Appendix-IV

ALL INDIA INSTITUTE OF SPEECH AND HEARING

PRODUCT DEVELOPMENT CELL

**Author Guidelines**

1. The material must be submitted in MS Word format
2. Material must be prepared according to APA Style Guide
3. In case the material is prepared out of a research report, the contents must be suitably re-organized, edited and updated to publish it as an independent product
4. The sources of information for preparing the materials must be acknowledged and references must be given for all the materials.
5. Necessary permissions must be obtained for inclusion of third party copyrighted material, which can comprise illustrations (photographs, reproductions of artwork, cartoons, maps, charts, or graphs) or excerpts from published and unpublished works and it must be enclosed with the Proposal
6. It is necessary to take permission from the Director, AIISH to reproduce from Authr(s) own previously published work with the Institute.
7. It is also necessary to indicate and acknowledge all image sources.
8. Test/Therapy materials must have a section on the Interpretation of the Test Results
9. If a material is based on an interview, the interviewee’s consent to publish material from the interview must be obtained and enclosed along with the proposal.
10. The material should not contain any defamatory material
11. Informed consent may be taken from the persons concerned in the prescribed format for taking photos as well as collecting data.
12. Photographic images should not be embedded in the text. Instead, the position within the text should be indicated by means of an in-text caption insert at the point where the images should be placed and the images should be submitted as JPG, TIFF or GIF F formats electronically.
13. Images should be high resolution
14. All captions to images should be supplied.
15. Before submitting a material, the Author(s) should make sure that:
16. All the preliminary pages are in place and in the correct sequence, with all the correct credits acknowledged.
17. All the chapters are correctly numbered and in the correct sequence.
18. All the subheadings within the chapters are consistently styled and formatted.
19. All the image locations are correctly specified and the tables and graphs are numbered.
20. Any small spelling errors are found and corrected.
21. All the appendices are in place and in their correct sequence.
22. All the images are attached in specified format