

Guidelines for Contributors

The University News, a weekly journal on higher education, provides an avenue for publishing Articles on topics related to different dimensions of higher education; Convocation Addresses; Book Reviews; Reports on Seminars, Symposia, Conferences, Refresher and Orientation Courses and various other events held in the university campuses; News related to higher education; and Communications on new ideas, concepts, innovations and recent trends in higher education, by its practitioners and stakeholders. Following are the guidelines applicable to contributions:-

Articles submitted for the Journal should be original contributions and should not be under consideration for any other publication at the same time. A declaration is to be made by the author in the covering letter that the paper is original and has not been published or submitted for publication elsewhere.

Manuscripts including tables, figures and references should be around 3000-4000 words for articles, 2000 – 5000 words for Convocation Addresses, 1000 words for Book Reviews and 600 words for Communications.

All the manuscripts should typed in double-space with 12 point font and ample margin on all sides on A 4 size paper.

The cover page should contain the title of the paper, author's name, designation, official address, address for correspondence, contact phone/fax numbers and e-mail address.

The main text should not contain footnotes. References should be given at the end of the manuscript and should contain only those cited in the text of the manuscript. The full reference should be listed at the end in alphabetical order running the following style:

Books

Miles, M., & Huberman, M., (1994). *Qualitative Data Analysis*. London : Sage.

Articles

Over, R.(1982). Does research productivity decline with age? *Higher Education* 11: 511-20.

Chapter in a Book

Rendel, M. (1986). How many women academics 1912-1977? In R. Deem(ed.), *Schooling for Women's Work*. London: Routledge.

Two hard copies and one soft copy (in MS Word format, properly labeled with name of the author and title of the article) are to be sent. Authors may send their articles through e-mail: (unaiu89@gmail.com or

universitynews@aiuweb.org) but they also have to be accompanied by hard copy and diskette.

Authors are responsible for any copyright clearance, factual inaccuracies and opinion expressed in their paper.

The final decision on the acceptance or otherwise of the article rests with the Editorial committee and it depends entirely on its standard and relevance. The article accepted may be modified to meet the journal's standards of contents, presentation and style. Authors may also be requested to revise their manuscripts before they can be accepted for publication. Correspondence in this regard will be done with the first named author unless otherwise indicated.

Maximum time taken for processing the article is six months. Contributors are free to send the material to any other publication after a period of six months from the date of their submitting the article to the University News, if they do not receive any intimation from AIU. Author will receive two complementary copies of the Journal immediately after its publication

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