IASLIC Bulletin

Publication Policy and Authorship Manual
Including
IASLIC Standard and Specification
(Version 24.01)

Interested paper-contributors must comply with this Authorship Manual including IASLIC Referencing Style and Standard as part of IASLIC Bulletin's Publication Policy

Indian Association of Special Libraries and Information Centres
P 291 CIT Scheme No. 6M Kankurgachi,
Kolkata 700 054, West Bengal India.

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IASLIC Bulletin :

Publication Policy and Authorship Manual including
IASLIC Standard and Specification

The **IASLIC Bulletin** (ISSN 0018-8441, CODEN IASLA 9, RNI No. 5034/59) is a *double-blind peer-reviewed journal* in the field of **Library and Information Science**, published **quarterly** by the **Indian Association of Special Libraries and Information Centres (IASLIC) -** a learned professional society, cherishes its '**Publication Policy**' and '**Authorship Manual including IASLIC Standard and Specification'** (otherwise known as *IASLIC Style Manual*) as enunciated below.

1 Publication Policy

1.1 Journal Frequency and Scope

The ardent aim of the **IASLIC Bulletin** is to bring out original research papers of significance and value in the field of library and information science and 500services. It comes out quarterly in **March, June, September** and **December** every year. The full-texts are available in the printed issues (hardcopies) only, whereas abstracts are available through open access.

Research papers/articles reflecting expounded innovations, State-Of-The-Art Reports (SOTAR), Trend/Review Reports, Short Communications in relevant fields are gladly received, peer-reviewed (double-blind) and published, if accepted, according to their merit and space at disposal. The articles, which give vent to merely adaptation of similar contributions appearing elsewhere, are strongly discouraged. Sometime, however, the Editorial Board allows, at its discretion, reproduction of special lectures, reprints of very important but somewhat obscure articles etc., and letters to the Editor.

Book Reviews in the relevant field are also published, if the Editor receives a request from its publisher/author along with two copies of the book to review, should it be found suitable for publication.

1.2 Editorial Functionalities

IASLIC Bulletin is an editorially independent journal. An Advisory Board, consisting of eminent LIS professionals of India and abroad, guides the Editorial Board and the Editor to maintain publication ethics for promoting integrity in research and publishing the quality output in it. An Editorial Board functions independently to assist the Editor. The utmost longing of the Advisory Board and the Editorial Board is for the enrichment of IASLIC Bulletin with the adducible, prophetic and resounding contributions of LIS professionals – teachers and practitioners across the globe.

On receiving the research papers by email (iaslic.journal@gmail.com), an Editorial Working Group along with the Editorial Assistants scrutinise/verify carefully for its physical format/structure and inform the corresponding author about the short-comings of the paper

initially. Once the received paper is otherwise found appropriate in physical format, author is asked to submit the hardcopies of manuscripts and other documents. Manuscripts must strictly be prepared fully inconformity with IASLIC Bulletin's *Publication Policy and Authorship Manual including IASLIC Standard and Specification*; else it will not be considered as a formal submission.

On receiving of a satisfactory submission (hardcopy), manuscript of the research paper is duly registered by allotting a Unique Article Registration Number UARN) with the date (date of registration /submission) and intimated to the author by the Editorial Working Group. Thereafter, the research paper is submitted to the Editor for further action.

1.3 Peer-Review Process

IASLIC Bulletin follows double-blind peer-review process maintaining full confidentiality. A confidential list of referees is maintained for this purpose. Comments on each manuscript are sought normally from at least two referee(s), communicated the same to respective first / corresponding author for modification whenever necessary. The paper is accepted if improved satisfactorily and should it is found suitable for publication, otherwise rejected. Authors are communicated accordingly.

1.4 Copy Right Transfer Policy

Author(s) of a research paper is(are) required to sign sequentially in the '**Format of Author's Declaration and Copyright Transfer**' which would permit the Editor and the publisher of IASLIC Bulletin to publish the paper and to reproduce it whenever necessary, and to archive it in any form and also to defend it against any improper use of it. The first author (or the corresponding author) is responsible for having coordination among all co-authors in this regard and for managing all communication with the editorial office of the IASLIC Bulletin. It is to note that all correspondences regarding paper submission are to be treated as confidential. Authors must maintain confidentiality regarding referees reports and other related materials which must not be publicised / posted on any website / social media / otherwise without prior permission of the Editor.

