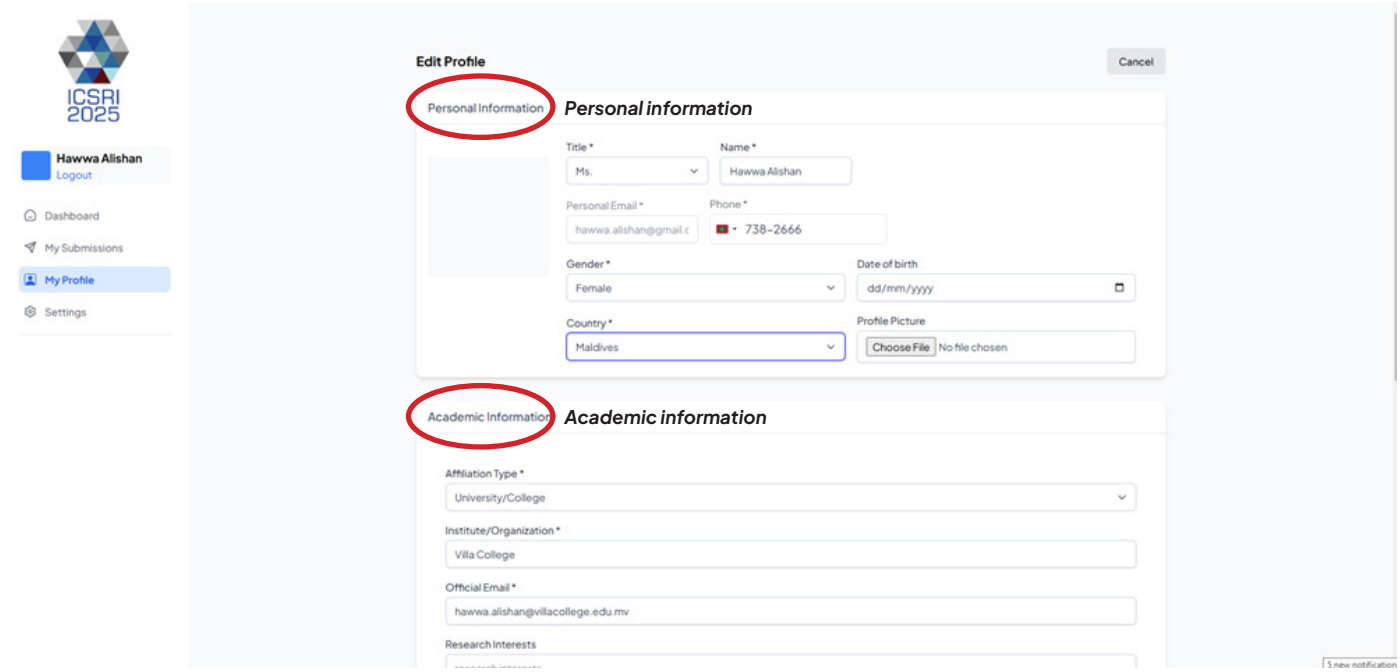
- Once you register, you will be directed to home page. Press **GO TO DASHBOARD** and then verify your email to proceed for submission.





3. Edit profile

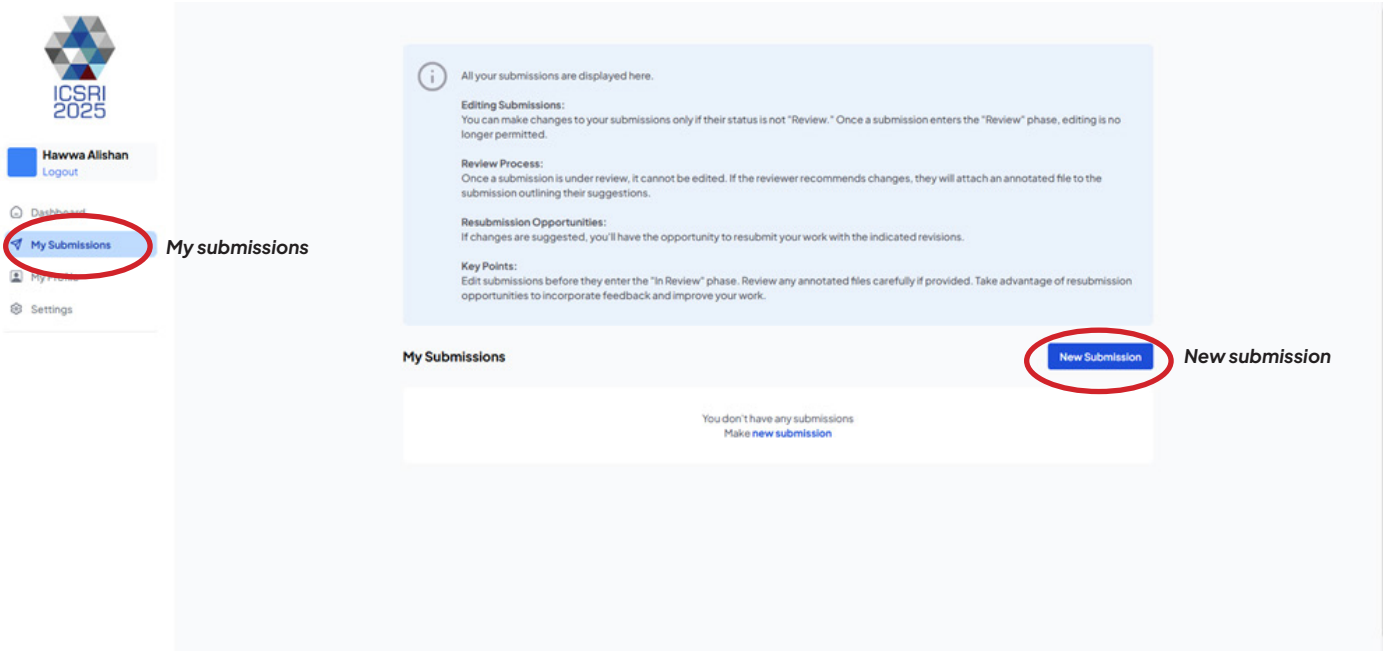
• Once your email is verified (please check your personal email inbox/spam emails), fill in all **required fields** marked with asterix (*) under **PERSONAL INFORMATION** and **ACADEMIC INFORMATION** to complete the registration.



