

The following guidelines are followed in accepting any write-ups for publication:

1. Please send your comments and relevant information/materials for publication to [alumnilink3@gmail.com](mailto:alumnilink3@gmail.com) and write "Alumni Link" in the subject line
2. Comments, observations, and suggestions about any alumni activities and IEST, Shibpur are welcome.
3. Contribution in the form of stories, poems, sketches, cartoons, travelogues, essays, etc. are highly appreciated.
4. Contents are accepted in English or Bengali.
5. All write-ups (both Bengali and English) should be in MS-Word format (no PDF)
  - a. Font and size: **Adorsholipi** (9pt) for Bengali and **Verdana** (9pt) for English
  - b. Bengali typing software: Avro Keyboard (in MS Word)
  - c. Poems/ songs/quotations Font (that are part of the articles, not stand-alone content): Adorsholipi in italics (9pt)
  - d. Alignment: Justify or aligned with left margin
6. NOTE for Bengali Font:
  - a. Set the typing parameters before editing/typing. Avro may be associated with some bugs while transforming fonts and it may fail to change the fonts later; please use this caution to avoid retyping.
  - b. Set font to Adorsholipi and size 9 point before typing starts. Avro uses Vrinda by default.
  - c. Please refrain from using English words as much as possible in a Bengali write-up and too many such use i.e. inability to translate English to Bengali may lead to rejection of the content.
  - d. When it is absolutely required to put English fonts in Bengali write-up, please use Verdana 9pt font.

- e. Do not use multiple spaces/tabs between words; use default paragraph margins for typing and two spaces at the start of each new sentence. Please do not change the line indents.
  - f. Save files in .doc (or .docx format. MS Word sometimes fails to retain formatting after closure of document and you are responsible to choose appropriate version (2003) etc.) as long as your formatting is not disrupted when you convert the document to a PDF.
7. Personal and professional accomplishments that you want to share with your fellow alums are encouraged. Please refrain from using this forum to promote personal propaganda or business.
  8. Local news, Batch news, event announcements and event/chapter reports are most welcome.
  9. If you are looking for help to promote institutional or Alumni interest you may reach out via this forum
  10. We solicit any entry that is appropriate for the IEST (student, faculty and alumni) community.
  11. We will publish the write-ups as long as the message does not attack anyone personally and/or contain any apparent political agenda
  12. Electronic newsletters are published quarterly. The Alumni Day Edition will have the print version.
  13. Please come up with your original article that is not published or available with the same content in the web or print version; Alumni Link is an exchange forum for Alumni and not a "College news".
  14. You may submit your articles anytime during the year and if it is associated with any seasonal notion, mention that in the subject when you want to see it published.

15. There will be an 'Opinion' Section where alumni can voice their views for the betterment of the institute and her communities. Alumni are requested to maintain proper decorum and professionalism and not use this as a forum to promote any personal agenda. The Alumni Link Editorial Team reserves the right to exclude/modify the content. Editorial Team would seek permission from the writer if he/she agrees with the changes and the writer would have the option to withdraw the write-up if he/she does not like the changes. There will be a provision to include the e-mail address and/or phone number which is optional. Ideally any Alumni (GAABESU Member/Non-Member), Faculty, Staff or Student can submit his/her opinion. However we do not encourage any Alumni Link Editorial Team Member (and EC Members too) to write in the opinion section as there may be a conflict of interest. Neither GAABESU Executive Committee nor Alumni Link Editorial team is responsible for the opinions expressed in this section.

16. Editorial team reserves the ultimate right to edit/accept/reject any entry.