

# Information for Writing Articles for the Sai Kirtan Group

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## ***Introduction***

As you may all be aware there is a website available for all our use and contribution ([www.sathya.org.uk](http://www.sathya.org.uk)). We are now asking for people to contribute articles to the online magazine Ananda E-Magazine. Presented below are some guidelines and pieces of advice for those who may be interested in contributing articles.

## ***FREQUENTLY ASKED QUESTIONS***

### ***What is the purpose of the Interactive Website Feature?***

- To promote spiritual upliftment
- To gather together and share diverse views and experiences in a harmonious manner
- To promote Unity in Diversity

### ***What should the contributed work be about?***

- Any spiritual lessons you have learnt
- Any of spiritual experiences you have had and feel are appropriate to share
- Reports of spiritual events you have been to
- Poems and Songs
- Vegetarian Recipes (either your own or referenced from elsewhere)
- Anything else provided it has a spiritual theme

<p><b>Make sure that the work you contribute is relevant to the section of the website you contribute to!</b></p>
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### ***Guidelines to writing content...***

- All articles should be written in good English. Check your spelling, grammar and punctuation.
- Say what you mean, do not try and overcomplicate your article by using long words. The most important thing is that your article makes sense.
- Make sure the structure of your article is clear to the reader. What this means is that you should not write about hens in one paragraph, eggs in another paragraph, and then start

writing about hens again in the next paragraph. The important thing is to avoid confusing the reader.

- Always have an introduction and a conclusion
- Write the title and your name. If you would like to remain anonymous please let Mita Parmar know
- Just use text, do not use tables or diagrams

***What if I want to use pictures?***

At this moment in time we cannot accept contributions that have multimedia in them.

***How long does the article have to be?***

Rough guidelines:

- The maximum is two A4 printed pages
- The minimum is half an A4 printed page

***How do I get the article published on the Website?***

- Go to the relevant section of the website
- Within the sidebar links to the left of the page you will find a link under the section “Interactive” called “How to contribute...” – Click on this link
- Read the presented instruction and enter the necessary details in the form on the bottom of that page
- Submit your work
- If the Sai Kirtan Group Web Team approve your work then it will be published and placed on the website

***I have some more questions, where can I go for help?***

- For editorial matters and other suggestions regarding the Ananda E-Magazine contact Miss Mita Parmar via e-mail ([editor@sathya.org.uk](mailto:editor@sathya.org.uk) )
- For technical matters contact Mr Kiran Parmar via e-mail ([webmaster@sathya.org.uk](mailto:webmaster@sathya.org.uk))

## ***COPYRIGHT GUIDE***

### ***When is it OK to Copy?***

- 1) For reference - as in libraries. As I understand it, even for reference purposes it is illegal to copy more than a very small percentage of the content of any given work.
- 2) When a recording or book is permanently out of print, you are not likely to be prosecuted for making one copy. It may or may not be OK! Before you decide, make efforts to track the publisher down, as quite often the book or recording has simply changed publishers - it may be on another label.
- 3) Of course you may make as many copies as you like of your own writing or home recordings.
- 4) When you have written permission from the author, composer or publisher.
- 5) When your organization legally covers you - e.g. schools paying site fees.

(From International Sathya Sai Organisation Website, Sahar, Radha “Copyright: an Inspirational View” <http://www.sathyasai.org/songs/copyright.pdf>)

### ***When is it not OK to copy?***

- Generally
  - The best option if you want to copy data from somewhere else is to contact the author/s or if it is a website e-mail the administrator of the website as the first option
  - If this fails then reference the item fully (see below for referencing guidelines). HOWEVER MAKE SURE that anything you do reference is only a small excerpt from that website and that it is placed in an appropriate context so that it is not misconstrued. For example:

- The phrase “Jack Smith then went to the farm to pinch the strawberries” from a newspaper article about methods of testing the quality strawberries in farms across England
  - The wrong way – you are writing an article about rising crime rates in rural areas, and you quote the phrase “Jack Smith then went to the farm to pinch the strawberries” in the context of examples of farm thefts
  - The right way - using the phrase “Jack Smith then went to the farm to pinch the strawberries” in the context of an article you have written about the reasons behind the rising prices of strawberries, and quoting the phrase in a paragraph relating to the rising trend of consumers’ use of methods of testing the quality of strawberries
- Unless you have the permission of the author do not quote/copy the whole article or text, or very large chunks of the text. Use appropriate portions from the text you are quoting from, and reference it fully. As a rough guide four sizable paragraphs is too much.
- Advice specific to Website Data
    - Look thoroughly for notices on the website that allow or disallow copying or downloading of pictures, designs or text
    - If there is no notice then take the attitude to have is it is better safe than sorry, in which case follow the instructions for general copyright procedures stated above

## **REFERENCING GUIDE**

### *How do I reference items in my article?*

- If it something from Baba’s Books or discourses:
  - Always quote Baba’s name as “Sathya Sai Baba” rather than the conventional usage of the surname and then first name format
  - If it is from Baba’s discourses which are found in Sanathana Sarathi then you can treat it like an article (see below)
  - If it is from a discourse found in a book then treat the referencing like a book reference (see below)
  - If you find the article on-line then you should treat it like a website reference (see below)
  - ALWAYS put a date for Baba’s discourses, if this is not possible put a month and year
  
- Do not put your references, or indeed anything else, as a footnote. All text should be found in the main body of the work.
  
- When writing references put the reference in brackets and start the reference with “From”
  
- Websites – the format is:

<p>&lt;website name comma&gt;          &lt;author with capital letters for the names in bold then a comma&gt;          &lt;webpage title in Bold Italics&gt;          &lt;specific address for the exact webpage&gt;</p>
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e.g. (From **International Sathya Sai Organisation Website, Sahar, Radha** “**Copyright: an Inspirational View**” <http://www.sathyasai.org/songs/copyright.pdf>)

- Books – the format is:

<author/s with capital letters for the names in bold>  
 <name of the book again in bold and Italics>  
 <place of publication then a colon>  
 <publisher's name>  
 <year the book was printed in (you will find this on the first few pages in the book, quote the very last year you see)>  
 <Chapter number or the name of the Chapter in inverted commas>  
 <the page or pages where you found your excerpt or quote>

e.g. From **Sathya Sai Baba**, *Chinna Katha II*, Prashanti Nilayam: Sri Sathya Sai Books and Publications, 1998, "How to Become Dear to the Lord" at p171

- If the item is an article in a book then the reference changes slightly so that you would state the name of author of the article in Bold first, then the Title of the article in Italics then "in" and continue with the reference of the book as above. However when stating page numbers be sure to state the page number of the whole article, and then the page you have extracted your quote or excerpt from.
- E.g. Bloggs, Joseph, "*How to Be a Good Editor*", in God, John, *Divine Writing Heaven*: Divine Publications. 2004, pp115-212 at p118

- Articles – the format is:

<author/s of the article with capital letters for the names in bold>  
 <name of the articles in inverted commas again in bold>  
 <title of the journal and the edition and issue>  
 <page numbers of the article>  
 <finally the page number/s for the page the text that you are using is found>

e.g. (From **Parmar, Mita** "*Love and Sai Baba*" *Sai Reflections June 2000 Issue 27 pp47-52 at p50*)

- Anything else or further enquiries

- Please e-mail Mita Parmar (details above)