

Tasveer Ghar

Instructions for Submitting Material for Virtual Gallery Visual Essay

Kindly note the following:

1. Before sending the material for your visual essay, you may conceptualize how you wish to design or format the text, images and captions. You may see the already existing virtual galleries on the tasveerghar website for reference.
2. We would ideally like the essay or the main text to be sent in a Microsoft Word file, preferably in Times New Roman font, size 12. You may provide *italics* or **bold** wherever required. You may also provide reference to the sources wherever required (author's surname year of publication: page number), giving a bibliography or notes at the end. You may even give Internet links.
3. Images can be sent in hard copy or scanned format. For scanning format please refer to our guidelines (Worksheet 1.2) sent by email on July 2, 2007. Kindly provide information about the copyright status or ownership of each image. The contributor/fellow would be responsible for obtaining permissions to use all images/media on Tasveer Ghar website.
4. Please do not insert scanned images within the body of the essay. These have to be sent in separate files with a list giving details (or captions) of each image. If you necessarily have to insert the images within the essay for reference, then insert only small thumbnails. In this case, kindly provide us two versions of the essay: one with the images and another without. In the version without the images, please provide references to the image filenames wherever these need to be inserted.
5. The collected material you are sending will be evaluated with the original proposal you submitted and the thematic brief Tasveer Ghar provided you for this year's grants. During the grant period, we have been encouraging you to send reports or updates about what you have been doing, especially if you have modified your theme/aim in any way. Your findings/materials should complement what we started with, although we are open for unexpected unique findings that enrich the archives of Tasveer Ghar. However, if we find your material and research to be very different or deviating from the original aim, or not conforming to the goals of Tasveer Ghar and its theme for 2007, we may advise you for necessary changes or send your material back.
6. You may suggest on how you would like your Virtual Gallery designed on the website. Our designer may collaborate with you, or ask further questions even after you have submitted all your material.

Looking forward to your contributions

Yousuf Saeed
New Delhi
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