1.5 Open Access Policy

IASLIC Bulletin provides immediate Open Access to its contents along with bibliographical details, abstracts and keywords. Author's final version of the article can be used for self-archiving by the authors for personal use, for internal institutional use and for scholarly sharing purposes with proper acknowledgement, attribution and credit for the published work. However, the final version of any paper with full-text as published in the IASLIC Bulletin may be archived or posted in any online digital repository after two years of its publication.

1.6 Publication Ethics and Prevention of Malpractices

IASLIC is always in favour of promoting integrity in research and its publication ethics. Thus, the publication policy for IASLIC Bulletin is framed following the guidelines of different agencies like Committee on Publication Ethics (COPE) (*https://publicationethics.org*), to guide authors, reviewers, members of the Advisory Board and Editorial Board and the publisher. The important issues of worth noting are:

  (i)   all information pertaining to the scripts are kept confidential prior to its publication;
  (ii) simultaneous submission and /or publication of the same article in more than one journal is a breach of publication ethics;

(iii) each script submitted for publication must be accompanied with a plagiarism test report within the justified limit of similarity index.

The editorial board reserves the right to use any appropriate software for detecting plagiarism of the submitted script at any time.

IASLIC Bulletin is always keen for preventing publications from malpractices -- infringement of professional ethical codes and copyright agreement, submission of the papers with same contents to multiple bodies for publication, undue claims of authorship or change in authorship and the likes. Such events shall attract significant punishment as may be decided by the Editorial Board from time to time. ***Publication Ethics and Prevention of Malpractices statement is available in the website separately.***

1.7 Correction and Retraction Policy

IASLIC Bulletin is governed by its policy for allowing amendments – i.e. corrections and retractions or withdrawal of its peer-reviewed published papers. This policy, as practiced in IASLIC, utters in that if the situation warrants, types of corrections and/or retractions are to be decided upon by the Editor with the advice of the referees and in consultation with the members of the Advisory and/or Editorial Board. Though the authors' clarifications are sought for,the Editor is the final authority to decide upon the rationale of an amendment and/or its impunity. Amendments, if any, are notified formally under the categories of erratum, corrigendum or retraction to maintain publication record and/or for scientific accuracy of what is published.

- *Erratum:* When any important error is noticed in anything included in the journal, erratum notification is published in a subsequent issue for maintaining proper publication record / scientific integrity of the paper.
- *Corrigendum:* When any major error is identified as the mistakes of author(s) that affect the publication record / the scientific integrity of the paper, the corrigendum is published in a subsequent issue of the journal.
- *Retraction:* When any invalidity of any published paper comes to light, author(s) are asked to sign a note of retraction specifying the error stating briefly how the findings and/or conclusions are affected and to submit it for publication. If authors disagree and/or decline to retract, the Editor seeks advice of the referees and imposes the type of amendment that seems most appropriate, noting the dissention of the author(s) in retraction published.

1.8 Indexing and Abstracting

IASLIC Bulletin is **indexed/abstracted** in Indian Citation Index (ICI), Indian Science Abstracts (ISA), Indian Library Science Abstracts (ILSA), Guide to Indian Periodical Literature, Library and Information Science Abstracts (LISA) and INSPEC.

2 General Requirements

2.1 Style and Form

2.1.1 Author(s) should write the full-text paper (**within 5000 words** or **within 12 pages** (size A4) of 1.5 line spacings whichever is less) concisely, using simple sentences of short and medium length as far as practicable. Writing in a succinct manner results in (a) economy of effort in reading, and (b) economy in printing.

2.1.2 Preferably author(s) should use 'I' and 'We' (except in the abstract) rather than 'the (present) author(s)', and the active rather than the passive voice. In any case, s/he should not mix 'I' and 'the author' in the same paper.

2.1.3 Abbreviations should not be introduced abruptly without explanation. When it appears first, the name or title should be given in full followed by the abbreviation within parentheses, for example, 'Optical Character Recognition (OCR)'. Thereafter, the abbreviation may be used alone. However, popular acronyms can be used independently.

