

Guidelines For Submitting Content For Inclusion In Jagriti

GENERAL PROCESS

In order to be considered for inclusion, all submissions to Jagriti must be made by the deadline for that particular issue. All material must be submitted in final form by the authors, and not as an initial draft.

We encourage all submitters to keep their articles between 500 and 1500 words. If you would like to submit material that is longer, please contact us prior to submitting your work so that we may discuss it with you, and plan accordingly.

Jagriti's Editorial Committee will review the material for its appropriateness, and if rejected, the committee will contact the author regarding the following options:

- 1/ Recommend changes enabling the acceptance of the submission for publication
- 2/ Suggest a rewrite with a different approach to the topic, or discuss alternative topics
- 3/ Rejection of the submission as inappropriate for inclusion in the magazine

All decisions by the Editorial Committee are final.

ARTICLES ETC.

All article submissions to Jagriti must be typed, (preferably in Microsoft Word), and submitted to us on 3.5" IBM-Compatible PC formatted disc, or electronically, as an attached file to an e-mail message (preferred), sent to the following address: Jagriti@HCCLondon.ca

All submitters must own the copyright to the material they are submitting. If you are including quotations or submitting material that is taken from another source, please ensure that you have permission to do so, and include the appropriate references to the source material. Two generally accepted styles for formatting articles, citations etc., are according to the MLA guidelines and the APA guidelines. These guidelines may be found at:

<http://www.apastyle.org/elecref.html>
<http://webster.commnet.edu/apa/index.htm>
<http://webster.commnet.edu/mla/format.shtml>

ADVERTISING MATERIAL

Advertising space is sold on a Quarter, Half and Full Page basis. In addition, the inside front cover and inside back cover space is also available for advertising at a premium rate. All advertisement space must be paid for in full in advance of their appearance in Jagriti. Any advertisements not paid for will not appear in the magazine. Please contact us for the current advertising rates.

All advertising material must be submitted to us on 3.5" IBM-Compatible PC formatted disc, or electronically, as an attached file to an e-mail message (preferred), sent to the following address: Jagriti@HCCLondon.ca No hard copy advertising material will be accepted.

The advertisement must be submitted in the final form you wish it to appear in Jagriti. Graphics may be submitted in digital format. The graphics should be submitted in TIF or JPG format. EPS is not recommended. The best quality comes in 300 dpi high-resolution or higher.

The advertisements will be resized according to the advertising space you have requested. For this reason, we recommend that for the text, you use a font that will remain legible upon resizing.