

Submitting Your Articles

➤ **Who can submit?**

- Acharyas, Visiting Acharyas, Speakers
- Secretary
- Coordinators (Balavihar, Chapter, Session)
- Bala Vihar students
- Bala Vihar graduates
- Bala Vihar Teachers
- Volunteers
- Parents and Adult Members,
- Friends of Chinmaya mission, articles have to be sponsored by a member of CMWRC

➤ **What can be submitted? What is allowed? What is not allowed?**

You may submit articles that would be of general interest to the DC area Chinmaya Families. They must be related to the mission activities or may be on Vedanta. The essays and stories should be kept short to less than 500 words, so that we can keep the size of the newsletter reasonably small. However, at times compelling submissions may be allowed even if they exceed 1000 words.

Along with the submission, please provide the details

-Name of the Author

-Submitter's affiliation with the mission

-If applicable, to which Chapter does the author belong

-Bala Vihar session and class if applicable

-Title of the submission

➤ **What are some of the possible topics?**

- World-Wide Mission news of interest to CMWRC
- DC Center Events – brief write up on chapter activities (yagnas, etc.) or Balavihar activities (field trips, for example)
- Yagnas and Events at other centers
- Poems
- Stories
- Essays
- Thoughts or Experience

- Plays
- -Bhiksha Recipes
- -costume ideas for Bala Vihar plays
- **What format you may use?**

We prefer submission formatted in Microsoft Word, Open Office, or plain email text. For images, use JPEG, resized to no larger than 3 inches by 3 inches. (Open office is freely available at www.openoffice.org)

- **Where to submit content for the newsletter?**

Smrithi@chinmayadc.org.

Use “submission” in the subject line.

- **What is the deadline for submission?**

Send in your submissions early and often. The editorial committee will publish revised newsletter versions periodically. Your submission may be included in a revised edition for the current issue, or scheduled for the following issue.

- **Who to contact for questions?**

Send your questions to smrithi@chinmayadc.org. Use “Question” in the subject line.

- **Once you submit, what happens?**

The Articles are reviewed and considered for inclusion in the newsletter. Goal is to include all submissions, but the editorial board has to ensure that the articles can be enjoyed by one and all, that they are appropriate, and consistent with the spirit and values of the Chinmaya Mission. Some articles may be held for the next newsletter publication so as to keep the newsletter size down to a handful of pages.

- **How can Bala Vihar Students Help?**

Middle and High School level Balavihar students may help the editors with spelling and grammar check, organizing and formatting the newsletter, and improving the look and feel to make this an informative, spiritual, fun and attractive newsletter. Currently Harsha Neerchal and Srikanth Kowtha are supporting the editors. Those who volunteer and consistently support publication of the newsletter will be rewarded with a certificate during Bala Vihar graduation.

- **What is the editorial process?**

An editorial board consisting of Raju Chidambaram, Sitaram Kowtha, Acharyas and chapter coordinators will review the submissions, and approve final drafts of the newsletter before they are published on the website. In cases where the articles do not receive initial approval, the editors will work with the authors to revise or improve submissions

- **Your Suggestions**

Please send your suggestions to smrithi@chinmayadc.org, with subject line 'suggestions'. We welcome your ideas, tips, corrections, to help us improve the quality, look and feel, and content.