Dear Author

Thank you for showing your interest in writing the book for us.

Also before writing the book you need to follow the following guidelines:

1. Book should be simple, self-explanatory and self-learning. It should be written in a way that does not require any intermediary (teacher) to explain the content.
2. The Book should be prepared in such a way that the student normally does not require additional materials to learn the concepts/ subject matter.
3. You should use a variety of techniques including hints, notes, graphics (icons) and explicit directions on how to do, what to do and what is expected from the student. **(See the attached example of the assignments)**
4. The use of learning objectives, guidance in the introduction, and a conversational style of writing text, instructions to do and how to answer the self-assessment questions are elements of self-direction that should be used in the book to facilitate learning.
5. One of the major roles of a teacher/Institution in the education system is to motivate and encourage the students towards study and research. They create interest and curiosity towards a subject. Therefore, all these features should be included in the book, and it should arouse curiosity, and interest, encourage the students towards in-depth study and critical thinking, motivate them to question and reflect on their own experiences and practices, and also provide reinforcement on learning progress. These are provided through the use of a personalized style of writing, use of anecdotes, examples, illustrations from real-life, feedback on self-assessment questions, etc.
6. **The Content in the book should be 100% Plagiarism Free (Should not be copied from any other sources/ internet as it will be a violation of copyright laws & is punishable offence for the Author)**
7. **The Author needs to state along with the manuscript that the content is not copied from any other source and is 100% Original and if in case it is found to be copied from any source then the author is wholly responsible for it.**
8. The pedagogy for each and every chapter should include theory, Illustration, Summary, Case study, Solved Exercises, Assignments and Solved / Unsolved Question papers, Answers at the end of the chapter (previous years, if it is meant for Universities)
9. Glossary & Index should be given at the end of the book.
10. All the sources of the image must be given with the chapter number and image number in a separate file.
11. In case the image is small then, it must be formatted in-text wrapping format keeping its position fixed and if it is big enough to take the entire page then it must be placed in the centre.
12. Please spell-check the text before sending the file.
13. For the headings (apart from H1, H2 and H3) **Palantino Linotype** (Font 12 + Bold) can be used. It will not be a bulleted or numbered list.
14. Numbered list to be used only where steps are mentioned.
15. Bulleted list to be used for all termed lists.
16. All the quotes have to be Bold + Italic + Palantino Linotype + Font size 10. The quote writer’s name will not be bold, rest all the formatting s to be the same.

e.g. - ***"To acquire knowledge, one must study; but to acquire wisdom, one must observe"***

*- Marilyn vos Savant*

1. Formatting specifications

| **Particulars** | **Font Size** | **Font Type** |
| --- | --- | --- |
| Chapter Name | 40 | Palatino Linotype |
| H1 | 20 | Palatino Linotype |
| H2 | 18 | Palatino Linotype |
| H3 | 16 | Palatino Linotype |
| Content | 11 | Palatino Linotype |
| Figure, Table Caption | 9 | Palatino Linotype |
| Code block | Font style: Consolas, Font size: 10 | |
| Header & Footer | Must be standard | |
| Page Numbering | Must be standard | |
| Print area Size | 5 x 8.5 | |
| Chapter no. | 35, in caps, Start from right side (odd page) | |
| Spacing | Whole book should be in single spacing | |

**Sample chapter:**

**CHAPTER 5**

(Palatino Linotype + 35 Font size + Caps + Bold + Right aligned)

**Classical Linear Regression Model – Two Variable Cases**

(Palatino Linotype +40 Font size+ Bold + Right aligned)

**Introduction** **(Palatino Linotype + 20 Font size + Bold)**

This chapter introduces you to (Palantino Linotype + 11 Font size)

**Structure** (Palatino Linotype + 20 Font size + Bold)

In this chapter we will discuss the following topics:

* What is Computer
  + Types of computer
* Applications of Computer
* Conclusion
* Questions and Exercises

**Objectives** (Palatino Linotype + 20 Font size + Bold)

After studying this unit, you should be able to…………………………………………….. (Palatino Linotype + 11 Font size)

**I level heading (Palatino Linotype +20 font size+ Bold)**

**II level heading (Palatino Linotype + 18 font size+ Bold)**

**III level heading (Palatino Linotype +16 font size+ Bold)**

Text size (Palatino Linotype + 11 font size)

**Figure caption*: Figure 5.1:*** *Computer* (Palatino Linotype + 9 font size+ Italics+ center)

| Content |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

**Table: *Table 5.1:*** *History of computer* (Palatino Linotype + 9 font size+ Italics+ center)

| ***Example: 1.1* (Palatino Linotype +9 font size+ Bold + Border)** |
| --- |

Modern computer consists of at least one processing device which is central processing unit (CPU), and memory (Primary and secondary). The processing device (CPU) carries arithmetic and logical operations and control unit Controls the operation to be performed, it can also change the order of operations in response to stored information.

**Indentation:** (Palatino Linotype + 11 font size)

* ***Data:*** Raw facts or figures that need to be processed. (First level)
  + ***Information:*** Meaningful data which is processed, organized and presented in an understandable form. (Second level)
  + ***Instruction:*** Command that tells computer what to do. (Third level)

| Modern computer consists of at least one processing device which is central processing unit (CPU), and memory (Primary and secondary). The processing device (CPU) carries arithmetic and logical operations and control unit Controls the operation to be performed, it can also change the order of operations in response to stored information. |
| --- |

| **Tip**: Modern computer consists of at least one processing device which is central processing unit (CPU), and memory (Primary and secondary). The processing device (CPU) carries arithmetic and logical operations and control unit Controls the operation to be performed, it can also change the order of operations in response to stored information. |
| --- |

Take an advantage of the static methods of the Console class:

using System; (Font style: Consolas, Font size: 10)

namespace Chapter\_2

{

class Program

{

static void Main(string[] args)

{

Console.WriteLine("Hello World!");

Console.Read();

}

}

}

**Conclusion**

Modern computer consists of at least one processing device which is central processing unit (CPU), and memory (Primary and secondary). The processing device (CPU) carries arithmetic and logical operations and control unit Controls the operation to be performed, it can also change the order of operations in response to stored information. In the next chapter you will be learning more concepts.

**Points to Remember**

* Modern computer consists of at least one processing device which is central processing unit (CPU), and memory (Primary and secondary).
* The processing device (CPU) carries arithmetic and logical operations and control unit Controls the operation to be performed, it can also change the order of operations in response to stored information.

**Multiple Choice Questions**

1. CPU consists of:
2. ALU
3. ALU and control unit
4. ALU, control unit and registers
5. None of these

**Answer**

| **1** | C |
| --- | --- |

**Questions**

1. What is computer?
2. Explain the various generations of computer.

**Key Terms**

* ***Processing device:*** It carries arithmetic and logical operations.
* ***Control unit:*** It controls the operation to be performed.

Kindly revert if any query.