**TEMPLATE**

**The guidelines below are only an attempt to give the Annual Brochure a uniform look.** **Thank you for your understanding and co-operation.**

Please follow the guidelines below for Annual Brochure submissions.

**For articles written in English:**

* **TITLE – Arial black (16), bold**
* Body of the article – Calibri (11)

**For articles written in Bengali:**

* শিরনাম **– Vrinda (16), bold**
* প্রবন্ধ / অনুচ্ছেদ – Vrinda (11)

**Guidelines:**

* Type within the margins
* Use single line spacing and left alignment
* Add space after paragraph
* Use the fonts as mentioned above
* Bold to highlight anything in a write-up
* Avoid copy-paste of articles from another source, be original and use appropriate citations as needed
* Include all citations at the bottom of the page and use asterisk for reference
* Use cardinal numbers (1, 2, 3 etc.) with asterisk for multiple citations on the same page
* Make sure that paintings are appropriately scaled to fit one quadrant of this document (3.75” by 5”)
* Submissions should be accompanied with a headshot and correct spelling of contributor’s full name as noted below
* Submissions will be given preferences on a first-come, first-served basis
* Save this document as a template and start working on it directly

Looking forward to seeing your artistic endeavors in preparation for an elegant publication.



**Name Surname**