



Guidelines for contributors of **"HANTHANA PAVURA"**

The Newsletter of Alumni Association of the University of Peradeniya-Ottawa Chapter (AAUPOC)

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1. Contributors:

The members of the AAUPOC, their family and friends can contribute to the Newsletter.

2. Language:

The articles in Sinhala, Tamil and English (official and administrative languages of Sri Lanka) will be accepted to publish in the AAUPOC Newsletter. If necessary, translations may be requested for editorial purposes.

3. Format:

The articles in the Sinhala and Tamil languages could be submitted in Portable Document Format (PDF) and the articles in English can be sent in word documents (MS word doc.). The photos and pictures should be sent as separate files in image file format to illustrate the article. The final layout of the submissions may be adjusted to suit the layout of the Newsletter.

4. Topics:

- i) Articles and creations on a variety of topics are accepted to increase the awareness and leisure reading of our community. Submissions could be in diverse forms including articles/materials/creations that include and go beyond topics such as: news about the Alma Mater, research, poems, short stories, puzzles and other creations.
- ii) The topics related to the religious and political information or individual opinions of religious and political perspectives will not be published in the AAUPOC Newsletter.
- iii) Editor's discretion will be exercised in a dispute of the acceptability of a topic to be published in the AAUPOC Newsletter.

5. Content:

- i) The Author's name should be printed at the end of the each article or creation. The contributor's email, identity (i.e. in relation to AAUPOC) and present affiliation may be included for the convenience of readers to contact the creators for further information.
- ii) If previously published information is used in the article, citations and references should be clearly indicated or confirmation of copyrights permission should be noted at the relevant sections of the article.



iii) If personal photos, (which would contain individuals other than the author), are being incorporated into the article, the consent should be confirmed within the e-mail to the Editor, for publishing those in the AAUPOC Newsletter.

6. Length:

Depending on the topic, a half page to one page (A4 size with single line spacing) of writing is considered as the average length for the article. The maximum length of two pages per article will be accommodated in the AAUPOC newsletter.

7. Editorial work:

If necessary, following any editorial work, the Author(s) may be contacted for mutual consent on the revised materials.

8. Publication:

The edited version of the newsletter will be circulated among EC members of the AAUPOC for comments / suggestions to improve the content prior to publishing. The final version of the Newsletter will be published in the AAUPOC website (Link: <http://operaalumni.com/newsletters.html>) and all the contributors / writers will be notified upon publishing. The electronic version of the Newsletter will be circulated among members of the AAUPOC.