2.2 Title Page
2.2.1 Manuscript must be submitted with a separate '*Title page*' containing the title of the article, name(s) of author(s), address for communication with PIN code, phone numberand an e-mail address for quick correspondences.

Only the title of the research paper should appear on the first page of the text.

2.3 Title of the Paper
2.3.1 The title should be concise and informative. It should be free from ambiguous phrases like 'Contribution to the knowledge of .....', 'Some considerations on….' etc. Subtitle should be avoided unless absolutely necessary.

2.3.2 Preferably 'title case' style is to be used for the title of the paper submitted for publication.

2.4 Authors
2.4.1 Forward rendered name(s) of author(s) should appear after the title sequentially as decided by themselves along with their respective affiliation, addresses, phone numbers and email IDs.

2.4.2 Once a paper is submitted, no change (i.e. addition, deletion and/or rearrangement) in authorship is permissible.

2.4.3 The first author (or the corresponding author) is responsible for having coordination between for managing all communication with the editorial office of the IASLIC Bulletin and among co-authors.

2.4.4 About author(s) within 100 words along with photograph (B/W) of each author sequentially, as they appeared along with the title, should be added at the end of the article in a separate page.

2.5 Abstract
2.5.1 The abstract should be informative in nature and must convey distinctly the ***Purpose:***, ***Design/Methodology/Approach:***, ***Findings:, Originality/Value:*** and ***Article Type: (***Experimental / Survey Based / Project Based / State of the Art Report (SOTAR) type / any other please specify) of the paper with these sub-headings. The abstract, preferably not exceeding 350 words, must be intelligible on its own without reference to the main text. Do not include anything in the abstract that is not covered in the paper.

2.6 Keywords

2.6.1 Not more than eight keywords separated by semicolons (**;**) should be included which will indicate the principal subjects covered by the paper. Keywords are to be standardized (as per any standard Subject Headings List) and placed immediately after the abstract.

A perfect title, abstract and appropriate keywords help secondary information services to publicise rapidly and facilitate future retrieval.

3 Technical Requirements

3.1 Size and line spacing

A full-length research paper (preferably within 5000 words) should be typed with a left-hand margin of about 3 cm on A4 size, consecutively numbered pages. Use double-spacing of lines including the abstract, references, tables, etc.

3.2 Restrictions on italicising

Do not italicise common Latin expressions or abbreviations, such as *a priori, et al, ca, cf, eg., i.e. viz.*, etc. Use italics for special emphasis, for new terms when they are introduced, words in foreign language, and titles of journals.

3.3 Restrictions on numerals

Author(s) should avoid using Roman numerals unless it is inevitable.

3.4 Headings of sections and sub-sections

Headings for sections and sub-sections should be in the following pattern:

3.4.1 Sectional headings, subheadings, sub-subheadings should be placed properly and also are to be numbered with decimal subdivisions (e.g. 3, 3.4, 3.4.1, ……….) in Arabic numerals.

3.4.2 Main section heading should be in Roman bold lower case, except the first letter and serious cases where capitals must be used, e.g. Proper nouns, abbreviations etc.

3.4.3 The subheadings should be in bold italics lower case, except the first letter and serious cases where capitals must be used.

3.4.4 The sub-subheadings should be in italics lower case, except the first letter and serious cases where capitals must be used.

3.5 Tables

Tables should be presented as instructed below:

3.5.1 Serially numbered table-titles should appear at the top of each table.

3.5.2 Table headings should be distinct, self-explanatory and as short as possible.

3.5.3 Use double line-spacing among rows with distinct lines in tables.

3.5.4 Keep the number of tables to a minimum and make them as small and simple as possible. Use of unnecessary and irrelevant tables, lengthy tables may disqualify the paper.

3.5.5 *Colour in tables is not permissible.*

3.6 Figures/Illustrations
Figures/Illustrations should be presented as instructed here:

3.6.1 Illustrations/figures should be Isubmitted in original format.

3.6.2 Figure legends should not be based on colour, rather those should be otherwise distinct, legible, self-explanatory and as short as possible.

3.6.3 Serially numbered figure-description should appear at bottom of the figure.

3.6.4 Repetition of unappetising graphical annotations should be avoided, if not otherwise warranted for additional values in research findings.

