Informatics Style Guide

An Overview of Guidelines

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INTRODUCTION

Informatics Style Guide has been prepared with a focus to keep our contributors abreast of the few guidelines they should follow while preparing articles for *Informatics*. We hope these guidelines will be useful for the existing as well as our prospect contributors respectively. These technicalities are bound to enhance the overall process of *Informatics* hassle free. It would enable us in the timely publication of *Informatics* as well.

Sometimes, insufficient information related to publishing, results into several correspondences from Informatics Editorial Office to the contributors. We are sure, going through **Informatics Style Guide**; our contributors will be able to distinguish e.g. Technology Update v/s Perspective or E-Gov Products & Services. Above all, they would come to know the 'why' aspect of any article before sending it for publication in *Informatics*.

Informatics Style Guide contains a brief introduction, element and word limit of the topics published in *Informatics*. It focuses on the purpose and format of the article as well.

Moreover, improved efficiency, elimination of many unnecessary works, standardizing of working on articles, streamlining, and simplification of the whole process of *Informatics* is the main focus of **Informatics Style Guide**.

OBJECTIVE

Behind every success, there is an objective that reflects dedication, optimism, discipline and few guidelines. Our objective is to make *Informatics* more successful, e-government oriented and above all worthy to all our readers. This Style Guide is a stepping stone to reach towards that perfection.

This intensive Style Guide will equip contributors to be more productive while preparing articles for *Informatics*. It will also create individual awareness and action to face changes positively in future. Moreover, it will smooth the process flow of *Informatics*.

INFORMATICS – AN OVERVIEW

Informatics is the brainchild of National Informatics Centre; Department of Information Technology Ministry of Communication and Information Technology, Government of India. Since its inception, it has been the flag bearer of technological information to the readers. From a couple of article, it has diversified into a treasure of technological updates and others.

The prime concern of *Informatics* has had been to bring informative articles which can really help the NIC officers as well as all other readers of the bulletin across the country to gain a perspective on the latest developments in the field of ICT and e-governance in India and across the world.

Our regular features include: Lead Story, Guest Column, e-Gov Products & Services, From the States/UT, Technology Update, District Informatics, News, Views and others.

Online version of *Informatics* (http://informatics.nic.in/) works as a ready reference for the readers.

Let us have a look on those articles that need special attention while preparation.

- ## LEAD STORY

Introduction
As the name suggests, Lead Story comes in the forefront of the published *Informatics*. This article contains the most important/relevant ICT initiatives taken by State or Central Govt.

Purpose of the article
Through Lead story we focus on those programs, initiatives, implementations or actions taken/ implemented by central or state governments for various departments. To make smooth operation of Govt. Departments implementing various ICT initiatives are the key reflection of this column.

Format of the article
The systematically inclusion of objective, features, benefits, and impediments, if any while successful implementation of ICT in the particular program/ department should be effectively elaborated in the article. Introduction should reflect the thesis statement of the Lead Story. Other supporting paragraphs elaborate the ideas of Lead Story. While preparing this article, the contributor should focus on the major benefits and other details of the topic. A suitable headline is a must for this column.

Word Limit
- 1500 Words.

Photo/Diagram
- 5 (five) Diagram(s)/Photo(s).

Note: NIC HQ is solely responsible for Lead Story, so state or district informatics officials are requested NOT to send requisition for this column.

- ## GUEST COLUMN – I/II (INTERVIEW)

Introduction
In every issue of *Informatics*, we bring two exclusive interviews of the senior officials of NIC where they share experience, knowledge with the readers.

Purpose of the article
The core purpose of the exclusive interviews with the senior officials is to bring to light the various thoughts, beliefs, programs including initiatives undertaken in strengthening the e-gov initiatives of state as well as central government.

Format of the article
In interview should include various programs, initiatives taken under the leadership of the respective technocrat in his/her region/department. The outcome of the programs should also be highlighted. Tackling of barriers for smooth operation should also be highlighted during the interview.

Word Limit
- 1200 Words.

Photo/Diagram
- A latest Photograph of the Interviewee.
- 1 (one) Diagram/Photo.

▪ E-GOV PRODUCTS & SERVICES – I/II/III

Introduction
The Government is according high priority to various e-Governance initiatives for improving the service to the citizens. Introduction of new e-Gov products and services in government domain is the key attraction of this article. Couple of e-Gov products and services is always published in *Informatics.*

Purpose of the article
In the growing technology era, every Government department is focusing on to introducing various effective ICT enabled products and services to make G2C service more interactive and hassle free.

