Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

* The hard copy of the submission in prescribed format has been sent for the approval of the Director.
* Author Declaration prescribed format has been uploaded.
* Plagiarism Report has been uploaded
* The submission file is in the Microsoft Word file format.
* Where available, URLs for the references have been provided.
* The text is single-spaced; uses a 12-point font; and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
* The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](http://aiishpress.ac.in/pdc/index.php/pub/about/submissions#authorGuidelines), which is found under Downloads.
* All the preliminary pages are in place and in the correct sequence, with all the correct credits acknowledged.
* All the chapters are correctly numbered and in the correct sequence.
* All the subheadings within the chapters are consistently styled and formatted.
* The tables and graphs are numbered.
* Spelling errors are found and corrected.
* All the appendices are in place and in their correct sequence.
* All the images are attached in specified format
* Passport size photographs of all the Authors have been uploaded as image file.