3.7 Colour Restrictions
Colour in text, illustrations, tables, graphs or even in photographs is not allowed. They should be presented in black and white only.

4 IASLIC Style of Referencing and Citations

The bibliographical references and citations must be presented in accordance with the '*Authorship Manual including IASLIC Standard and Specification*' of IASLIC design.

4.1 Referencing Style

4.1.1 Only published papers/documents are to be included in the reference list, with the exception of Ph D Theses and Dissertations, and paper that have been accepted for publication and assigned to a specific issue number of a periodical. Online resources, social media postings, e-mails etc, if academically warranted, may also be used subject to satisfactory certification about their authenticity.

4.1.2 The references should be listed and serially numbered at the end of the full-text under the last name of author (or first author in case of multi-authored contributions) in all capitals, with the initials or other parts of the name in usual case within parentheses, for example RANGANATHAN (S R) or DASGUPTA(Arun Kanti).

4.1.3 If no author entry, personal or corporate, can be determined, the publication should be listed under its title with first two words in upper case lettersignoring articles 'A', 'An','The' and words alike. Avoid using the entry 'anonymous'.

4.1.4 As abbreviations may cause confusion, serial titles (e.g. Periodicals and Monographs series) must be given in full (unabbreviated).

4.1.5 Capitalise serial titles according to the language rules in each case, i.e. normally write the title in the way in which it is written in the serial itself and italicise.

4.1.6   Volume, Issue and Pagination

Omit all regular unit terms, such as volume, number, series, Band, Heft, Tome, facsimile etc.

4.1.6.1 All numbers should be given in Arabic numerals even if they are in roman in the original publication. Issue number should follow the volume number separated by a comma. e.g. 4, 2 indicate second issue of the fourth volume.

4.1.6.2 In case of a multi volume books, the specific volume and the total number of volumes are to be denoted by prefixing 'V' (uppercase) and suffixing 'v' (lowercase) to the number respectively. For example, specific volume 5 of a total of 15 volumes shall be indicated by V5 and 15v respectively.

4.1.6.3 For a serial having no volume number, but a running serial number, the latter may be given in brackets e.g. (137).

4.1.6.4 Inclusive pagination (e.g. p174-85) should be given for all papers published in serial publications or forming part of a book/document included in the reference list. However, total number of pages of a document shall be indicated by suffixing 'p' to the total number (i.e. 644p.)

4.1.6.5 Information on the websites keeps on changing through updating of the same. Hence, the date of its publication or the most recent update is an important factor to include in the reference. If neither can be determined, then it should indicate the date of searchat the end of the entry by appending the term '*Retrieved on'* within parenthesis after the URL.

4.1.6.6 The abbreviated form of a month (usually the first three letters of months except September) should be used. For September, 'Sept' is to be used.

4.1.6.6 If otherwise not instructed under individual document-type mentioned below, the URL followed by the date of retrieval within parenthesis at the end of the entry should be mentioned wherever warranted. For example, in case of an e-book the URL and the date of retrieval may be appended at the end of the entry- https://www.mkgandhi.org /satyagraha_safrica/ satyagraha_safrica.htm (*Retrieved on Oct 02, 2019).*

4.1.6.7 Finally all the references and citations should be cross-checked to ensure accuracy and completeness before submitting the manuscript.

4.2   In-Text Citations

4.2.1 References to the literature should be numbered consecutively and arranged according to their appearance in the text.

4.2.2 Citations should appear at its appropriate places preferably after the name of the author, or the title of the document or at the end of the respective sentence / statement. The citation number(s) should be placed within **square brackets** as **superscripts** at appropriate places. For example, *POPSI* [12] *is an assigned pre co-ordinate indexing system.*

4.2.3 In the text, narrative citations are preferred than parenthetical citations.

4.2.4 Do not use 'et al' or 'and others' in the reference list, but write out names of all authors in referring it in the full text. However, for citing inside the text '….and others' may be appended after the name of the first author. *For example, 'Ranganathan and others* [5] *discussed…………..'.*

4.3 Elements in Entries: Document Types with Illustrations

4.3.1 Single/multi-volumed Book Group

(a) For an authored book/ dictionary/ encyclopedia

The following style-format is to be followed for preparing reference entries for authored books/ authored dictionaries/ authored encyclopedias or for a volume of multi-volumed authored book

Sn LASTNAME (Other part). *Title of the book*. Vol No. Year. Edition. Publisher; Place, Inclusive Pagination.

e.g.