Format of the article
Contributors are thus advised to prepare the article in the same genre as required to make our readers aware of various e-Gov products and services in the country. Introduction, features, key modules of the application, importance, achievements and other aspects of the products/services should be included in the article. Small headline expressing more is an added advantage for the article.

Word Limit
- 800 Words.

Photo/Diagram
- 2 (two) Diagram(s)/Photo(s).

▪ FROM THE STATES/UT – I/II

Introduction
Out of 28 States and 6 Union Territories and National Capital Territory of Delhi, we publish two among them to make our readers about the technological development in that particular region for enhanced ICT offerings.

Purpose of the article
In the era of technological revolution, every state is striving hard to provide more and more citizen centric services. To make this motto come true, introduction of ICT has been instrumental. Through this column, we come across various ICT enables services, programs, implementation, initiatives that are either implemented or are under implementation in India by States, Union Territories, and NCT Delhi.

Format of the article
Introduction of the State, various Departments, Infrastructure, Web services, Major National/ State level projects, Prospect projects, online services if any, should always be included in this column. Excerpts of the feedback of senior officials/ ministers including his/her picture are most welcome to be included in the article. Catchy headline reflecting the core of the article is highly appreciable.

Word Limit
- 1500 Words.

Photo/Diagram
- 5 (five) Diagram(s)/Photo(s).

- ### TECHNOLOGY UPDATE – I/II

Introduction
Technology Update section gives the readers an insight into the latest trends and technologies in technical arena. Generally, we bring two Technology Update columns varying in words but similar in objective.

Purpose of the article
NIC has been instrumental in providing adequate IT infrastructure for smooth operation of Government departments to produce effective e-governance. Through, Technology Update column, we intend to bring the technical aspects of various programs and initiatives.

Format of the article
Introduction, features, significance, functions, and solutions with adequate diagram/picture should be included in this section to make it more informative as well as interesting. In this regard, the contributors should not forget to put an emphatic headline to entice the readers.

Word Limit
- 1200/900 Words (respectively for each article).

Photo/Diagram
- 1 (one) Diagram/Photo (respectively for each article).

- ### DISTRICT INFORMATICS – I/II/III

Introduction
Districts have had been playing a crucial role in implementation of various citizen centric ICT enabled services. District administration has been at the focal point in spreading e-Governance programs and projects launched by state or central government.

Purpose of the article
ICT initiatives for smart governance at district level are of prime concern for improved G2C services. That's why; this section focuses on the overview of the particular district including major ICT projects & infrastructure, key projects implemented, success story of ICT enables services, and above all the overall status of e-Governance in the district.

Format of the article
District information in brief, district website, projects implemented in the district, role and activities of NIC in spreading government processes in the district should be described in this article. Contributors can also incorporate excerpt of the letter from senior official of the district with his/her picture. Striking headline always seizes the attention of the readers.

Word Limit
- 800 Words.

Photo/Diagram
- 2 (two) Diagram(s)/Photo(s).

- ## INTERNATIONAL E-GOV UPDATES

Introduction
International e-Gov update is an agglomeration of various e-Gov initiatives launched by countries across the world. It would not be an exaggeration to say that this column is the mirror of international e-governance. Excellent steps taken towards perfect e-Governance is the prime focus of this article.

Purpose of the article
International e-Gov updates are meant to make the readers aware of various plans, programs, and projects implemented/ undertaken by various countries round the globe. It not only helps in increasing our knowledge database but also in critically evaluating our steps in comparison to theirs.

Format of the article
Contributors intending to cover this section should keep in mind that we publish international e-Gov updates that are launched/ implemented by various governments for enhanced G2C services. Features and benefits should be broadly mentioned in this section. Small and precise headline is always praiseworthy.

Word Limit
- 200 Words.

Photo/Diagram
- No Diagram/Photo required.

- ## CYBER GOVERNANCE

Introduction
A look at some of the recently launched Indian Government websites is the second name of Cyber Governance.

Purpose of the article
Gone are the days, when websites of various Indian departments were unavailable. Now, every government department has its own website as a source of all information. This section proves to be a brief summary of the government websites launched.

Format of the article
Key features, accessibility, information of the website are a must while preparing this section.

Word Limit
- 100 Words.

Photo/Diagram
- 1 (one) Diagram/Photo.

Note: NIC HQ is solely responsible for Cyber Governance, so state or district informatics officials are requested NOT to send requisition for this column.

- ### NATIONAL PORTAL UPDATE

Introduction
National Portal of India (www.india.gov.in), a Mission Mode Project under the National E-Governance Plan (NeGP) is managed by the National Informatics Centre, which operates under the Ministry of Communications and Information Technology, Govt. of India.

