

## Guidelines for submitting reports to get published in the IEEE INDIA INFO, the India Council Newsletter (ICNL)

- Please submit the event reports within TWO months of its happening. Older events reported may be ignored.
- The matter may be in doc / rtf / txt format. Please avoid other formats such as pdf, jpg as they will not be considered.
- Please use SINGLE column format (while the report is prepared).
- Please avoid embedding the photos in the document relating to event reports. However, images referred in articles alone may be embedded at appropriate places in the article document in addition to sending them separately.
- Please send the event photos (typically one/two best) separately (even in they are included in the report).
- Preferred format for photos is “jpg”. Please avoid sending the photos in “bmp”, “png” formats.
- Photographs in digital form should not to exceed 1024 pixels in width. You may use any photo editing software (MS Office Picture Manager is quite useful) to re-size the image. This will reduce the file size of the images considerably. Pl. avoid sending large size photos (Sometimes we get files even up to 6 MB size). We generally recommend file sizes less than 500K.
- Provide your name, full affiliation, membership no. and email id at the end of the document.
- Send the matter by email with the subject: From <Section / College Name in short form> -- Report on <Event Name (short name is OK) & Date> eg: “From Madras Section / SSNCE -- Report on Conf on Wireless Networking dt. 10-11, Feb 2017”
- Please send the matter by email to [ieee.icnl@gmail.com](mailto:ieee.icnl@gmail.com)
- Please note that the matter sent to other email ids may get ignored and may not be considered.
- Please submit the matter for publication latest by 8th of the publication month (currently Mar, Jun, Sep, Dec as ICNL is a quarterly) to facilitate inclusion in that quarter’s issue of IC Newsletter.
- Please note that while all efforts will be made for publishing, due to certain practical constraints, the actual publishing may be delayed.
- We will be constrained to ignore the submitted materials, if they do not follow the above guidelines.
- Please co-operate with us by adhering to the guidelines specified.

### IEEE India Council Website

The website of the IEEE India Council (IC) has been redesigned using the Wordpress content management system and is hosted on the IEEE webserver at <http://sites.ieee.org/indiacouncil/> with the efforts of the web master Dr. Suryanarayana Doolla of IIT Bombay. The readers may find the following links of the IC useful.

Home: <http://sites.ieee.org/indiacouncil/>

Executive Committee: <http://sites.ieee.org/indiacouncil/about-ieee/executive-committee/>

Sections: <http://sites.ieee.org/indiacouncil/about-ieee/sections/>

Chapters: <http://sites.ieee.org/indiacouncil/about-ieee/chapters/>

Announcements: <http://sites.ieee.org/indiacouncil/category/announcements/>

Events: <http://sites.ieee.org/indiacouncil/events/>

Newsletter Archives: <http://sites.ieee.org/indiacouncil/newsletter/newsletter-archives/>

Conference Norms: <http://sites.ieee.org/indiacouncil/conference-norms/>

INDICON: <http://sites.ieee.org/indiacouncil/indicon/>

Student Activities – Awards: <http://sites.ieee.org/indiacouncil/student-activities/awards/>

M V Chauhan Student Paper Contest: <http://sites.ieee.org/indiacouncil/student-activities/mvc/>

#### *For Private Circulation*

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*for*

### IEEE INDIA COUNCIL

Email: [ieee.icnl@gmail.com](mailto:ieee.icnl@gmail.com)

Website: <http://sites.ieee.org/indiacouncil/>