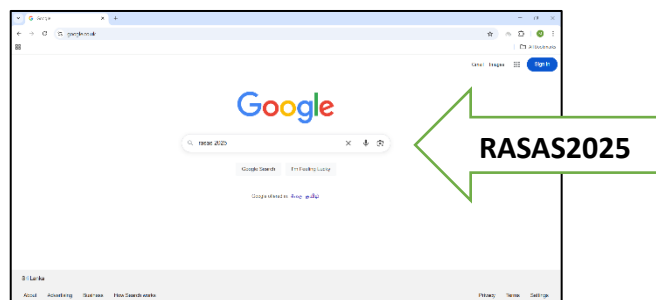

How to Submit an Abstract – RASAS 2025

This guide will walk you through the process of submitting an abstract for the **Ruhuna Arts Students' Annual Sessions (RASAS) 2025**.

Step-by-Step Instructions

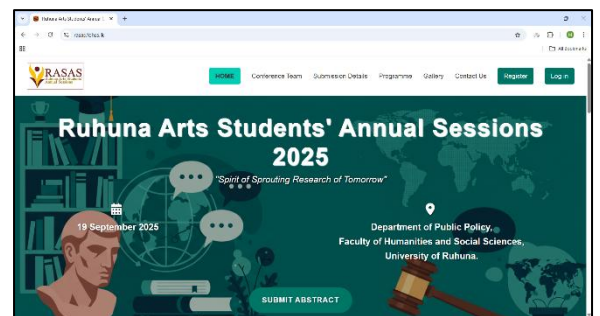
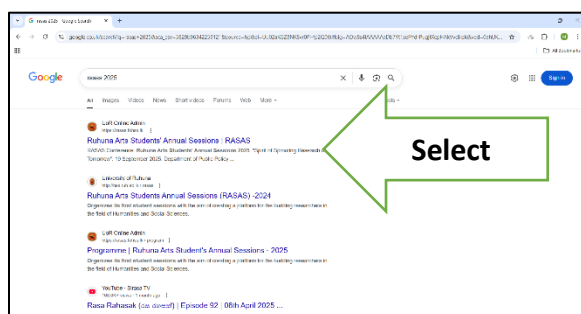
Step 1: Access the RASAS Website

- Go to Google and search "**RASAS 2025**"
OR
- Directly visit: <https://rasas.fohss.lk/>



Step 2: Open the RASAS Main Page

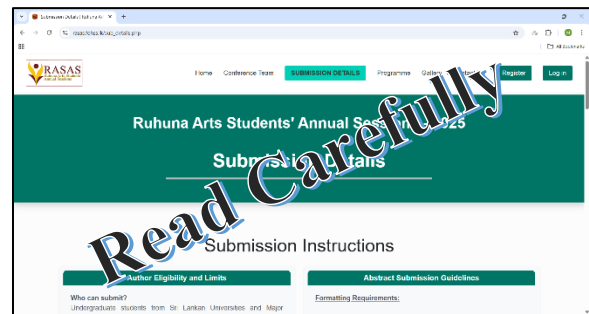
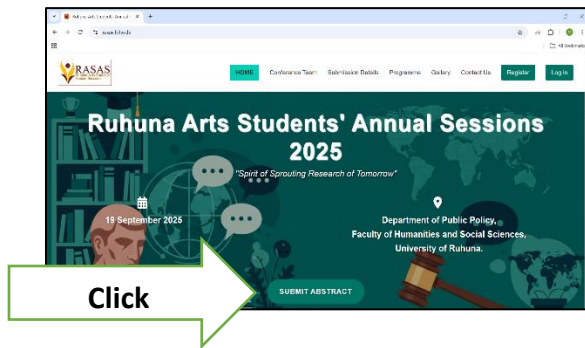
- Select the search result:
“Ruhuna Arts Students' Annual Sessions | RASAS”



Homepage

Step 3: Go to the Submission Details

- Click the **"Submit Abstract"** button on the homepage.
- You'll be taken to the **Submission Details** page.