Abstract Submission

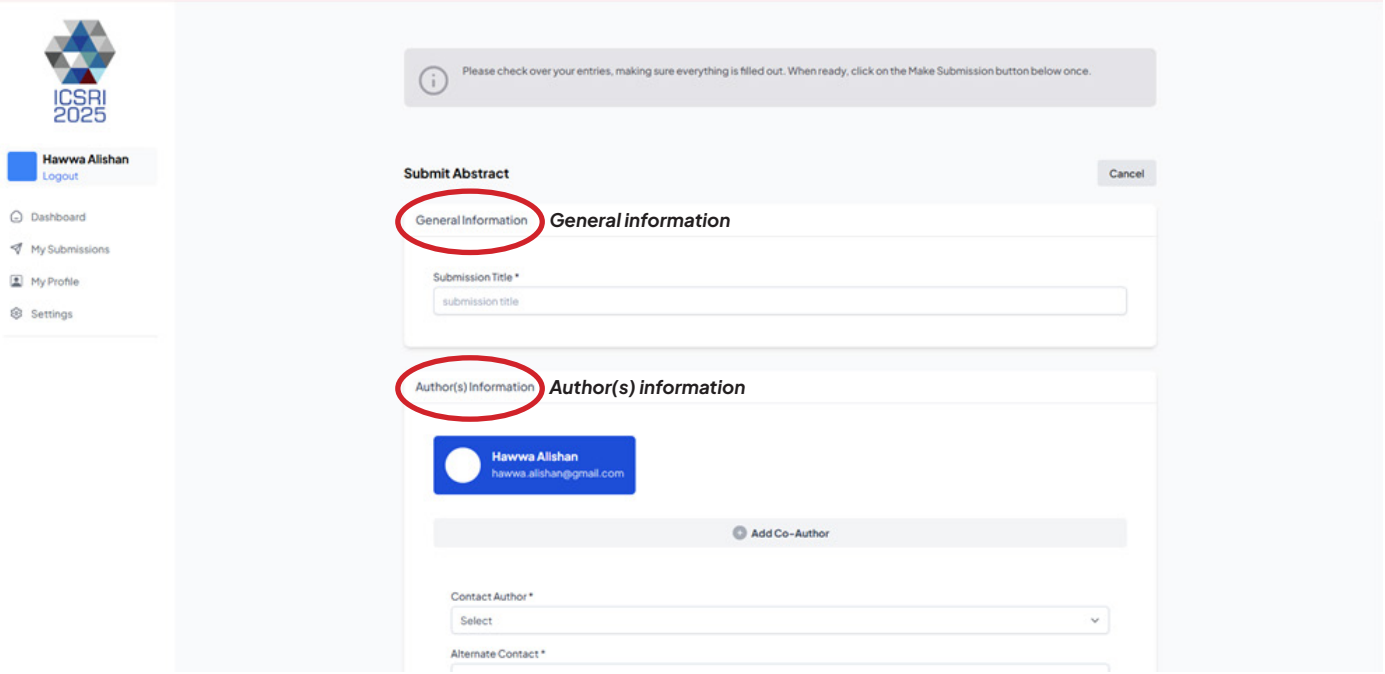
1. New submission

- After creating the account, you will be redirected to the next page.
- Click on **MY SUBMISSIONS** in the left sidebar to begin your abstract submission.
- Carefully read all the instructions provided on the page.
- To submit your abstract, select **NEW SUBMISSION.**



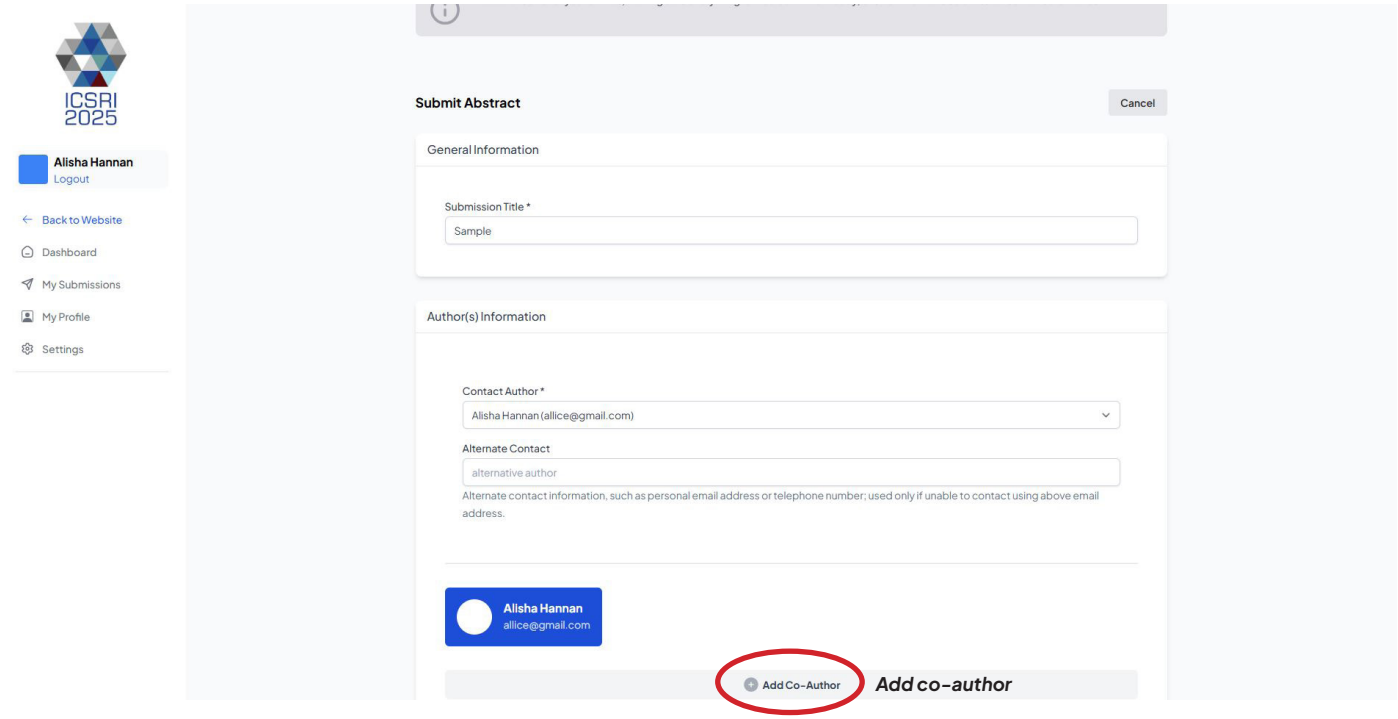
2. Complete the submission form

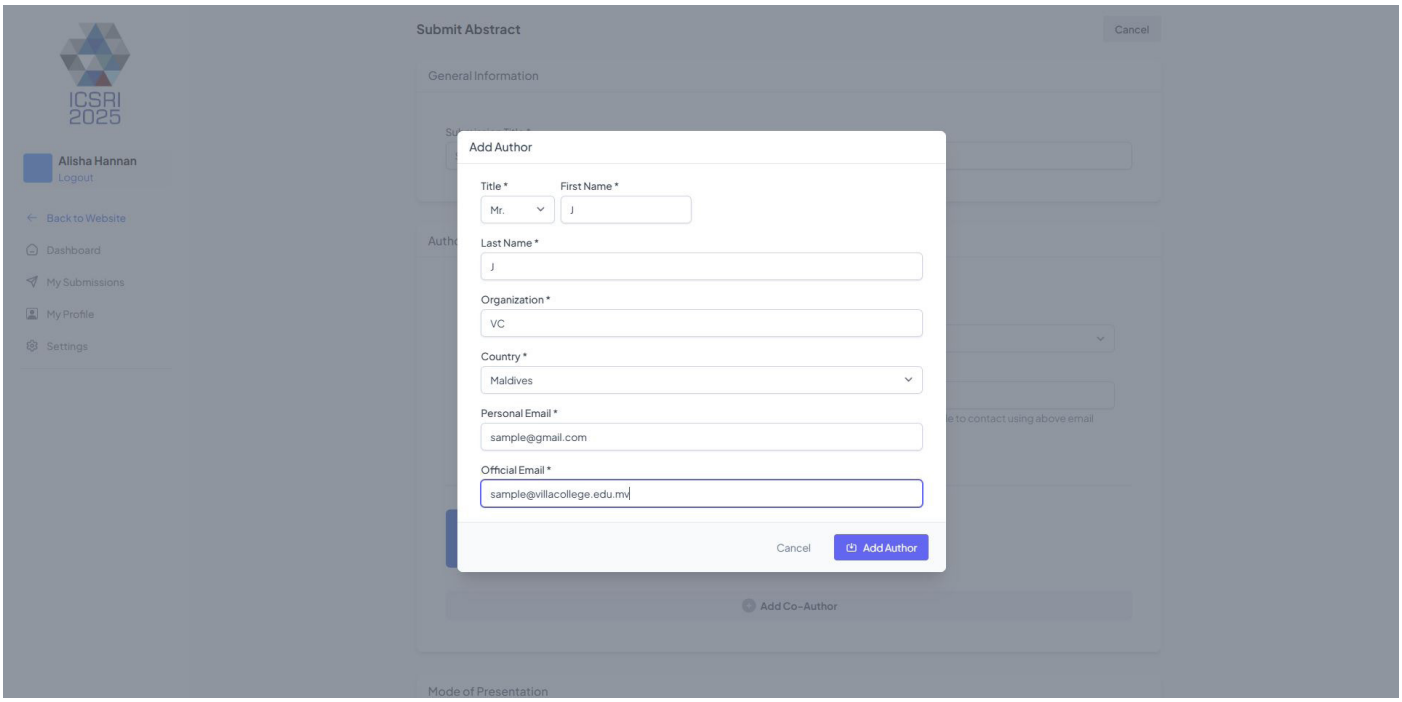
- Fill in all **required fields** marked with asterix (*) under **GENERAL INFORMATION** and **AUTHOR(S) INFORMATION.**