1. RANGANATHAN (S R). *Prolegomena to library classification*. 1989. 3rd ed. Sarada Ranganathan Endowment for Library Science; Bangalore, p105-18.

2. SIMPSON (J A) and WEINER (E S C). *The Oxford english dictionary*. V3. 1989. 2nd ed. Clarendon Press; Oxford, p 53.

(b) For a composite book/ dictionary/ encyclopedia

The following style-format is to be followed for preparing reference entries for edited books/ edited dictionaries/ edited encyclopedias or for a volume of multi-volume edited books

Sn LASTNAME (Other part), *Ed*. *Title of the book*. Vol No. Year. Edition. Publisher; Place, Inclusive Pagination.

e.g.

1. RANGANATHAN (S R), *Ed*. *Documentation and its facets*. 1963. Asia Publishing House; Bombay, p226-35.

2. KENT (Allen) and LANCOUR (Harold), *Ed*. *Encyclopedia of library and information science*. V3. 1968. Marcel Dekker; New York, p 104-23.

(c) For a contribution to a composite book/ encyclopedia

The following style-format is to be followed for preparing entries to refer a book contribution or a chapter of edited book/ encyclopedias and/or for a volume of multi-volume edited books.

Sn   LASTNAME (Other part). Title of the contribution. *In* : LASTNAME (Other part), *Ed. Title of the book.* Vol No. Year. Edition. Publisher; Place, Inclusive Pagination.

e.g.

1. RANGANATHAN (S R), KRISHNAMURTI (R) and INDIRA (B). Slant in abstracting. *In :* RANGANATHAN (S R), *Ed. Documentation and its facets.* 1963. Asia Publishing House; Bombay, p526-33.

2. JOHNSON (Alice). Information brokers. *In :* KENT (Allen) and LANCOUR (Harold), *Ed. Encyclopedia of library and information science.* V48. 1989. 2nd ed. Marcel Dekker; New York, p 171-6.

4.3.2 Conference / Seminar Publication Group

The following style-format is to be followed for preparing entries to refer a contribution to a conference, seminar and/or for contribution to workshop proceedings

Sn   LASTNAME (Other part). Title of the contribution. *Title of the Conference,* Number. Name and address of the organizing agency, Place of Conference, Month Date, Year. Publisher; Place of Publication. Year, Inclusive Pagination.

e.g.

1. GOPINATH (M A). Colon classification, edition 7 : theory and practice. *DRTC Refresher Seminar,* 17th. Documentation Research and Training Centre, Indian Statistical Institute, Bangalore, Bangalore, Oct 26-28, 1988. Documentation Research and Training Centre; Bangalore. 1988, p25-66.

4.3.3 Serials / Periodicals Group

(a) For a Journal article

The following style-format is to be followed for preparing entries to refer an article published in a journal / magazine.

Sn   LASTNAME (Other part). Title of the article. *Journal Name.* Volume, Issue; Year, Month, Inclusive Pagination.

e.g.

1. RANGANATHAN (S R). Design of depth classification : methodology. *Library Science with a slant to documentation.* 1, 1; 1964, Mar, p1-42.

(b) For a Journal issue

The following style-format is to be followed for preparing entries to refer an issue/volume of a journal / magazine.

Sn   TITLE OF the Journal. (Special Title of the issue if necessary). Name of the Sponsor. Place. Volume, Issue; Year, Month. International Standard Serial Number.

e.g.

1. INFORMATION PROCESSING and Management. (Using AI and social media for disaster response and management). Elsevier. Amsterdam. 59, 2; 2022, Mar. ISSN 0306-4573.

(c) For a Printed Newspaper

Sn   LASTNAME (Other part) if available. Title of the newspaper article. *Title of Newspaper.* Edition. Volume, Issue (if any); Year, Month Date, Pagination (page type if required for identification).

e.g.

