

# Article Submission Guidelines

## Director Today

Submit your Article at:  
[info@iodglobal.com](mailto:info@iodglobal.com)

### 1 Submission Format

Article must be submitted in **MS Word** format only.

### 3 Word Limit

- Ideal Length: **1200 words**
- Articles exceeding 1200 words will not be considered for review.

### 5 Author's Photograph

- Latest high resolution, colour photograph
- Format: **JPEG or PNG**
- To be submitted as a separate attachment



### 2 Article Structure

- **Main Title:** Clearly stated in bold at top
- **Sub Title:** Placed below the main title
- **Sub-Heading:** Use bold to highlight key sections
- **Conclusion:** A concluding paragraph is recommended

### 4 Author's Profile

#### Short Profile:

- Name (Mr./Ms./Dr./Prof.)
- Current **active designation(s)** maximum 2
- Organisation(s)**- maximum 2

#### Long Profile:

- Maximum 50 words
- May include designation(s), organisation(s), experience and qualifications

### 6 Supporting Images / Creatives

- Charts, diagrams and images must be high resolution and credible
- To be **embedded in the article+submitted as separate** high resolution **JPEG file**
- Sources must be mentioned where applicable, keeping copyright in mind.



### 7 Submission Process

- All materials should be attached in one single e-mail:
  - Article
  - Author profile(s)
  - Photographs
  - Images/diagrams (if any)

### IMPORTANT NOTE:

- The rights for **selection/rejection** of the **article/ book review/ any other feature** in the **Director Today/ IOD Blog** will **vest with the Editorial Board** without **assigning any reason.**
- Only one article per contributor will be accepted within a **12-month period.**
- The review process may take **3-4 weeks**
- Upon acceptance, publication timing will be decided based on **thematic relevance.**