

Submissions Guide (Ancillary Document)

2023 Edition Version 1.0

Preface

The Viyug Submissions Guide is an ancillary document to the The Viyug Style Guide to help staff writers, guest authors, and other collaborators submit their documents in a standardised format which helps our Editorial Team identify, prioritise, and catalogue pitches and draft submissions.

Pitches and Draft submissions must follow the file format, including filename submission style, in order to guarantee proper receipt and timely replies.

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Submissions Guidelines (Copied from The Viyug Style Guide)

Formatting

D. Submission Formatting

a) Pitches

- i) Pitch submissions should be submitted to the Editorial Division by email (addressed to editor@viyug.com). [See section X for pitch requirements.]
- ii) Pitch submissions should be submitted in an attached Word file, following the titling convention: first initial, last name(s), “|”, topic or draft title, “|”, and “Pitch”, separated by spaces.
 - (1) E.g., “R. Phadke | In 2023, India’s strategic significance | Pitch”
 - (2) If unable to name a file with a bar [|], you may use an underscore [_] in lieu.
- iii) The document is correctly formatted in Times New Roman, size 12 font, single line spaced, black text.
- iv) The title next of the document follows the convention: “Pitch”, “|”, first initial, last name(s) (all prior text in bold), line break, and topic or draft title, separated by spaces.
- v) Each section of the body should be listed by number and titled in order and separated from the title and other sections by a link break.
- vi) Each pitch should also include the date of submission in the top-right document header.

b) Draft Submissions

i) Draft submissions should be submitted in an attached Word document, following the titling convention: first initial, last name(s), “|”, draft title “|”, “Draft”, and the numeral that corresponds to the edition of the draft (#).

(1) For example, refer to Pitches – ii)

ii) The document is correctly formatted in Times New Roman, size 12 font, single line spaced, black text. Paragraphs should be separated by line breaks.

iii) The title text of the document follows the convention: “Draft”, #, “|”, first initial, last name(s) (all prior text in bold), line break, and topic or draft title, separated by spaces.

c) See the Submissions Guide (Ancillary Document) for further clarification.

X. Editorial Process

1) Pitch

a) Before writing an article, authors are instructed to submit a pitch for their piece to the Editorial Division via email. (Address emails to editor@viyug.com).

b) Pitches must consist of:

i) A concrete topic;

ii) A brief summary of the analysis, commentary, or opinion (2-5 sentences), or the set of questions to be provided in an interview piece;

iii) A draft first paragraph; and

iv) The central argument, conclusion, or take-away of the piece.

c) This stage provides an opportunity for authors to receive feedback, address any structural or argumentative issues with the argument, and avoid duplicative efforts on the part of multiple authors before writing.

d) Authors writing on time-sensitive topics must indicate the timeline for publication in their pitches.

2) First Draft & Submission

a) Authors do not have wait for approval on a pitch to begin writing their first draft but are strongly encouraged to do so in order to save time and effort in the drafting phase.

b) Once an author has received approval on a pitch from an editor, they may submit their first draft to the Editorial Division by email (to editor@viyug.com). [See formatting guidelines in Pitches – ii) & the Submissions Guide (Ancillary Document)]

c) In your draft, please include a high-resolution photo (recommended 1500 x 1500 pixels) and two sentence bio detailing relevant position(s), role(s), or experience(s).

3) Editing & Review

a) Once in the Editorial Division’s receipt, an editor will be assigned to review and edit the piece. This will be principal editor for piece throughout the editing process. A single editor is assigned to the piece in order to ensure a consistent and

comprehensive editing process, with a Senior Editor overseeing the process and signing off on the final draft of each piece before publication.

- i) Depending on availability, workload, and topical expertise, the assigned editor may or may not be the same as the editor who reviewed the pitch.
 - b) From the date of submission (ET), the Editorial Division will work with the author to move the piece to publication by the conclusion of a 14-day period, provided the author reverts the piece in a timely fashion.
 - i) Time-sensitive pieces will be appropriately expedited if accepted.
 - c) In general, each piece will pass through no more than four rounds of edits before final changes are made and the piece is published.
 - d) Though rare with guest submissions, an editor may request an Editorial Review Calls to be held between editor(s) and the author(s) to facilitate more direct and open communication, address questions that either has about the draft or edits to it and provide more detailed feedback. Senior Editors supervising the process may participate.
 - e) Authors are expected to revert new drafts in a timely fashion --- in general, within 3 days of receiving revisions. Authors and editors should remain in close communication over email regarding workflow to ensure timely publication.
 - i) For time-sensitive pieces, authors should work to revert new drafts to provide editors with ample times to make edits and send multiple rounds of revisions.
 - f) Once the editor has determined that the piece is ready for final review and publication, they will submit the piece to a Senior Editor with their final edits. The Senior Editor will provide additional comments and edits as necessary.
- 4) Publication
- a) Once final revisions are made and approved by the author, the Editorial Division will work to publish the piece as quickly as possible.
 - b) Publication may not immediate; there are several steps to take even after the written piece has been finalised. It may take up to day to select an image; create an author profile, mark tags, highlight sections as pull-out quotes; insert graphics, tables, and code; etc before the article is ready for publication.
- 5) Promotion
- a) The editorial process doesn't end after publication; once the piece is live, it requires promotion to ensure that it read. The Outreach & Communications Team will design social media posts to share each new piece as it is published.
 - b) To extend the reach of posts promoting their work, guest authors should like and share/retweet their articles, ideally with a comment (even if only a brief line to acknowledge that they have published a new piece).
 - c) The Editorial Division highly encourages guest authors to follow The Viyug's social media accounts to find and share their articles when shared on social media.
 - i) LinkedIn: <https://www.linkedin.com/in/anirudh-ramakrishna-phadke-150834204>
 - ii) Twitter (main): https://www.twitter.com/the_viyug



iii) Twitter (Editor): https://www.twitter.com/Anirudh_Phadke

iv) YouTube: <https://www.youtube.com/channel/UCSiqSTpxCtf1e1QdzhynFcw>

Questions? Email the Editorial Division at editor@viyug.com

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