1. FORTIN (Jacey). No braille, man in US fails citizenship exam. *The Telegraph.* Calcutta edition; 2020, Mar 09, p2 (foreign page)

2. NIGHTMARE ON ground of dreams. *The Telegraph.* Calcutta edition ; 2020, Mar 09, p15 (sports page).

(d) For an Item of an Institution Repository

The following style-format is to be followed for preparing entries to refer an item of an institutional repository. Item type may be a preprint, powerpoint, infographic etc.

Sn   LASTNAME (Other part). Title of the article. *Title of the repository.* Year, Month Date (uploading date of latest version) . (*Item Type*). URI/DOI. (*Retrieved on (date of search)*).
e.g.

1.   PRASAD (A R D). Open data repositories the article. *Librarians' Digital Library.* 2013, November 28. (*Preprint*). URI http://drtc.isibang.ac.in /ldl/handle/1849/534I. (*Retrieved on Sept 27, 2016*).

4.3.6   Thesis/Dissertation
The following style-format is to be followed for preparing entries to refer an unpublished thesis or dissertations.

Sn   LASTNAME (Other part). *Title of the thesis.* Name of the University along with the Country awarded the degree. Degree. Year, Inclusive Pagination. (*unpublished*) .

e.g.
1.   BHATTACHARYYA (G). *A general theory of subject indexing languages.* Karnataka University, India. Ph D Thesis. 1980, p161-201 (*unpublished*).

4.3.5 Reports

(a) For a Government Document

Sn   GOVERMENT. Issuing Agency. *Title of document.* Report Number/Session No (if any). Date. Publisher; Place, Inclusive Pagination.

e.g.
1.   INDIA. Ministry of Culture. *Guidelines on national mission on libraries: upgradation of libraries providing service to the public.* Report No. L123. 2015. Govt of India; New Delhi, p103.

(b) For a Report by Government Agency/Individual

Sn   ISSUING AGENCY or LAST NAME (First Name). *Title of document.* Report No/Session No (if any). Date. Publisher; Place, Inclusive Pagination.

e.g.

1. UNIVERSITY GRANTS Commission. *Library science in Indian universities*. Report of the University Grants Commission Review Committee. 1965. UGC; New Delhi, p4-7.

2. KOTHARI (D S). *Education and national development*. Report of the Education Commission 1964-66. 1966. National Council of Educational Research and Training; New Delhi, p156-71.

(c) For a Press release

Sn   CORPORATE BODY or LAST NAME (First Name). *Title of press release*; Place. Year, Month Date. (*press release*).

e.g.

1. WORLD HEALTH Organisation. *Coronavirus diseases (COVID 19) outbreak*; New Delhi. 2020, Mar 12. (*press release*).

4.3.7   e-Resources

(a) For a Web Document/ Social media posting

Sn   LASTNAME (Other part). *Title of the document*. (Date of Hosting/ Updating). Uniform Resource Locator. (*Retrieved on (date of search)*).

e.g.

1. GLASSEL (Aimee). *Was Ranganathan a yahoo?*. (Mar 01, 1998). http://scout.cs.wise.edu /toolkit/enduser/ archive/ l998/ euc-9803.html. (*Retrieved on Mar 17, 2002*).

2. SIRCAR (Jawhar). *Guru purnima : teacher's day in ageless India*. (Jul 13, 2019). https://www.facebook.com/story.php? Story_fbid =2294531710601620 & id=100001344411545. (*Retrieved on Dec 03, 2019*).

3. PIRKKO (L S). *Winning the public library of the year award is great promotion for your library.* (Oct 05, 2019). https://blogs.ifla.org/public-libraries /tag/2018-iflasystematic -public-library-of-the-year-awards/. (*Retrieved on Mar 27, 2019*) .

4. METADATA. (Mar 01, 1998). https://en.wikipedia.org/ wiki/ Metadata. (*Retrieved on Jan 17, 2019*).

(b) For a YouTube Channel / Video /Video Lecture

Sn LASTNAME (Other part). *Title of the Video/Channel.* (Date of uploading). Uniform Resource Locator. (*Retrieved on <date of search>*).

e.g.

1. JOSHI (Kaustubh). *How to draw ER diagram?.* (Nov 06, 2014). https://youtu.be/F_xDqBa5w-s. (*Retrieved on Mar 31, 2020*).

(c) For an e-mail Message

Sn LASTNAME (Other part). *Subject line.* Recipient's First Name Last Name <email address>. Date of email, Time.

e.g.

