ALL INDIA INSTITUTE OF SPEECH AND HEARING

PRODUCT DEVELOPMENT CELL

**Author Guidelines**

1. Author(s) is responsible for any copyright clearance, factual inaccuracies and opinion expressed in the material.
2. Author(s) may be requested to revise the material before they can be accepted for publication. Correspondence in this regard will be done with the first named author unless otherwise indicated.
3. The final decision on the acceptance or otherwise of the material rests with the Editorial Board.
4. The material accepted may be modified to meet the Press’s standards of contents, presentation and style.
5. The material must be submitted in MS Word format.
6. Material must be prepared according to APA Style Guide.
7. 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.
8. The sources of information for preparing the material must be acknowledged and references must be given for all such sources.
9. It is also necessary to indicate and acknowledge all image sources.
10. 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illustrations (photographs, reproductions of artwork, cartoons, maps, charts, or graphs) or excerpts from published and unpublished works and it must be enclosed with the Proposal.
11. Informed consent may be taken from the persons concerned in the prescribed format for taking photos as well as collecting data.
12. It is necessary to take permission from the Director, AIISH to reproduce from Authr(s) own previously published work with the Institute.
13. Test/Therapy materials must have a section on the Interpretation of the Test Results.
14. 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.
15. The material should not contain any defamatory content.
16. In addition to embedding the photographic images in the text at the appropriate locations, the images should be submitted as JPG, TIFF or GIF F formats electronically.
17. Images should be high resolution.
18. Captions to images should be made.
19. Before submitting a material, the Author(s) should make sure that:
20. All the preliminary pages are in place and in the correct sequence, with all the correct credits acknowledged.
21. All the chapters are correctly numbered and in the correct sequence.
22. All the subheadings within the chapters are consistently styled and formatted.
23. All the images, tables and graphs are correctly captioned and/ numbered.
24. Spelling errors are found and corrected.
25. All the appendices are in place and in their correct sequence.
26. All the images are attached in specified format