

# Paper Submission Guidelines

## (A) NAME AND AFFILIATION

The paper should include a cover sheet including the full name, affiliation, email, mobile number and postal address of all authors.

## (B) FORMAT AND SIZE

1. All papers should be typed on Microsoft Word-version, in Arial, font size 10 for page size 18 cm x 24cm (margin 2 cm top & bottom and 1 cm on left & right) and sent through email at [sushil@iodonline.com](mailto:sushil@iodonline.com). Header & Footer of font size 8.
2. Size of the paper to be kept between 3000 to 3500 words (8 -10 pages)

## (C) TITLE

1. The main title of the paper not to exceed 50 characters.
2. The title should be capitalized and centered at the top of the first page of the paper.

## (D) HEADINGS

1. Headings and subheadings must be capitalized and left justified.
2. Use double space after the headings, before starting the next paragraph.
3. Font size of the main heading should be 16 and sub heading of 12.

## (E) ILLUSTRATION GUIDELINES (If you are using Tables / Diagrams / Images)

1. Illustrations such as photographs, charts, graphs, drawings, and diagrams should be labeled, so that they correspond with their mention in the text (e.g. Table-1, Figure-2, and Diagram- 3).
2. Soft copy of commercial charting and graphing materials, and photographs in black & white are acceptable.
3. Clear and sharp in ages of Computer generated charts, sharp, diagrams, and maps are acceptable.
4. If you are drawing your charts, graphs, maps drawing, or diagrams by hand, please use only black ink.

## (F) PHOTOGRAPH & CV:

All papers must be accompanied by soft copy of a passport size color photograph, together with a brief CV (not exceeding 100 words).

## (G) AUTHORITY ASSIGNMENT:

Your paper should mark the name of Program / Conference on top left hand side in token that author has assigned all publication rights to the IOD publication committee.

## (H) PAPER SUBMISSION CHECKLIST:

1. Soft copy emailed to [sushil@iodonline.com](mailto:sushil@iodonline.com)
2. Full text of paper in Microsoft Word Version
3. Brief CV of about 100 50 words.
4. Passport size color photograph

\*\*\*\*\*THANKS\*\*\*\*\*