

Institute of Directors

Guidelines for Articles and Blogs

Article Format

1. **Submission Format:** In **MS Word** format only.
2. **Title:**
 - i. **Main Title** – To be clearly stated in **bold** at the top of the Article
 - ii. **Sub-title** – To be clearly stated in **bold** after the Main Title
3. **Word Limit:** We would not like to limit your thoughts, however an article of around **1200 words** is usually enjoyed by our readers. Please do not exceed 1500 words limit.
4. **Sub-Headings:** Sub-headings, if any, in the article/main points is to be mentioned separately and highlighted in **bold** as well.
5. **Conclusion:** We suggest you provide 'Conclusion' paragraph at the end of your article.
6. **Author(s) Profile:**
 - i. **Long profile** – To be placed at the end of the Article in a **maximum of 50 words**. It should include current designation(s), organisation(s) associated with, number of years' experience, qualification, etc.
 - ii. **Short profile** – To be placed along with the author(s) photo in a **maximum of 10 words**.

Sample format for short profile:

 - Mr. /Ms. /Dr. / Prof. _Name
 - Current Designation (only one)
 - Organisation Name (only one)
7. **Images/Diagrams:** Charts, diagrams, figures and images are permitted.
 - i. They must be of high resolution for proper printing.
 - ii. All must be submitted in **JPEG** format, as separate attachments in the email.
 - iii. They must be credible images/diagrams.
 - iv. If required, their source must be stated, bearing in mind copyright issues.
8. **Author(s) Photograph:** A latest, high-resolution & color photograph in JPEG/PNG format. (*Min. Size: 500KB*)

Please send all the attachments, including the author profile, photograph, images and diagrams, if any, along with the article in **one single email** to info@iodglobal.com

Please Note:

- i. All articles submitted for publication are subject to the Editorial Board's review and approval, which is full and final.
- ii. Based on the discretion of the Editorial Board, your Article may also be uploaded to the IOD blog, acknowledging you as an author.