Guidelines for Authors

Defence Officers (serving or retired), **professionals**, **managers** and **management consultants** are invited to contribute articles, book reviews and letters to editors based on research or their own experience/ views in the field of Defence Management for publication in "**Dur Drishti**". Your article must reach latest by 01ˢᵗ April and September for the July and December issues respectively.

Guidelines for Submitting Articles:

- ❖ Your article must be your **original unclassified work**.
  - *Plagiarism checks (as per UGC norms) will be undertaken by the Editorial Team*.
  - If your article has already been published, or is in the process of publication by another publisher, the same must be explicitly mentioned (with relevant details) in your communication.
- ❖ Submit the following to **editor.cdmap@nic.in** :
  - Soft copy of the **article**. Please use Arial font (size 12) with double spacing and appropriate indentations.
  - Your **photograph** in *jpeg* format (size between 01 to 05 MB).
  - A brief **bio-data** (maximum of four lines only).
  - High quality images of **figures** (photographs/ illustrations/ drawings etc) used in the article in *jpeg* format.
  - Signed '**Declaration by the Author**' as per following format:
    *"I hereby certify that the article titled <**name of the article**> is written by me and it is my original work. I have taken due care to avoid plagiarism and I have mentioned all relevant references and have given due credits for previous publications, if any".*
- ❖ **Article Layout**. You need to maintain the layout of the article as given below:
  - **Title**. It must include heading of the article and **author's full name** with decorations.
  - **Abstract**. Not exceeding **150 words**.
  - **Main Body**. Not exceeding **3500 words**. It is recommended to use passive voice and a formal tone in the article. Suitable paragraph formatting and indenting should be adopted. Please expand abbreviations at their first occurrence and avoid jargons.
  - **Citations.** All citations in the article must follow **APA format**.
  - **Bibliography**. It must contain detailed references or bibliography of books, periodicals, magazines, journals, news-paper and website references. Acknowledgements (if reqd) may also be included.
  - **Figures and Tables**. The figures (Photographs/ Illustrations/ Drawings) and tables must be given relevant titles and numbers. The figures need to be submitted separately also as images.

Guidelines for Submitting Reviews and Letters to the Editor:

- ❖ Original reviews of recently published books in the domain of Defence Management/ Strategic Studies may also be submitted (not more than **500 words**). Please provide **details of publisher**, **date of publication**, **number of pages**, **cost** and **ISBN-13 code**. Please include high resolution *jpeg* **images of the front and back covers.** Your biodata and photo are also needed.
- ❖ Letters to the editor (not more than **500 words**) may also be submitted.
- ❖ Please use Arial font (size 12) with double spacing and appropriate indentations.

Important Notes: The editorial committee reserves the right to modify, edit or decline the article due to space limitation etc. **The articles contributed will become the intellectual property of CDM, Secunderabad**.