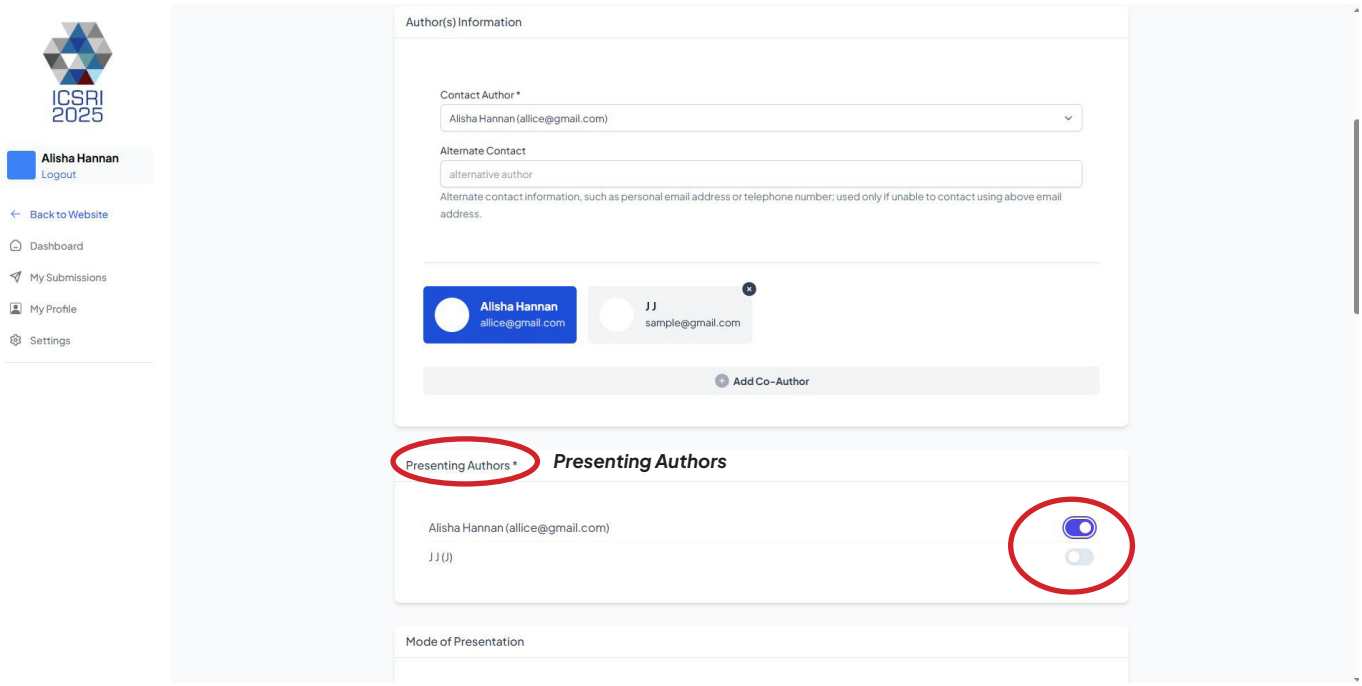
3. Add co-author

- If more than one author, add a co-author for the submission by filling in all **required fields** marked with asterix (*) under **ADD CO-AUTHOR.**
- Each co-author will also receive a confirmation email with your contact information and their login information.



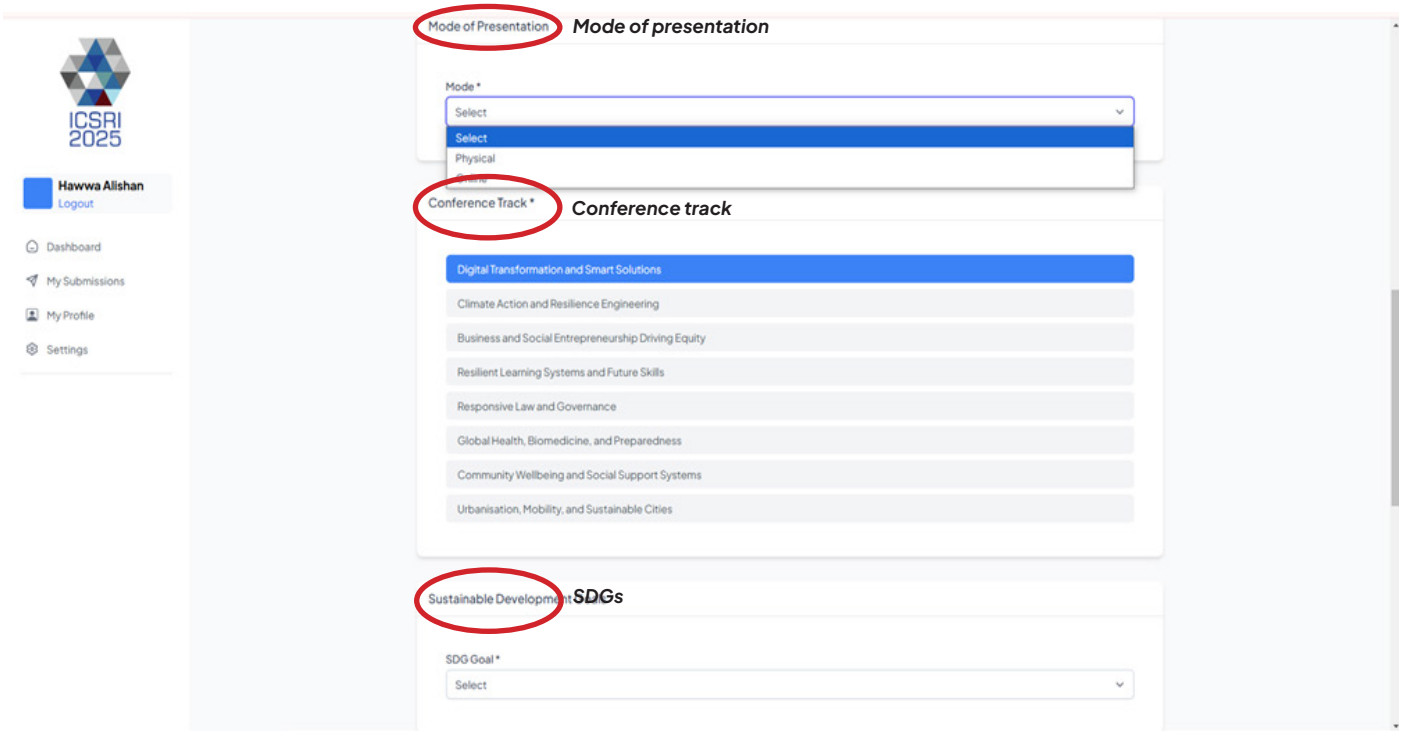


- Once you add the co-author(s), you will need to select the **PRESENTING AUTHOR(S)**
- You may choose one or more authors to be designated as **PRESENTING AUTHOR(S)**



