

Format for Articles for CEAI Viewpoint

Issue: R1
15-05-2024

The article/ paper should be in an editable format in MS Word.

1. Paper Size: A4
2. Margins: Normal, 2.54 Top, Bottom, Left and Right
3. Single Column mode.
4. Font: Times New Roman
5. Font Size
 - Title of Paper/ Article in Capitals: Font size: 14
 - All other Text Font size: 12
 - Colour: Black. Other colours may be used to highlight some word, term or phrase, etc.
 - Captions of Photographs, Tables, Graphs, etc.: in *italics* with font size 12 or 10.
6. Paragraph Titles & Subtitles: First letters in Capital. The Titles and Subtitles to be made Bold.
7. Paragraph
 - Alignment: Justified
 - Outline level: Body Text
 - Paragraph Spacing:
 - Before: 6 pt (for bulleted points 0 or 3 or 6 pt)
 - After: 6 pt (for bulleted points 0 or 3 or 6 pt)
 - Line Spacing: Single
8. Insert photographs, charts etc. using Text Boxes so that the captions remain with the photograph. For multiple insertions in one place use a table.
9. The Aspect Ratio of Photographs/ Tables/ Diagrams/ Drawings should not be changed from the original one, to avoid distortion.
10. Add an 'Abstract/ Summary' of the article in the beginning, where felt necessary.
11. Add a 'Conclusions' paragraph at the end of the article.
12. Acknowledgement: Authors are advised to obtain written permission/ clearance for use of and citing of data for the article from concerned authority or body or organization. Due Acknowledgement to be given to the authority or body or organization which has granted the permission.
13. All material taken verbatim from other sources to be in *italics*, within inverted commas "XYZ" and acknowledged by listing in References.
14. References list: to be added at the end of the article
15. Do spell check using English (UK). However, all sourced text to be retained in its original language and spelling.
16. Foot Notes, Indexing, etc. may be incorporated only where absolutely necessary.
17. All material to be editable.
18. The articles should be limited to about 3000 words.
19. Please add name and designation of the author(s) along with name of the company.
20. Attach bright and clear passport size coloured photograph of the author(s). Front face photograph.

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21. Please also attach a very brief CV of the author(s) and the contact details for CEAI's record. These will not be inserted in the ViewPoint article.
22. Articles to be written in Reported speech (i.e., Indirect Speech) unless it is a firsthand account, in which case it should be in Direct speech.