

**International Centre for Information Systems and Audit
A-52, Sector-62, Noida - 201301**

No. 321 /iCISA/R&I/Biannual Journal/2019

Dated: 25 February 2019

To
**All offices under IA&AD
(as per mailing list)**

Subject: Biannual journal on IT Audit

Sir/Madam,

iCISA has been bringing out a biannual journal 'PursuIT' as an e-Journal published virtually in iCISA's website. The next issue of the e-Journal will be on the theme 'Auditing in IT Environment'.

It is requested that widespread publicity may be given in your office for contribution of articles for the next issue of the e-Journal. The article(s) may be submitted as per the guidelines stated in the Annexure. The article(s) may be sent by mail to icisa@cag.gov.in by 31 March 2019.

Yours sincerely

Encl: Annexure

Sd/-
Director General

Annexure

1. The length of the article should be a minimum of 1000 words and a maximum of 3000 words. All submissions should be accompanied by a short profile of the author (50 words to 100 words).
2. The article should be relevant to the theme.
3. Articles may be edited for length and appropriateness of content for the readers.
4. Contributors are encouraged to include exhibits, graphics and artwork for an article. They will assist the reader in comprehending and retaining the information in your article.
5. Electronic submission in Microsoft Word is required
6. These documents parameters must be followed:
 - Double-space lines.
 - Number pages in the lower right corner.

- Turn off track changes and ensure all changes have been accepted/rejected, as appropriate.
- Remove all comments.
- Select standard printer specs.
- Avoid special characters or keys. (For example, for indents use the TAB rather than the indent key.)
- Word document in Times New Roman with Font size 12 pt.
- Use endnotes at the end of the article, rather than footnotes, to credit sources.
- Submit material in English.

7. Include all relevant source information (e.g., author, publisher, title of book or article, magazine name, date/year of publication, country of publication)

8. Include a reference section for all general reference(s).

9. Citations or copyright acknowledgements are needed for any materials that are not solely the original creation of the contributor. Cite and acknowledge others' work appropriately.

10. Manuscripts are subject to review by the Editorial Board/Committee.