1. SEETHARAMA (Sistla). *IASLIC-Ranganathan Lecture : Dr S R Ranganathan - a viewpoint.* IASLIC Journal < iaslic.journal@gmail.com>. Sept 22, 2018, 10:56:52 AM IST.

5   Submission of Manuscripts

5.1 Manuscripts must strictly be prepared fully inconformity with IASLIC Bulletin's **Publication Policy and Authorship Manual including IASLIC Standard and Specification**, else it will not be considered as a submission. Unique Article Registration Number, thus, shall not be allotted until it is physically formatted/ corrected accordingly by the author(s).

5.2 Manuscripts must be prepared in standard English language. It is strongly recommended that before submitting a manuscript, author(s) should check thoroughly to avoid grammatical errors, inconsistencies and violations of the instructions for authors. Author(s) may take help of a

qualified person to read it critically before submitting the manuscript. This will facilitate subsequent refereeing and editorial review process, speed up editorial treatment and shorten the publication time lag. Manuscripts written in poor English may attract disqualification.

5-3 Author(s) are required to perform plagiarism test of the manuscript with a good Plagiarism test software and to attach the detail report along with the manuscript to be submitted.

5.4 One copy of manuscript legibly printed on one-side of A4 size sheets of papers including legible copies of all illustrations are required to be submitted to the Office of the Editor when it is sought for by the Editorial Working Group on satisfactory physical verification. The author(s) should retain a complete copy as a safeguard against unforeseen loss.

5.5 Author(s) must declare that the paper submitted has not been published before and is not simultaneously being considered for publication elsewhere. Author(s) must also submit a duly signed copyright transfer and declaration regarding the originality of the manuscript. '*Format of Author's Declaration and Copyright Transfer*' is given below.

5.6 Manuscripts composed in Word (**.***doc* or **.***docx* file format) must also be sent as an attachment to iaslic.journal@gmail.com along with a plagiarism test report and author's declaration.

5.7 Convincing persuasion for publication of any article should be refrained from.

6   Editorial Treatment

6.1 When the Office of the Editor receives a manuscript, receipt is acknowledged and the manuscript has to pass through physical verification process to check whether the manuscript is prepared in conformity with the prescribed guidelines of IASLIC design.

6.2 The manuscript is then sent to referee(s) for double-blind review. After review and editorial scrutiny, the manuscript is either accepted or rejected or communicated for improvementto the corresponding author. After proper revision and on satisfaction of referee(s)/Editorial Board, the manuscript is accepted and provisionally assigned to a specific issue of the IASLIC Bulletin. *Rejected manuscripts are not returned to the author(s) but intimated the decision to the respective authors.*

6.3 The first author of each article published in IASLIC Bulletin is presented with a complimentary copy of the respective issue of the journal in which the article is included.

6.4 *Disclaimer:* The Editor, Editorial Board, Advisory Board or Publisher will not be held responsible for the opinion expressed by the author(s) or any consequences arising from the use of information contained in this journal. The publication of advertisements does not constitute any endorsement by the Publisher or by the Editor in favour of the products advertised.

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IASLIC Bulletin
Format of Declaration and Copyright Transfer
(To be filled-in by author(s) and to be singed sequentially)

I/We, …………………………………….., would like to declare that the present paper entitled… … … …. …. …. …. …. …. …. …. authored by …. ….. …. …. …. …. ….. …. …. …. …. … submitted for publication in the **IASLIC Bulletin,** is an original work which is prepared as per the '**IASLIC Bulletin's** *Publication Policy and Authorship Manual including IASLIC Standard and Specification*' and it has not been published before and is also not simultaneously being considered for publication elsewhere in any form.

It is also declared further that I/we, ………………………………., shall not submit this article for publication elsewhere in any form without formal permission of the Editor, IASLIC Bulletin and shall strictly follow the **IASLIC Bulletin's** *Publication Ethics and Prevention of Malpractice Statements* maintaining its publication policy.

I/we certify that citations to the previously reported works have been given and no data/tables/figures have been quoted verbatim from the other publications without giving due acknowledgement and/or without the permission of author(s). The manuscript has been tested with a Plagiarism Test Software and the report is attached here with.

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