



IQBAL MEMORIAL TRUST'S GROUP OF INSTITUTIONS

IQBAL INSTITUTE OF TECHNOLOGY AND MANAGEMENT

Laloo Sheshgaribagh Hyderpora Srinagar Kmr.

Phone No: +91 90703 37770 Email: iitm.sgr@gmail.com

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GUIDELINES FOR WRITING THE ARTICLES FOR EAGLE COLLEGE MAGAZINE

In order to streamline the editing and the printing process, all the contributors are requested to be mindful of the following mentioned guidelines: -

1. MANUSCRIPTS

- **Length:** - writers should prepare articles upto 700- 1000 words.
- **Text formatting:** - Font should be Times New Roman and font size 12. Titles should be bold.
- **Margins:** - Top 1 inch, bottom 1 inch, left 1 inch, right 1 inch.
- **Submission:** - submit articles via mail only as an attachment (MS WORD document) and on this id: iitmmagazine@gmail.com. In the subject of your mail write title of your article, your own name, class and roll number.

2. FILE FORMATS

- Ideally, images should be submitted as JPEG files (.jpg), .tif, .gif, and .png are also acceptable image file formats.
- Do not submit images as a part of word document as it greatly lowers the resolution/quality of the image. The original picture file is always best.
- Save images with a resolution of 300 dpi wherever possible.

3. NOTES FOR THE AUTHORS

- Authors are encouraged to come up with their own write ups, because this magazine is a platform where students are given an opportunity to show their creative writing skills.

4. EDITORIAL RIGHTS

- All articles may be edited for spelling, grammar, house style and length. If an article significantly overruns in length, then the editors reserve the right to edit the material to fit standard word and page length or may request an author to perform their own edit/rewrite.

Publication convenor
Ms. Rizwana Khurshid
Faculty
Management studies

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