



पं. दीनदयाल उपाध्याय स्मृति स्वास्थ्य विज्ञान एवं आयुष विश्वविद्यालय छत्तीसगढ़

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(छ0ग0 अधिनियम क्र0 21/2008 द्वारा स्थापित)

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रायपुर, दिनांक- 06/05/2025

## **SUSHRUSHA**

*a quarterly bulletin on care, compassion and healing*

### **Contributor Guidelines for Wall Magazine:**

Adhering to guidelines and instructions for the contributors of university's wall magazine will ensure consistency, quality, and inclusiveness. It is advised to follow the guidelines and instructions.

#### **1. Eligibility**

Who can contribute: Any member of the university and its affiliated colleges, including students, faculty, and staff.

Type of content: Contributions may include articles, poems, artwork, photography, info graphics, opinion pieces, news, and short stories.

#### **2. Theme and Content**

Theme: Each issue may revolve around a specific theme. Ensure your submission aligns with the announced theme, if any. Or else should move around care, compassion, healing and current affairs related to it.

Content originality: All content must be original. Plagiarized work will not be accepted.

Relevance: Submissions should be relevant to the university community or academic interests.

#### **3. Submission Format**

Text-based submissions:

Word limit: 500-800 words for articles, 100-300 words for poems.

Format: Submissions should be in a Word or Google document (.doc, .docx, .txt).

Font style and size: Use a readable font like Arial or Times New Roman, 12-point size.

Artwork and photography:

File types: Submit images as high-resolution JPEG or PNG files.

Size/Resolution: Minimum resolution of 300 DPI.

Title and description: Include a title and a brief description (50-100 words) for the artwork or photo.

Info graphics: Info graphics should be clear and easily readable from a distance when printed.

#### 4. **Submission Process**

Submission deadline: Ensure your submission should reach the editor in chief before 10th of each month. Late submissions may not be considered.

Email submissions to: lib@ddumhsaucg.com

Subject line: Use the following format for your email subject: "Submission for Wall Magazine SUSHRUSHA – [Your Name/Department/College]".

File naming: Name your file with your full name and type of submission (e.g., Sharma, S K Article).

#### 5. **Review and Editing**

Review process: A committee will review all submissions. Selected pieces will be posted in the wall magazine.

Editing: Minor edits may be made to ensure clarity, grammar, and consistency. You will be informed of any significant changes.

## 6. **Code of Conduct**

Respectful content: Submissions must not contain offensive, discriminatory, or derogatory material. This includes hate speech, personal attacks, or any form of harassment.

Copyright: Ensure you have the necessary permissions if you are using any copyrighted material (e.g., photos, graphics).

## 7. **Acknowledgment and Credit**

All contributors will be acknowledged with their names next to their submissions.

## 8. **Additional Notes**

Frequency of publication: Wall magazine will be published quarterly.

Contribution limit: Contributors may submit up to 1-3 pieces per issue.

Collaboration: Joint submissions are welcome. Please credit all co-contributors.

## 9. **Contact Information**

For any queries or clarifications, please contact editor-in-chief Dr S K Chaterjee on email id: [lib@ddumhsaucg.ac.in](mailto:lib@ddumhsaucg.ac.in).

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