

Guidelines

All articles should be submitted electronically to the email address eldersweb@gmail.com. Each article will be read by one or two members of the Web portal Committee who will accept, reject or suggest modifications which will be transmitted to the author. The decision made by the Web portal Committee will be final. All questions or clarification may be addressed to Dr. A. B. Dey at abdey@hotmail.com.

Preparing the Article

Each article should be formatted and designed on the basis of certain guidelines given below. The authors can modify these for the individual topics, but the basic flow should be maintained uniformly of contents in the web portal.

- Each topic of the article should be indicated in bold type.
- The language of the article should be English, Hindi, Tamil.
- The sequential order of the article should be as follows
 - Title
 - Author name, affiliation and email address
 - Main text
 - Introduction: Each chapter should begin with an introduction about the subject to be discussed. The introduction should be brief and should be limited to around 100 words outlining the subject.
 - Main body: This contains the qualitative description about the topic. It should limit to around 800-1000 words.
 - The word limit for the article is 1000- 1500 words.
 - A box containing summary points in bullets
 - Links: The author may provide up to 5 related links for selected readings on the subject if available.
- Text should be single-spaced; font should be 12 point Times New Roman, in normal, bold, or italic (no underlining except with URL addresses or hyperlinks).
- No line breaks should be inserted.
- Quotations longer than about five lines should be extracted (indent with space above and below).
- All quotations must be double checked for correctness.
- Earlier published material by the author will also be accepted with modifications to suit the needs of the web portal.
- Care should be taken not to hurt the sensitivity of individual/groups on the basis of gender, religion or nay other manner.
- The use of visual images/film clips is welcome with appropriate titles to illustrate the text.
- It is the responsibility of the author to obtain permission for the use of any copyrighted material, including images, sound, and video files.
- It is preferable to place images directly in the text but, when permission is unobtainable, it is acceptable to include a link to the image directly in the text.

- Tables may be included with a proper heading above and source below (if quoted from any other source).
- Suggestions and comments are welcome from the authors.

Submitting an Article

- The articles must be sent to eldersweb@gmail.com as attachment to a covering message.
- The message should use "Submission" as the subject in the email address block and include
 - the title of the article,
 - the author's name and introduction of self in not more than 100 words (including the title or main function of the author, institutional affiliation, mailing address and e-mail address)
- The attachments should be in MS Word (naming files should not contain spaces) and must have a three-letter file extension identifying the file type (i.e. .doc).
- An acknowledgement will be sent indicating that the paper has been received.

Remuneration

A remuneration amounting to Rs.1000/- per article will be provided for the contributions accepted by the web portal committee.