

Editorial Guidelines

Employment News launched in 1976, is simultaneously published in English, Hindi and Urdu. Employment News /Rozgar Samachar publish job vacancies, job oriented training programmes, admission notices relating to job oriented courses and results of recruitment exams.

2. It has proved useful for our young graduates, engineers, scientists and other qualified persons looking for employment or seeking to improve their prospects. Employment News contains articles relating to job opportunities in various sectors including emerging sectors. The articles also cover job and management related aspects like leadership, job enrichment motivation, improving efficiency etc. To provide authentic and correct information on education institutes, institutes relating to upgradation of skills etc, the articles are written by experts on the subject concern.

Employment News also takes articles on socio-economic issues including success stories and career counseling etc.

3. Employment News has also started **Web Exclusives** and these Editorial guidelines also apply to them **Web Exclusives** feature articles exclusively for Employment News Website and cover topical socio-economic issues.

4. Notes for Contributors

- To maintain high quality and to provide correct and authentic information, Employment News generally prefers solicited articles for publication in keeping with its requirements.
- Employment News welcomes original articles in English, Hindi and Urdu on job opportunities in various sectors including emerging sectors and other related issues.
- Articles may cover employment generation schemes being implemented at ground. It may include schemes of Central/State Governments and work being done in private sector including NGOs and voluntary organizations etc.
- Articles must not be more than 1200 words including notes and references. Long articles will not be processed.
- Articles should be sent by email.
- Articles should not have been simultaneously submitted for publication to another journal or newspaper or magazine. If the article has appeared earlier in a different version, we would appreciate a copy of this along with the submitted article.
- Articles should be in simple language and should avoid graphs etc. unless and until they are very necessary to support the articles.
- On policy issues, the articles should give a balance view taking both sides of a policy into account.
- The language (English, Hindi & Urdu) used for articles should be simple and any obscene/defamatory reference shall not be permitted.
- The language in no way shall be against morality, decency and religious susceptibilities of subscribers/readers.
- The information given in articles relating to educational institutions etc. shall be accurate, authentic and truthful.
- The information shall avoid distorting facts and misleading readers/subscribers by means of implications by false statement.
- No recommendation including personal in respect of institutes/organization providing education, job oriented courses/trainings etc shall be permitted.

- Receipt of articles will be acknowledge by email.
- Every effort is taken to complete early processing of the articles that Employment News receives. However, to provide uninterrupted articles to readers/subscribers every week,
- Employment News maintains a bank of articles. Adequate time has to be provided for internal reading and cross checking of the facts. It can, therefore, take upto 5 to 6 months for editors of Employment News to take a final decision and publish the articles from the date of their acceptance.
- Articles with immediate relevance for policy would be considered for early publication.
- Acceptance of articles and their publication is a matter of editorial judgment in keeping with mandate of Employment News, which is to give information about employment opportunities to the unemployed and under employed youth of the country.
- The Editorial Board consisting of Editor (English), Editor (Hindi) and Editor (Urdu) under Chief Editor (Employment News) takes a final decision on acceptance of articles and its time schedule of publication. The decision of Editorial Board is binding and final.
- After publication, Employment News sends a soft copy of the article to authors.
- Employment News makes an honorarium payment to author in the range of Rs. 700 to Rs. 1200 per article depending on number of words.
- Employment News reserves its right to reject any article.

5. Feedback

- Employment News encourages interaction between author and subscribers / readers. At the end of articles, email of author is invariably given as the interaction in email format is preferred.
- Writers shall give his full name along with email and postal address.

6. General guidelines

- Writers are requested to provide full details for correspondence.
- Employment News requests writers not to send revised versions based on stylistic changes, additions / deletions of references, minor changes etc, as this poses difficulty in processing articles. Revised versions will not be processed. Only when there are major developments after the first submission, authors can send a revised version.
- Editors of Employment News may suitably edit the articles to make them brief, clear and compact without loosing the focus of articles.

7. Copyright

- Employment News posts all published articles on its website and may reproduce them on CDs/printed version.
- Copyrights of all articles published in Employment News belong to Employment News.

8. Permission of reproduction

- No published article or part thereof should be reproduced in any form without prior permission of Employment News.

9.Address for communication : Office of Employment News, 7th Floor, Soochana Bhawan, Lodhi Road, New Delhi-110003, **Tel:** 24369443, **Telefax:** Email-director.employmentnews@gmail.com, enewsedit@gmail.com