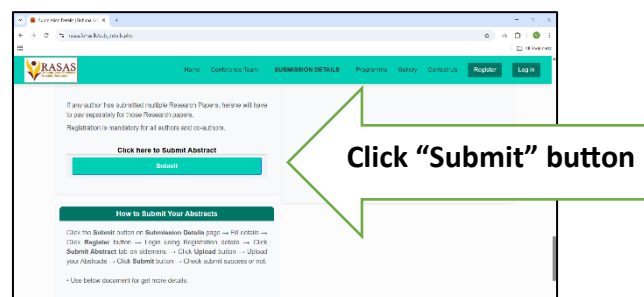


Step 4: Read Submission Guidelines Carefully

- Read all instructions and submission policies provided on this page before proceeding.

Step 5: Proceed to Abstract Submission

- Scroll to the **Payment Details** section.
- Click the button labeled **"Click Here to Submit Abstract"**.



Step 6: Register for Abstract Submission

- You'll be redirected to the **Registration for Abstract Submission** page.
- Fill out **all required details** completely.

- Click the **“Register”** button.
- You will Receive a **Email** with Login Details.

The image shows two parts of the registration process. On the left, a browser window displays the 'Registration for Abstract Submission' form. A red starburst icon points to the form with the text 'Fill all details'. A green arrow points to the 'Register' button with the text 'Click “Register”'. The form includes fields for Full Name, Email, Password, and Phone Number, along with checkboxes for 'I am a Student' and 'I am a Faculty'. On the right, a 'Welcome!' message states 'Your registration was successful.' and provides the email 'prabod.19531@uhss.ruh.ac.in' and password '12345678'. It also includes a 'Log in' link and a warning to 'Please keep your credentials safe.' The footer reads 'Regards, Ruhuna Arts Students' Annual Sessions - University of Ruhuna'.

Step 8: Login Using Registered Details

- After registration, you'll be redirected to **login page**.
- In the **Login page**, Fill **Email and Password**.
- Click the **“Login”** button.

The image shows a browser window displaying the 'Login' page. A red starburst icon points to the form with the text 'Fill Login Details'. A green arrow points to the 'Login' button with the text 'Click “Login”'. The form includes fields for 'Email address' (with the example 'prabod.19531@uhss.ruh.ac.in') and 'Password'. There are checkboxes for 'Remember me' and 'Forgot password?'. A 'Registration Successful' notification is visible in the top right corner of the browser window.

Step 7: Access Your Dashboard

- After registration, you'll be redirected to your **Dashboard**.
- In the **left sidebar**, select **“Submit Abstract”**.

The image shows a browser window displaying the user dashboard. A green arrow points to the 'Submit Abstract' option in the left sidebar with the text 'Click “Submit Abstract”'. The dashboard features a top navigation bar with 'Home', 'Conference Item', 'Submission Details', 'Programme', 'Gallery', 'Contact Us', 'Register', and 'Login'. The main content area includes a 'Dashboard' section with four status cards: 'TOTAL SUBMISSIONS' (0), 'PUBLISHED ABSTRACTS' (0), 'PENDING ABSTRACTS' (0), and 'REJECTED ABSTRACTS' (0). Below this is a 'Public Notifications' section with a message 'No new notifications.' and an 'Event Details' section listing an event: 'Ruhuna Arts Students' Annual Sessions - 2024' on '2024-09-20' at 'Department of Public Policy, Faculty of Education, University of Ruhuna'.

Step 8: Add Authors

- The **Presenting Author** is automatically set and **cannot be changed**.
- Add **Co-authors** and other authors.
- Click the **“Submit”** button to save this section.

Abstract submission

Presenting Author

Name	Email
Helen A. Parkes	h.parkes@psu.edu
Co-Author 1	
Name	Email
Co-Author 2	
Name	Email
Co-Author 3	
Name	Email
Co-Author 4	
Name	Email
Co-Author 5	
Name	Email
Co-Author 6	
Name	Email
Co-Author 7	
Name	Email
Co-Author 8	
Name	Email
Co-Author 9	
Name	Email

Co-Author 6

Name

Email

Co-Author 7

Name

Email

Co-Author 8

Name

Email

Co-Author 9

Name

Email

Submit Cancel

Step 9: Submit Your Abstract

1. Fill in the abstract submission form:
 - **Title** (Maximum 20 words)
 - **Upload Abstract**: Ensure it does **not include any author details**
 - **Declaration Form**: The presenting author cannot be changed
 - **Select the relevant theme** from the options
2. Click the **“Submit”** button.