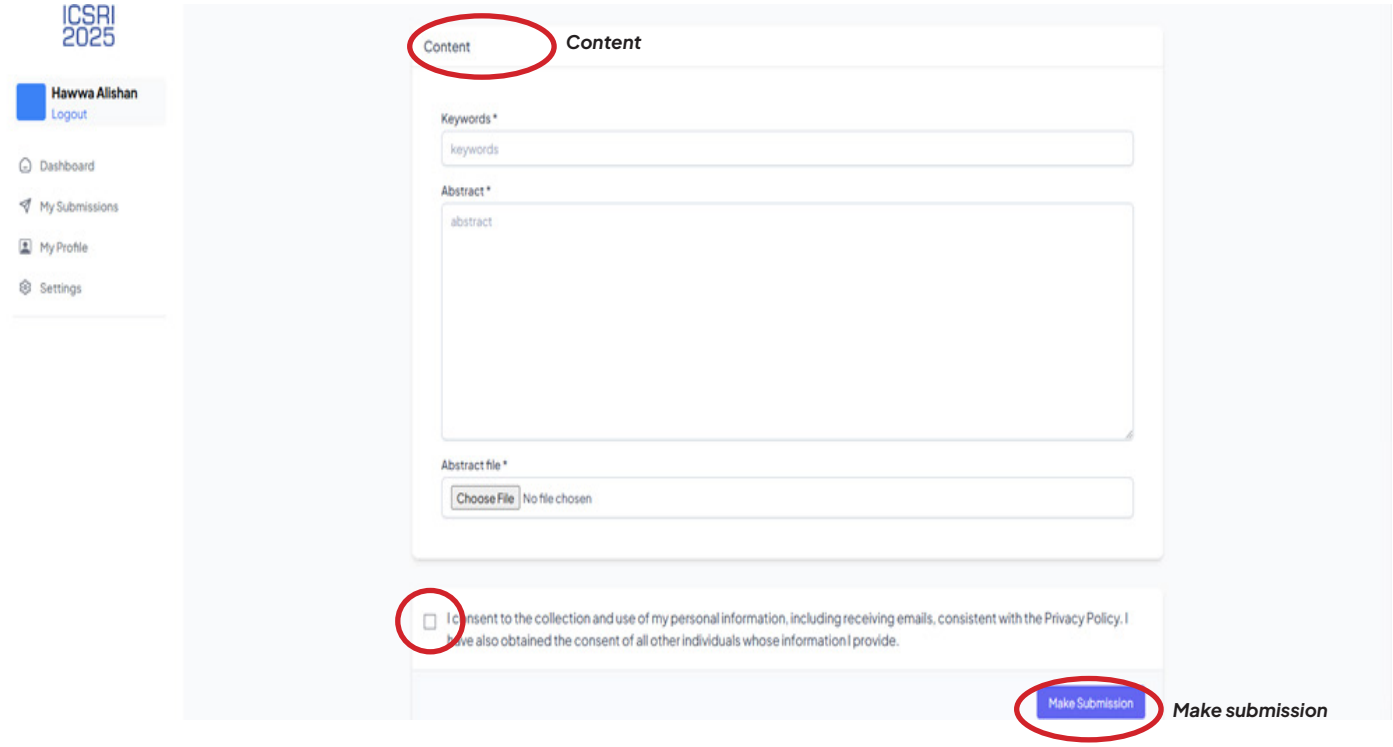
4. Abstract submission

- Complete the submission by filling in all **required fields** marked with asterix (*) under **MODE OF PRESENTATION, CONFERERNCE TRACK, SDGs** and **CONTENT.**



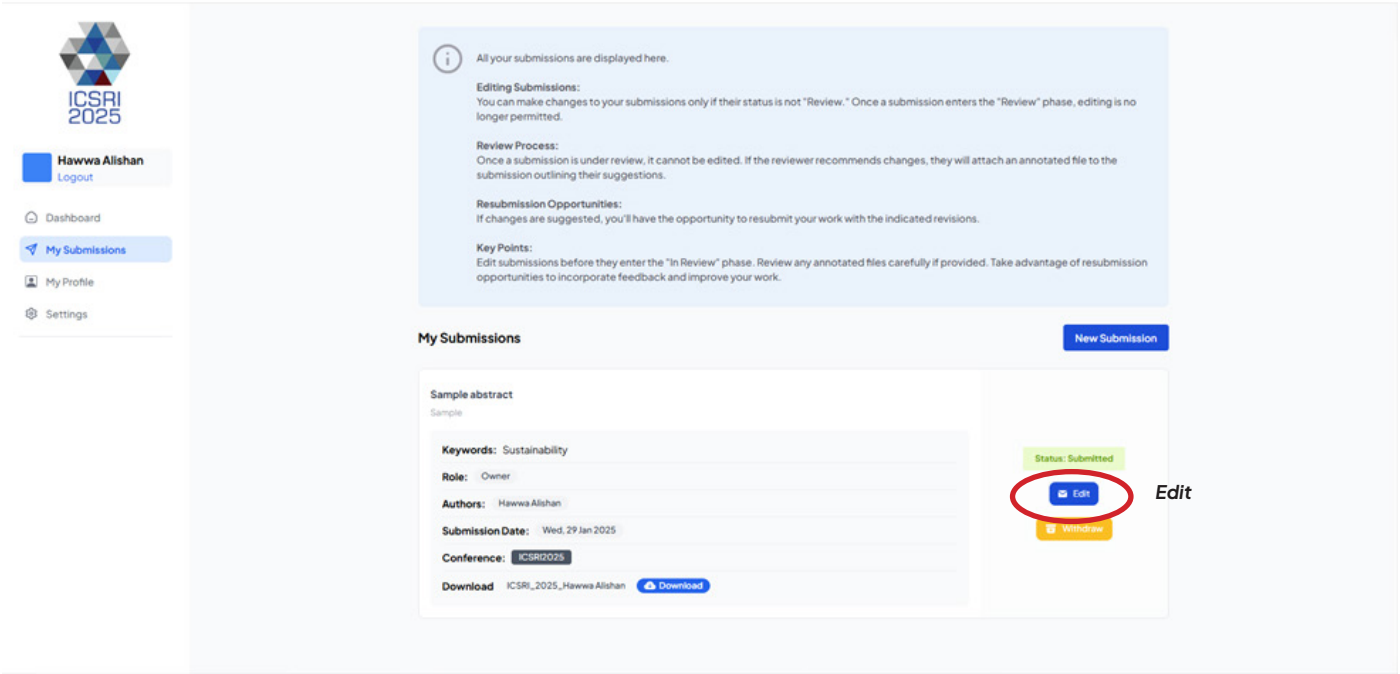
• Attach the abstract file written in MS Word document, check the consent button and click **MAKE SUBMISSION** button.

*** All abstracts should be written in MS Word format (DOC or DOCX) templates provided (available for download **HERE**). Save your abstract using this format: "ICSRI2025_yourLastName.doc".*



