

GUIDELINES FOR SUBMISSION OF ITEMS IN BFUHS NEWSLETTER

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|----|----------------------------------|---|
| 1. | Title of Newsletter | BFUHS Newsletter |
| 2. | Periodicity | Half Yearly

(Covering events

For the first issue:

from July 1, 2018, to December 31, 2018

for the forthcoming issue:

from January 1, 2019, to June 30, 2019) |
| 3. | Circulation and Publication Mode | Print/Online |
| 4. | The scope of Publication | All affiliated colleges |
| 5. | Contents Coverage | |
| | 1. | Vice-Chancellor's Desk |
| | 2. | Awards and Achievements |
| | 3. | Seminars/ Conferences/ Events |
| | 4. | Publications (Selected) |
| | 5. | Ongoing Projects |
| | 6. | Students Achievements |
| | 7. | University Activities & Events |
| | 8. | Welcome to University |
| | 9. | Article on the specific issue (to be invited for about 250-500 words) |
| | 10. | Any other information (not covered above) |

Note: Selected items will be included in the Newsletter on the basis of available space or as per the approval of competent authority. The final decision will be of University.

6. Contact Information

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7. Format

**Please follow the instructions mentioned in
Annexure – I.**

The format for BFUHS Newsletter

The guidelines mentioned below kindly be followed before the submission of any information in the University's Newsletter:

- A. The matter/ information must be typed in Word format using Times New Roman Font (Size 12).
- B. Use clear and concise language. Use the active rather than the passive voice, Say 'Angela Vincent won the British Neuroscience Association Award' rather than 'The British Neuroscience Association Award has been won by Angela Vincent'.
- C. The photographs/ images must be clear and in JPEG format. It should be attached separately (not in the text file) along with numbering, which must match with the event numbers (e.g. event 1 must have a matching image no. 1).

1. Awards and Achievements

Name, Designation, Department/ College, Award Title, Event, Date.

Example:

Dr. Friji M.T, Associate Professor, Department of Plastic Surgery, Best Poster Award, 'The lateral thoracodorsal flap in oncoplastic breast surgery' 3rd Indo British Advanced Master-class in Oncoplastic Breast Surgery & Breast Cancer Symposium, August 5-7, 2016.

2. Seminars/ Conferences/ Events

Title of the Seminar/ Conference/ Event, Organizing Department/ College/ Society, Period of Event, Date and Year

3. Publications (Selected)

The publication list should be in **Vancouver Reference Style Sheet**.

Examples:

Books

Standard elements: Authors(s). Title of book. Place of publication: Publisher; Year of publication.

Logothetis DD. Local anesthesia for the dental hygienist. St Louis (MO): Elsevier/Mosby; 2012.

Colbert BJ, Ankney J, Lee KT. Anatomy, physiology & disease: an interactive journey for health professionals. 2nd ed. Upper Saddle River (NJ): Pearson Education; 2013.

Edited book

Editor(s), editor(s). Title of book. Edition. Place of publication: Publisher; Year of publication.

Redhead J, Gordon J, editors. Emergencies in sports medicine. Oxford: Oxford University Press; 2012.

Chapter in an edited book

Author. Title of chapter. In: Editors, editors. Title of book. Edition. Place of publication: Publisher; Year of publication. Page numbers.

Carandang CG, Martin A. Clinical assessment of children and adolescents with depression. In: Rey JM, Birmaher B, editors. Treating child and adolescent depression. Philadelphia: Wolters Kluwer Health/Lippincott Williams & Wilkins; 2009. p. 23-40.

e-Book from a Library-subscribed database

Author. Title of book. [Internet]. Place of publication: Publisher; Year of publication [cited Year Month Day]. Available from:

Wagner, HN. Brain imaging: the chemistry of mental activity [Internet]. London: Springer London; 2009 [cited 2012 Aug 24]. Available from: Springer eBooks.

Journal articles: examples

Journal article - Print

Author(s). Title of article. Title of Journal (abbreviated). Date of publication; Volume(Issue): Page numbers.

Channell MK, Mueller LL, Hahn R. Management of chronic posttraumatic headache: a multidisciplinary approach. J Am Osteopath Assoc. 2009 Sep;109(9):509-13.

Journal article on the Internet

Author. Title of article. Title of Journal [Medium]. Date of publication [Date cited]; Volume(Issue): Page numbers. Available from: URL

Lewith GT. The cultural context of CAM. J Altern Complement Med [Internet]. 2008 Dec [cited 2012 Jan 15];14(10):1179-1180. Available from: <http://www.liebertonline.com/doi/pdfplus/10.1089/acm.2008.0348>

4. Ongoing Projects

Name of the Investigator	Project Title	Funding Agency	Amount Sanctioned (Rs. in lakh)	Duration (Years)

5. Any other information (not covered above)

In case of Award of Ph.D. Degrees/ Higher Degrees/ Diplomas or any similar items

Faculty	Candidate's Name	Name of the Supervisor/ Co-Supervisor	Title