Submit Abstract

Title

Fill Title Using 20 Words

Abstract

Choose Theme

Submit

Choose "Abstract (Without Author Details)"

Choose "Abstract (With Author Details)"

Choose "Declaration Form"

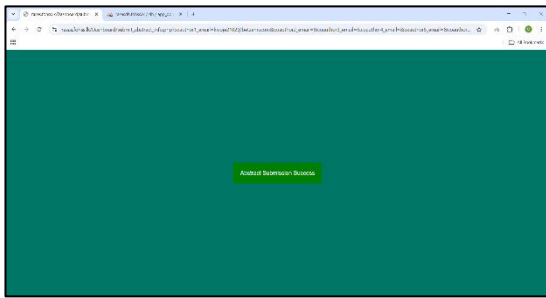
Select Theme

Select Theme

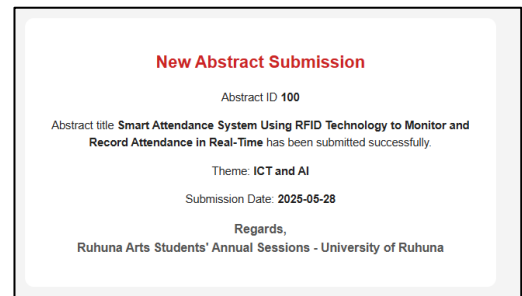
- Gender, Peace and Non-Violence
- Business and Hospitality
- Sustainability and Green Governance
- Sociological and Anthropological Studies
- Religion and Spirituality
- Psychology and Counselling
- Professional and Applied Studies
- Political Science and Media Behaviour
- Language and Literature
- Education
- Geopolitics and Economic Development
- Biography and Environmental Studies
- Gender and Women Studies
- Education and Inclusive Policy
- Climate Change and the Global South
- Communications and Transdisciplinary Studies
- Academic and Professional Writing

Step 10: Confirmation

- If successful:
 - A **confirmation email** will be sent to the **presenting author** and **co-authors**.
 - A message will be displayed: **“Abstract Submission Success.”**



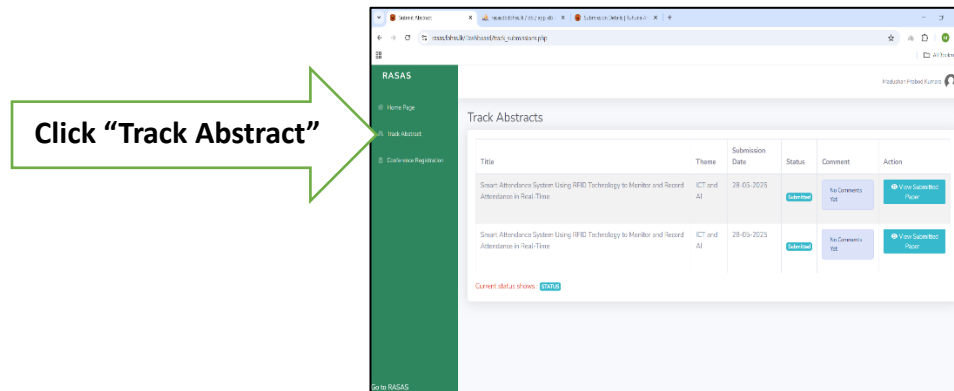
Success Message



Success Message (Email)

Step 11: Track Submissions

- In the left sidebar, select “Track Abstract”.



Status :

- Submitted
- Under review
- Accepted
- Rejected
- Accepted with minor corrections
- Accepted with major corrections

If your status is:

- Accepted with Minor Corrections
- Accepted with Major Corrections

Then you **must revise and resubmit** your abstract as instructed.

To Resubmit:

1. Log in to your RASAS dashboard.
2. Go to the “Track Abstract” section.
3. Select the abstract that requires corrections.
4. Upload your revised abstract in **Action section**, according to the reviewer comments.
5. Click “Resubmit”.

A confirmation message or email will notify you once the resubmission is successful.

Need Help?

If you face any issues, please contact the organizing committee through the contact options available on the official RASAS [website](https://rasas.fohss.lk/) and [Email](mailto:rasaseditor@hss.ruh.ac.lk).

- <https://rasas.fohss.lk/>
- rasaseditor@hss.ruh.ac.lk