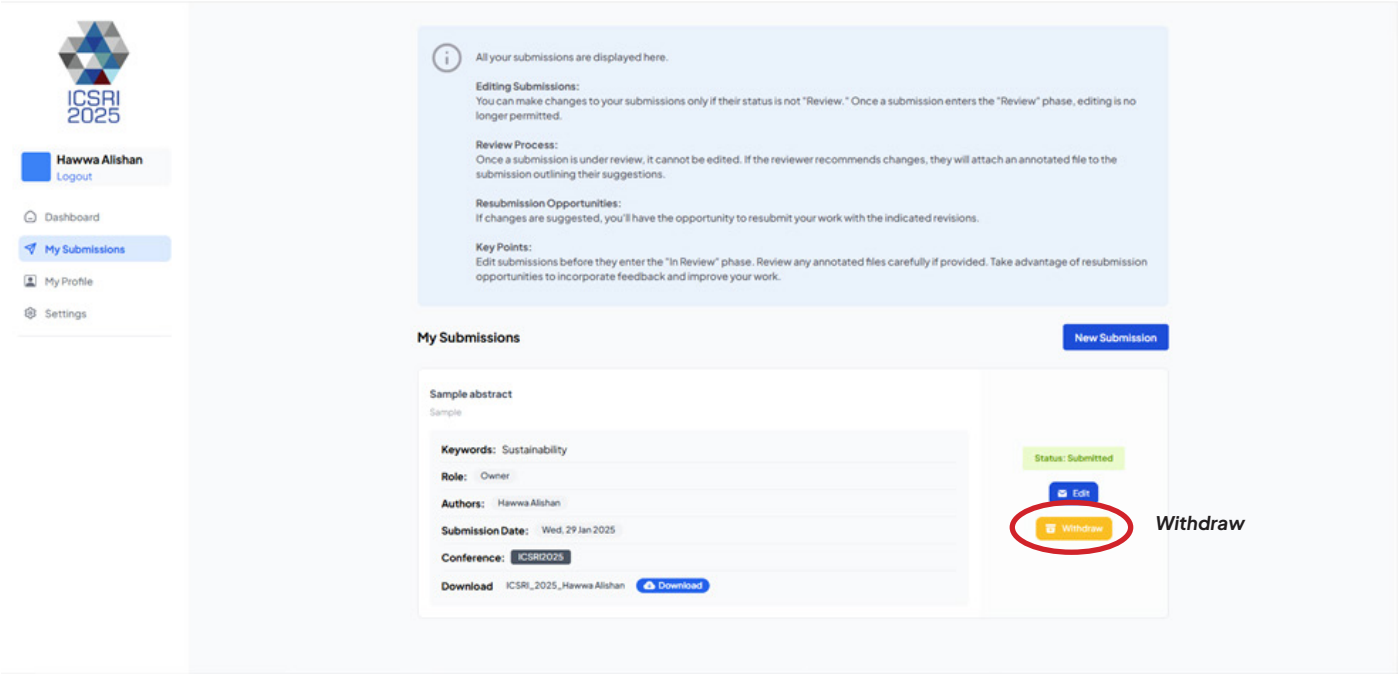
5. Updating an abstract

- The author may login to edit/update the submission until the call for abstracts closes on 30 April 2025.
- The author can make changes to the submission ONLY if the status is not **in review.**
- To make changes, login via the **LOGIN** button on the homepage and select **EDIT** under **MY SUBMISSIONS**.
- The author should follow the same **abstract submission** steps to upload the abstract.



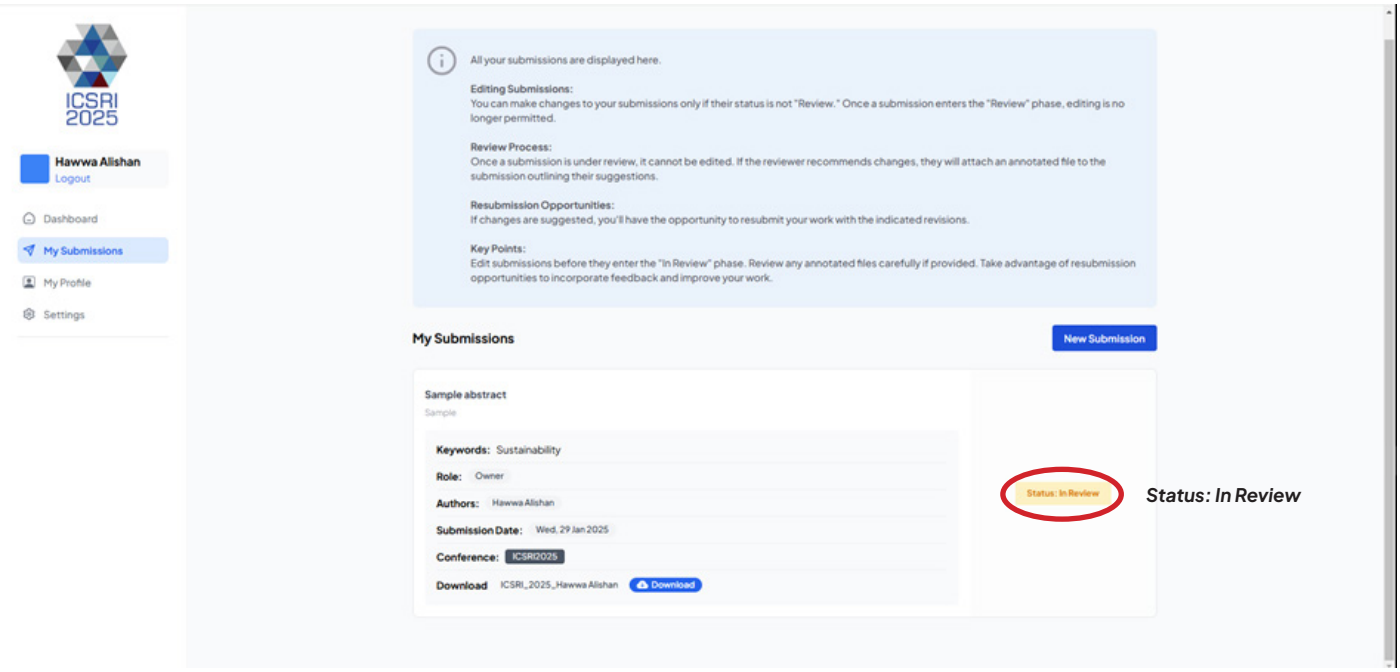
6. Withdrawing an abstract

- The author may withdraw the abstract until the call for abstracts closes on 30 April 2025.
- The author can withdraw the submission ONLY if the status is not **in review.**
- To withdraw, login via the **LOGIN** button on the homepage and select **WITHDRAW** under **MY SUBMISSIONS**.

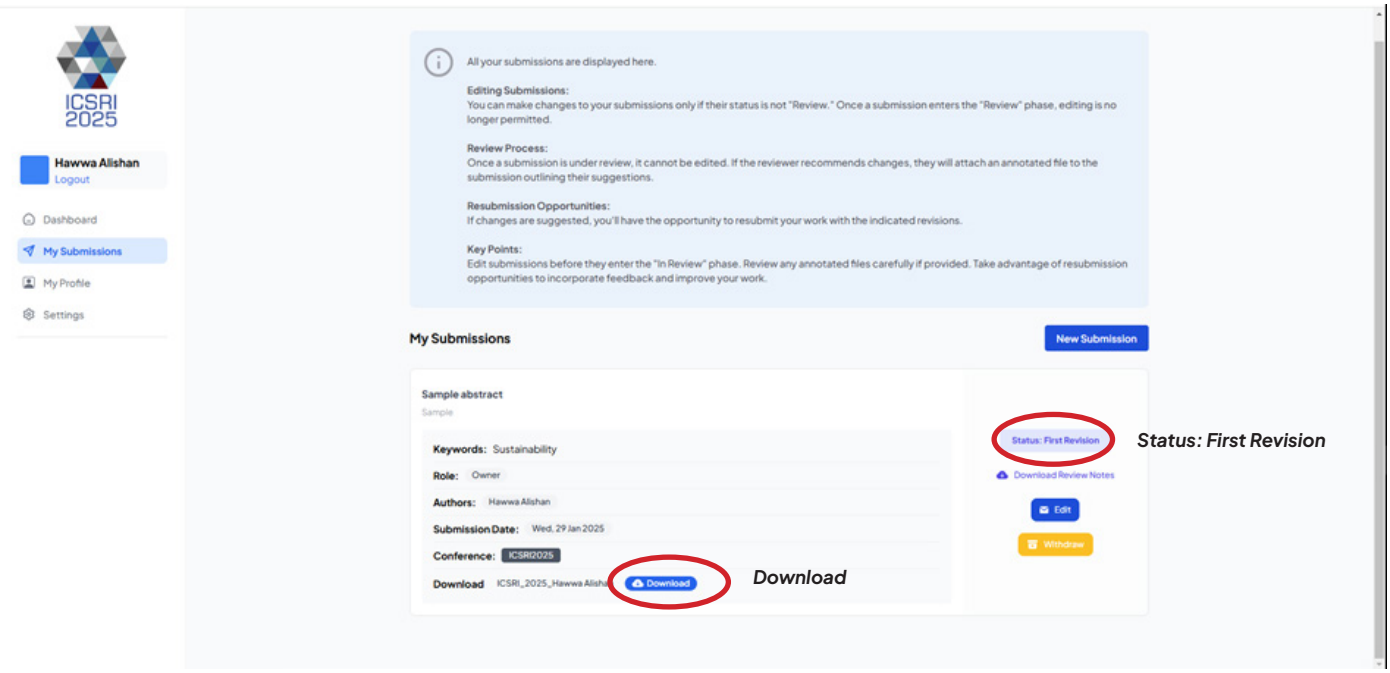


6. Abstract review process

- If the submission is accepted for review, the main author will receive an email from ICSRI 2025 notifying the status of the submission as **IN REVIEW**.
- The author can login via the **LOGIN** button on the homepage and check the status under **MY SUBMISSIONS**.

