

Campus Link Editorial Team

Guidelines for Campus Link writers

Campus Link is a bimonthly campus magazine owned by Union of Evangelical Students of India Publication Trust, which exists for UESI constituency, primarily. It seeks to sensitize believing college students and graduates from all walks of life to reason out issues, and stand for Christ, creating an awareness of UESI ministry and leading them to maturity and involvement.

Campus Link is a registered newsletter (69843/98) under the Registrar of Newspapers India (RNI) act. So, help the editorial team to comply with the RNI rules and requirements.

1.0. Contents: Campus Link (CL) accepts articles which would cater to the spiritual, emotional and social needs of the members of UESI primarily students and graduates. The articles in no way can deviate from the doctrinal basis, Aims, policies, ethos and values of the Union of Evangelical Students of India.

1.1. CL encourages articles with the healthy discussions only to benefit the members and not to hurt anyone.

1.2. *CL discourages unnecessary remarks /comparisons or pointers to individuals/groups/beliefs which would create unfavourable atmosphere as well as confrontations.*

1.3. While addressing the issues careful attention is required to maintain the Biblical standards.

2.0. Writers:

2.1 Shall be Born-again believers who subscribe to the doctrinal basis, Aims, policies, ethos and values of Union of Evangelical Students of India.

2.2 Shall be Subject Matter Experts in various fields .

2.3 Shall submit a brief profile - (name, brief introduction of career- for graduates/ academic profile if student, association with EU/EGF and family details (if you prefer) .

2.4 Shall avoid nicknames or anonymity, unless it is extraordinarily required for keeping the identity confidential.

3.0. Etiquettes of Articles:

- 3.1 All the articles shall be typewritten in A4 size, in **English** (Times New Roman Size 12 with 1.5 line spacing).
- 3.2 The number of words for theme based articles shall not exceed 1400 words and should not be shorter than 600 words.
- 3.3 Poems, testimonies, tit bits etc. shall be less than 600 words.
- 3.4 The writers shall either email the article to campus.link@uesi.in or upload the articles in <https://campuslinklive.org/submit-for-cl/>
- 3.5 Writers shall give an abstract in the mail before sending the article
- 3.6 The themes for specific issues would be notified in the Campus Link website, Campus Link issues, and UESI In Touch.
- 3.7 The writers are expected to write their articles based on the given themes. We invite any other articles which may not be directly related to the theme, but relevant to the particular period of time, for the spiritual benefits of the readers.
- 3.8 Apart from regular topical articles, we invite forum articles, feature articles, real life experiences, short stories, short biographies, Bible Study articles, tit-bits, poems and box items with relevant and useful information.
- 3.9 Please send your own articles written specifically for Campus Link. If you have written for another journal or magazine, ensure that you inform us so that we can obtain copyright from the previous publisher.
- 3.10 Articles shall not contain the names of institutions, places and any sensitive names

4.0. Guidelines to write:

- 4.1 Please use lowercase letters for the entire topic, for example, your title shall be, 'Impact of Campus Ministry', instead of IMPACT OF CAMPUS MINISTRY.
- 4.2 Please use lowercase for articles (a, an, the), conjunctions (and), and prepositions (to, from, about), in the titles
- 4.3 Add suitable tagline for the title that can better explain your main heading.
- 4.4 the Titles should be Centre aligned.

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4.5 **Introduction:** Define the subject of the article first so that the reader has some basic ideas or background about the topic. You may use short illustrations, quotes or anecdotes here.

4.6 **Body:** Keep your sentences direct and understandable. Avoid using fancy words, idioms, phrases, etc. as much as possible. Please keep the paragraphs even in size, preferably.

4.7 Avoid ending up into long sentences/ paragraphs as they make it difficult for readers to read and comprehend.

4.8 Short, simple, and precise make your article readable.

4.9 Avoid monotony in your writing by using suitable words, anecdotes, and short illustrations.

4.10 Provide ample examples, data, etc., preferably with appropriate citation for a better understanding of the subject. Please check the source that they are not of another person written elsewhere on the same topic. Citation to credible sources of information, data, charts, quotes are mandatory.

4.11 *The articles would be checked for plagiarism.*

4.12 Always keep in mind while writing articles that our readers are university educated.

4.13 Avoid using abbreviations, unless they are provided with expansions.

4.14 Please do not write unfounded opinions based on unverified facts.

4.15 Maintain consistency in the consequent paragraphs and subtitles of the body without digression.

Conclusion: Give a precise and perfect summary of your article as the conclusion. Try to finish your article effectively to give readers the material to ponder over. Please make sure, your conclusion kindles the thinking of the readers.

4.16 Please check your language, grammar and theological accuracy with the help of someone who has more experience if required. You may use online tools like Grammarly to check your grammar.

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- 4.17 All Biblical verses should be represented by the Bible version they are quoted from (like NIV, NKJV, RSV etc.,) For example, Biblical references should read (John 3.16, NIV)

5.0. The Rights of the Editorial Team:

- 5.1 Campus Link Editorial Team will go through the article and edit/ reduce words or correct sentences wherever needed.
- 5.2 The authors background should be checked before accepting any articles.
- 5.3 The team reserves the right to publish or not to publish the article.
- 5.4 The articles invited from specific writers may be published after discussion with the writer if changes happen.
- 5.5 The articles which are received after the deadline, and the articles that need major corrections may be either rejected or postponed for future publication as decided by the Editorial Team.
- 5.6 The published articles become the property of the UESI Publication Trust. Reproduction of it in any form (digital/non-digital) needs prior written permission from the Trust which can be obtained from secretary.uesipt@uesi.in

Version 1-Draft 1- prepared by Mr. Athma Soruban sent for review to editorial team; Comments received from Mr. Sunny Pradeep and Ms. Deborah Joel on 20th October 2022

Version-1 Draft 2- Prepared by Mr. Soruban, Ms. Jessy Jacob & Mr. Jacob Varghese on 10th February 2023 Incorporated suggestions from Campus Link Editorial Team, Mr. Sunny Pradeep & Mrs. Deborah Joel

Presented & to the CND Committee & Approved on the 12th February 2023

As presented to and approved by the UESI Publication Trust on 11th July 2023