Purpose of the article
Through *Informatics,* we aspire to update our readers about the happenings in National Portal of India.

Format of the article
This column is a reflection of any creative, productive initiatives, programs, and achievements mentioned the national portal of India.

Word Limit
- 800 Words.

Photo/Diagram
- 2 (two) Diagram(s)/Photo(s).

Note: NIC HQ is solely responsible for National Portal Update, so state or district informatics officials are requested NOT to send requisition for this column.

- ### IN THE NEWS

Introduction
This section covers the technical aspects of news around the country.

Purpose of the article
Various activities/implementations performed with the help of NIC in the government departments at Central, State or District levels is made available to our readers for better knowhow of the products/ services.

Format of the article
Core aspect of the news is depicted in the article. A suitable article is a must for any news published in *Informatics.*

Word Limit
- 200 Words (including news title).

Photo/Diagram
- 1 (one) Diagram/Photo.

Note: NIC HQ is solely responsible for In The News, so state or district informatics officials are requested NOT to send requisition for this column.

- **PERSPECTIVE**

Introduction
Perspective is said to be one's "point of view", the choice of a context for opinions, beliefs and experiences.

Purpose of the article
Our motto is to bring opinion, thoughts, beliefs, and experiences in the context of technology that can be used for enhancing e-Governance initiatives, programs and developments.

Format of the article
While writing Perspective column, contributors should sharply focus on introduction, objectives, advantages, and future prospect.

Word Limit
- 800 Words.

Photo/Diagram
- 2 (two) Diagram(s)/Photo(s).

- **BOOK REVIEW**

Introduction
Informatics book review is a form of technical criticism in which a technical book is analyzed based on content, style, and merit published recently.

Purpose of the article
A brief, accurate, and unbiased criticism of any technical book that would enhance the readers' technical aspects is our prime concern.

Format of the article
Introduction, basic plot, specific evaluation of the author's writing ability, features, comparison with others' books on same genre should be considered while preparing this column. Snapshot of the book's cover page is a must.

Word Limit
- 550 Words.

Photo/Diagram
- Scanned Cover Page of the reviewed book.

TIME LINES FOR ARTICLE CONFIRMATION

Contributor is requested to send confirmation about his/her article on/before 15th of October/ January/ April/ July for January/ April/ July/ October *Informatics* issue respectively.

If the contributor wishes to publish his/her article in *Informatics* - January 2010, he/she should send Confirmation about the contribution on/before 15th of October 2009.

TIMES LINES FOR ARTICLE SUBMISSION

As publication of *Informatics* has to go through several stages, we request our Contributor to submit his/her article on time. Contributor should Submit his/ her article on/before 30th of October/ January/ April/ July for January/ April/ July/ October *Informatics* issue respectively.

If the contributor wishes to publish his/her article in *Informatics* - January 2010, he/she should send Confirmation about the contribution on/before 30th of October 2009.

DOS & DON'TS

✔

- ✓ Suitable Title of the article
- ✓ Introduction
- ✓ Focused & clear article
- ✓ Well-structured
- ✓ Guidelines for Article submission
- ✓ Grammatically correct
- ✓ Edit and proof-read
- ✓ Photographs with high resolution

NO

- ❖ Blurred pictures
- ❖ Diagrams that are not visible
- ❖ Delay in Article submission
- ❖ Without Picture/Diagram
- ❖ Without Picture of the Guest (for Guest Column)
- ❖ Without Email/Photo & Official Address of the Contributor/s

PRE-REQUISITES FOR ARTICLE

Word Limit
Contributors are requested always to keep in mind the Word limit while preparing for any column to be published in *Informatics.* Article exceeding in word limit always hampers the process. We have to go through several correspondences with the contributors to get the edited article. It would be better, if the contributors focus on word limit from the beginning to avoid last minute hassle.

Picture(s)/Diagram(s)
Good quality picture(s)/diagram(s) related to the article are a must. Low quality picture/diagram reduces essence of the article.

Contributor Information
- Photo: one quality photograph of the contributor is a must.
- Email: photograph should also accompany the Official email.
- Address: For further contact, the contributor should also mention the Official address.

EPILOGUE

Informatics Style Guide is prepared for a better mechanism from scratch to finish of *Informatics*. We wish it would help our existing as well as prospect contributors for smooth operation of *Informatics.*

Constructive feedbacks always add to the beauty of any creation, we look forward for the same from the readers. It boosts our dedication towards achieving the best.

"Together We can, together We will"