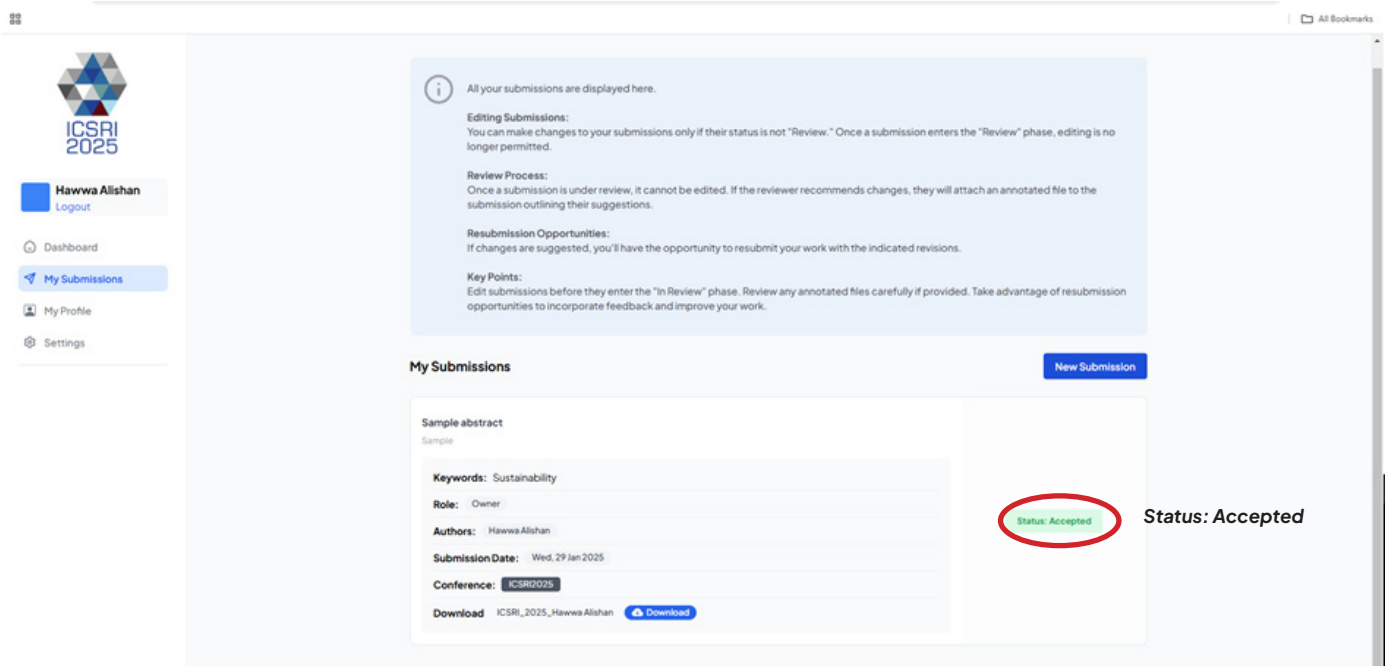


- If the reviewer recommends changes, they will attach an annotated file to the submission with their suggestions.
- The author will receive another email notifying the status of the submission as **FIRST REVISION**.
- The author must then **LOGIN** and **DOWNLOAD** the reviewed abstract under **MY SUBMISSIONS.**
- After making the necessary changes, the author should follow the same **abstract submission** steps to upload the revised abstract.

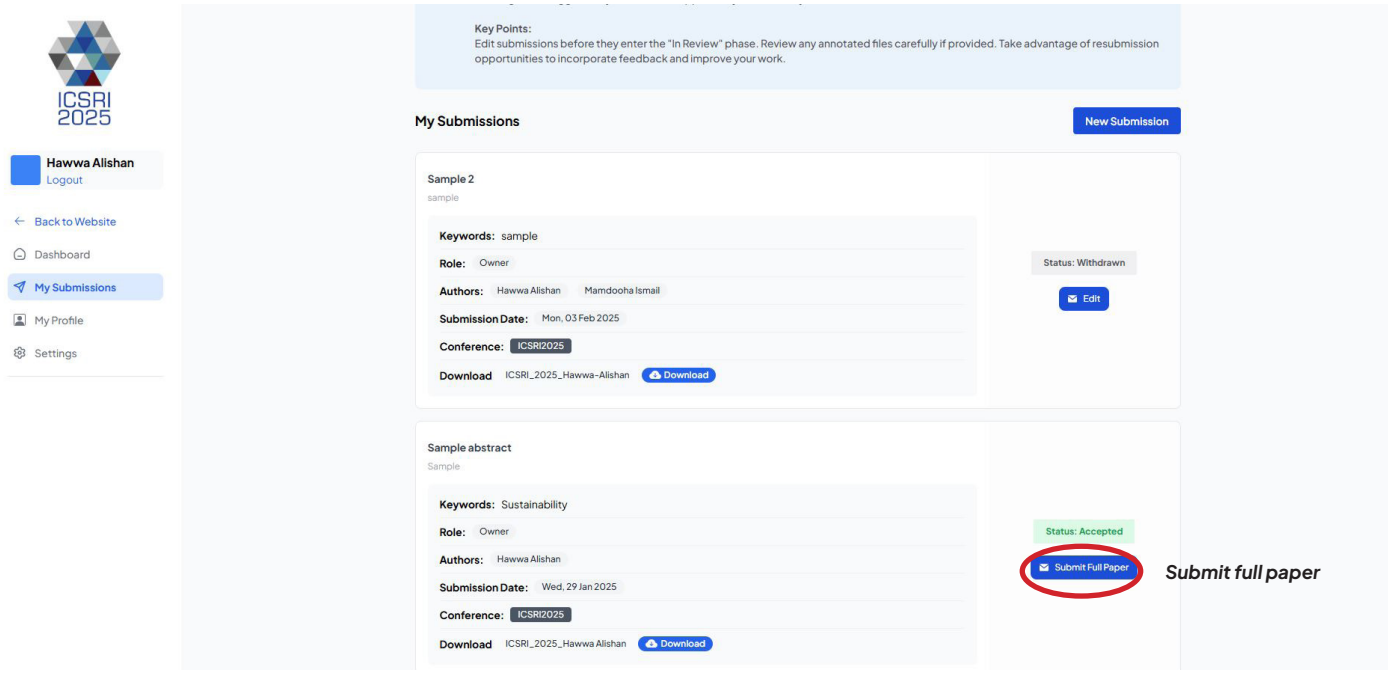


7. Abstract acceptance

- Once the revised abstract is accepted, the main author will receive an email from ICSRI 2025 notifying the status of the submission as **accepted**.
- The author can login via the **LOGIN** button on the homepage and check the status under **MY SUBMISSIONS**.



