

GALLEY PROOFS & ORDER FORM

Dear Sir/Madam

Please check the galley proofs. All corrections should be marked clearly, directly on page proofs. After doing the needful, please send the corrected HARD COPY of the galley proofs, even if there is no correction to be made, but it is must for final processing of the paper for the press.

PLEASE CHECK NO MESSAGE FOR FINAL CORRECTIONS IN THE PAPER WILL BE ACCEPTED VIA E-MAIL AND/OR FAX.

IMPORTANT INSTRUCTIONS

- ☐ — Always refer our reference no. for all correspondence
- ☐ — If there is any matter (text/tables/figures, references) missing in the proofs, please inform at kre@airtelmail.in, so that the needful can be done
- ☐ — Check the list of references, and statistical symbols very carefully
- ☐ — Please send with the corrected hard copy of the galley proofs, clear, fine and sharp labeled hard copy/ies of the FIGURES/PHOTOGRAPHS for final processing and printing of the paper.

Please also send the **ORDER FORM** duly filled for our Account Department, along with the **CORRECTED HARD COPY OF THE GALLEY PROOFS** at the following address.

PLEASE CHECK ORDER FORM CAREFULLY

- ☐ — If you have already made the processing fee and payment for photographs if any in the paper (**mandatory**) than ignore that column
- ☐ — if you want to purchase reprints of yours' paper (**not mandatory**) than use the order form to place the order.
- ☐ — if yours' paper exceeds 12 printed pages than make the payment for extra pages (**mandatory**).
- ☐ — for any other (for extra copy of an issue, for alterations other than correction of printer errors etc.)

Please complete all the formalities to avoid any delay in processing of the paper for final printing.

We will be glad to provide any information required in this regard.

Thanking you

For Administrative Editor

**Visit our website for complete information about our journals, their Full Text and present status of the paper (Website: www.krepublishers.com)
(Always refer our Reference No. for all correspondence)**

**Address for all correspondence:
Journals Production Department,
KAMLA-RAJ ENTERPRISES,
2273, Gali Bari Paharwali, Chawri Bazar, Delhi 110 006, India
Phone: 091-(0)11-23284126; 091-(0)124-4360430; Fax: 091-(0)124-4361193
Website: <http://www.krepublishers.com/>, E-mail: kre@airtelmail.in**

ORDER FORM

(PLEASE MUST FILL THIS FORM AND SEND IT WITH THE CORRECTED PROOFS)

REF. NO. _____

Author(s): _____

Article: _____

Address: _____

City/Postal Code: _____ Country: _____

1. PROCESSING CHARGES: Please make a payment of Rs. 1000/- for the processing charges of this paper, which is mandatory

(if you have already made the payment, please ignore it).

2. REPRINTS: A minimum number of 100 reprints can be ordered. A print with cover will cost extra. Please fill the appropriate place/es (Please inform to whom reprints should be sent),

(a) Number of Reprints _____ without cover Rate _____

(b) Number of Reprints _____ with cover; Rate _____

3. CHARGE FOR EACH ADDITIONAL PAGE: Rs. 200/-, where an article exceeds twelve printed pages.

4. PHOTOGRAPHS: The photograph(s) will cost an extra amount

(If you have already made the payment, please ignore it).

(a) Black and white photograph(s) will cost Rs. 500/- per photograph,

(b) Coloured photograph(s) will cost Rs. 2000/- per photograph

5. ALTERATIONS: Restrict corrections to instances in which the proof is at variance with the manuscript. A charge will be made for extensive alterations.

6. Please correct proofs carefully; the responsibility for correcting errors rests with the author(s).

**7. Recheck all References and arrange them as per journal style
(Visit our Website: www.krepublishers.com)**

8. Please return the corrected PROOFS within 10 days receipt

Please make payment in favour of KAMLA-RAJ ENTERPRISES. Payment of upcountry invoice should be made by BANK DRAFT payable in Delhi

1. Processing Charges: **Rs. 1000 – 00**

2. Reprints Charges: _____

3. Cost of Extra Page(s): _____

4. Photograph(s): _____

5. Changes in the Proofs: _____

6. Any Other, Specify: _____

Payment by Demand Draft/International Money Order No. _____ Dated: _____

Drawn in (Name of the Bank) of _____

(Amount in figures)

(In words)

Signature/Date

RATE FOR PEPRINTS

<i>Number</i>		<i>Rate</i>	
<i>Page</i>	<i>Reprints*</i>	<i>Without Cover</i>	<i>With cover</i>
1-2	100	0500.00	1200.00
	200	1000.00	2400.00
3-4	100	0800.00	1500.00
	200	1600.00	2800.00
5-8	100	1000.00	1700.00
	200	2000.00	3400.00
9-12	100	1200.00	1900.00
	200	2400.00	3800.00
13-16	100	1400.00	2100.00
	200	2800.00	4000.00
17-20	100	1600.00	2300.00
	200	3200.00	4600.00
21-24	100	1800.00	2500.00
	200	3600.00	5000.00
25-28	100	2100.00	2800.00
	200	4200.00	5600.00
29-32	100	2400.00	3100.00
	200	4800.00	6200.00

1. The above rates are subject to change without prior notice.
2. For more than 200 reprints' rate, write to the Publishers*.
3. For every additional up to four pages or less beyond 32 pages, add Rs. 400/- for 100 Reprints and Rs. 800/- for 200 Reprints.

Address for all correspondence:

Journals Production Department,

KAMLA-RAJ ENTERPRISES,

2273, Gali Bari Paharwali, Chawri Bazar, Delhi 110 006, India

Phone: 091-(0)11-23284126; 091-(0)124-4360430; Fax: 091-(0)124-4361193

Website: <http://www.krepublishers.com/>, E-mail: kre@airtelmail.in