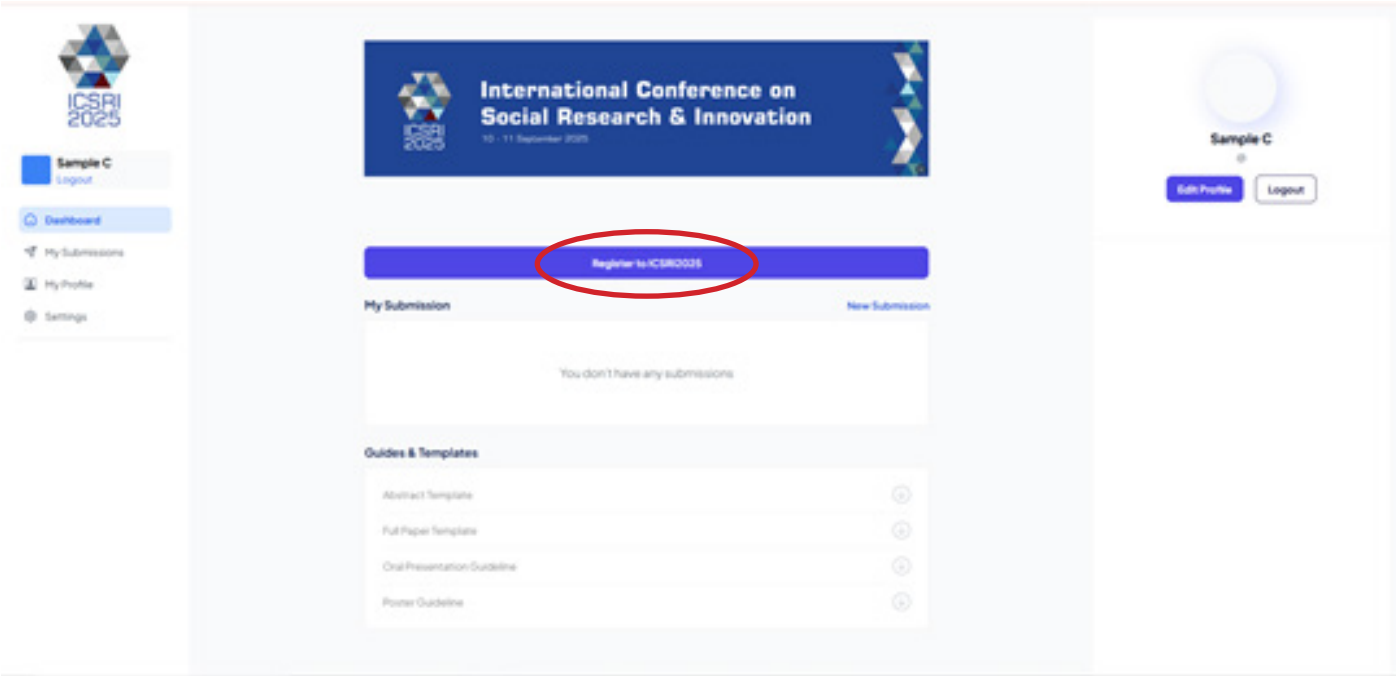
- Once the abstract is accepted, the author will have the opportunity to submit the full paper.
- To proceed, the authour should click **SUBMIT FULL PAPER** and upload the full paper file as per the requirement.



Conference Registration

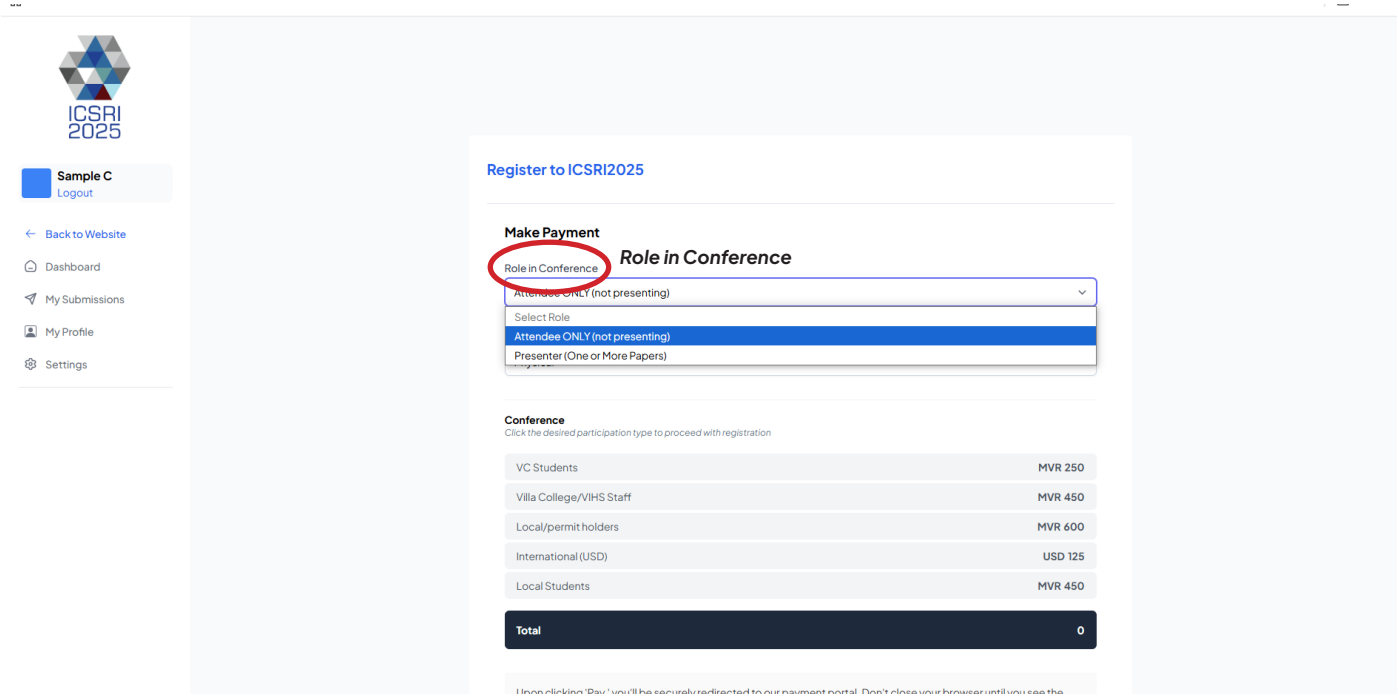
1. Registration

- If a user wishes to participate in ICSRI 2025, you must register either as an attendee or presenter.
- To register, first **LOGIN** and click **GO TO DASHBOARD.**
- Then, click **REGISTER TO ICSRI2025** to complete your registration.

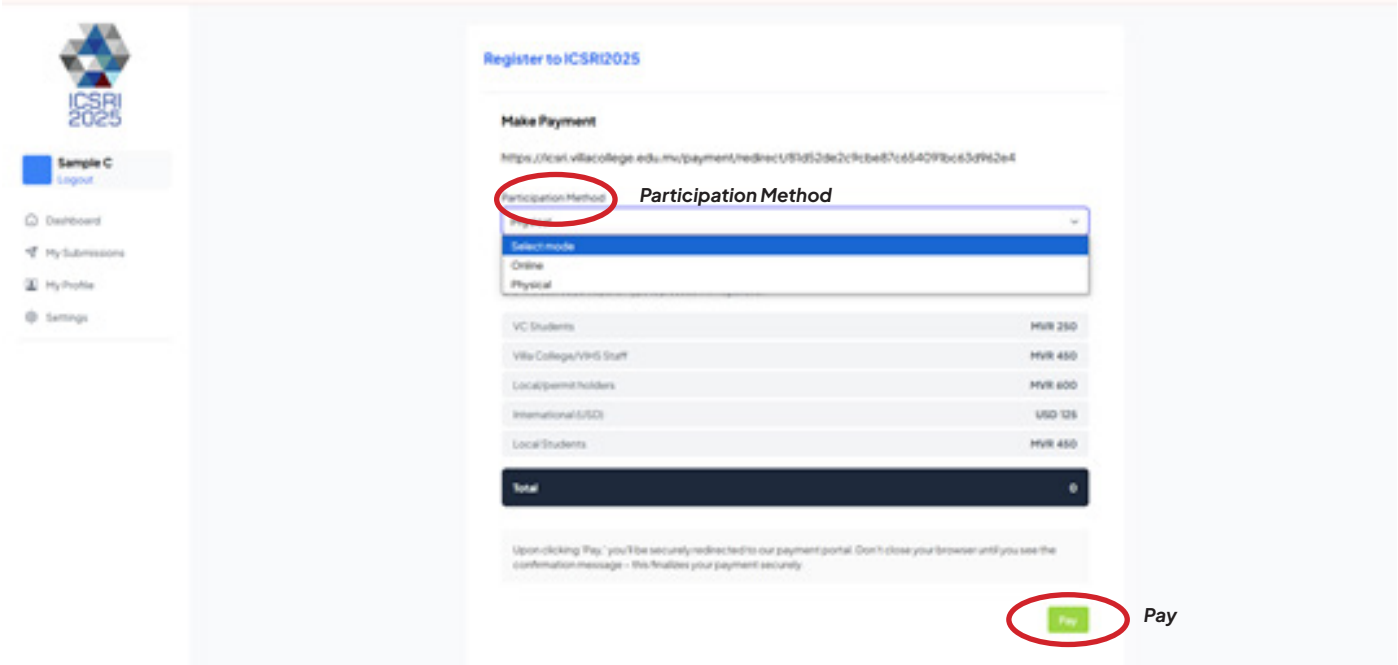


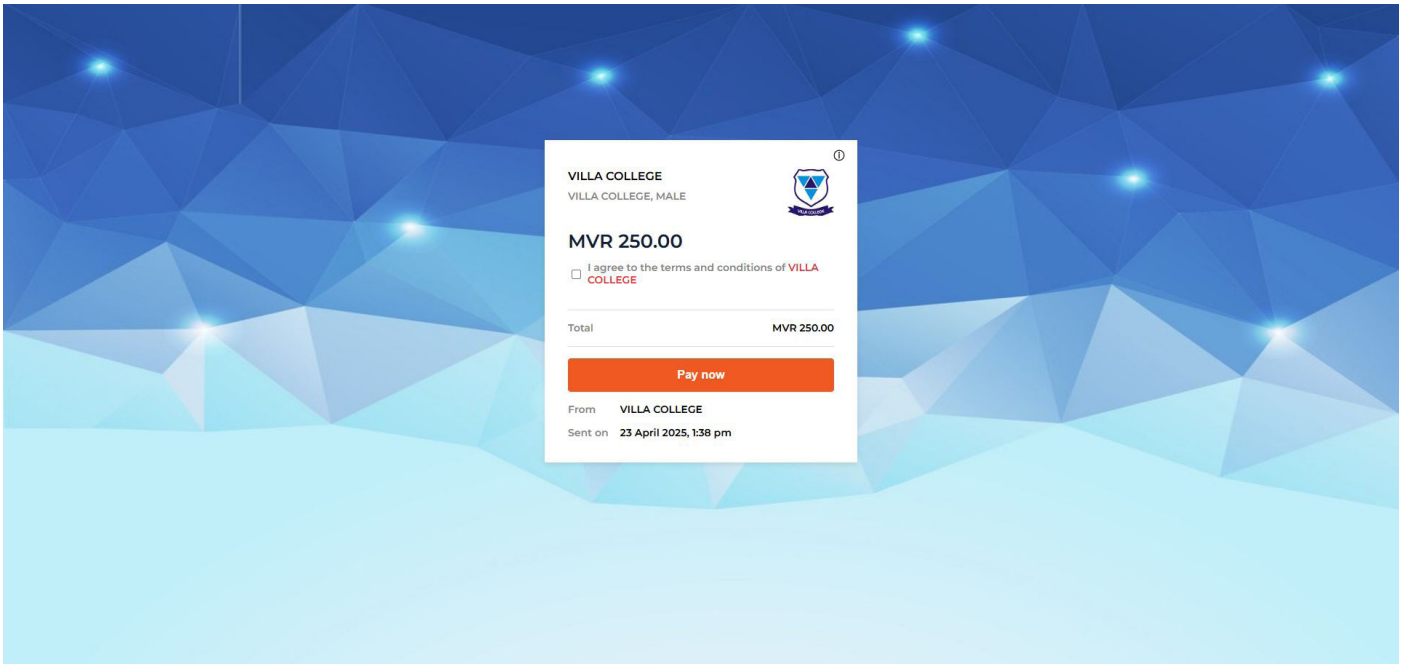
2. Payment Procedure

- Once you click REGISTER TO ICSRI 2025, you will be required to select your **ROLE IN CONFERENCE:** ***Attendee ONLY (not presenting)*** or ***Presenter (one or more papers)***



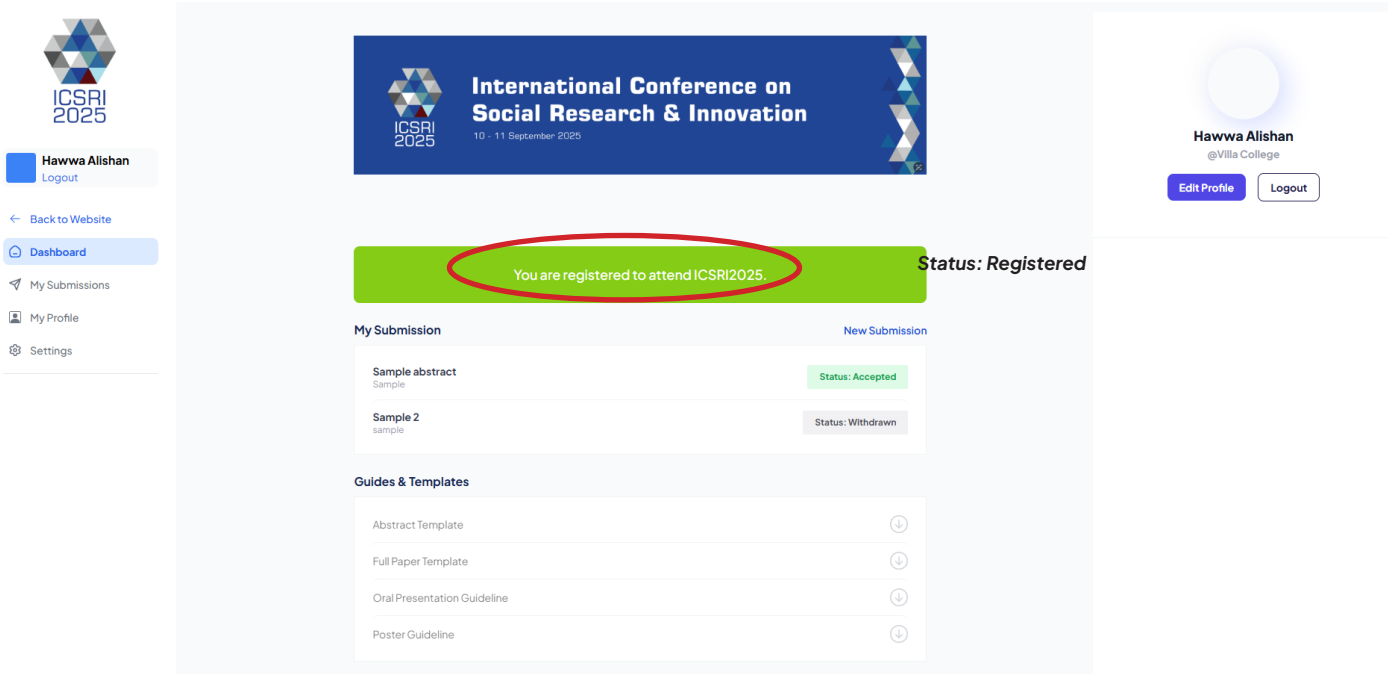
- Next, select your **PARTICIPATION METHOD**: *Physical* or *Online*
- Click **PAY** to be directed to the payment portal
- Complete the payment to confirm your participation in I**CSRI 2025.**





3. Registration Completed

- Once the payment is successful, **MY DASHBOARD** with your LOGIN will display the status as **REGISTERED IN ICSRI2025.**



CONTACT DETAILS

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