Publication Policy and Guidelines for Authors

The **IASLIC Bulletin** is a ***peer-reviewed journal*** in the field of Library and Information Science published quarterly by the Indian Association of Special Libraries and Information Centres (IASLIC) being governed by the following publication policy and guidelines for authors.

1. Publication Policy

The main aim of the **IASLIC Bulletin** is to bring out original and valuable research papers in the field of library and information science. It comes out quarterly in March, June, September and December of each year. The Editorial Board's main function is to assist and guide the Editor and his associates to bring out the Bulletin in time and to give suggestions and advice from time to time for the improvement of the standard of the Bulletin. The articles, which are merely adaptation of similar contribution appearing elsewhere, are usually discouraged. Research Papers, Book Reviews, State-Of -The-Art Reports, Short Communications, Letters to the Editor, reproduction of special lectures, reprints of very important but some what obscure articles, proceedings and papers of seminars, workshops etc. in relevant fields are gladly accepted and published according to their merit and space at disposal.

2. General Requirements

2.1 Style and Form

2.1.1 Write concisely and simply, using simple sentences of short and medium length as far as practicable. Writing in a succinct manner results in (a) economy in printing, and (b) economy of effort in reading. However, concentration should not be carried so far as to make the paper difficult to comprehend.

2.1.2 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, do 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. Acronyms can be used independently.

2.2 Title Page

2.2.1 Manuscript should be submitted with a separate 'title page' containing the title of the article, name(s) of author(s), address for communication and an **e-mail address** for quick correspondences. *Only the title of the paper should appear on the first page of the text.*

2.3 Title

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 Use 'title case' style for the title of the paper submitted for publication.

2.4 Abstract

2.4.1 The abstract should convey distinctly the ***Purpose***, ***Methodology***, ***Findings*** and ***Originality*** of the paper. The abstract, preferably not exceeding 250 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.

2.5 Keywords

2.5.1 At most eight keywords separated by commas should be included which will indicate the principal subjects covered by the paper. Keywords are to be placed immediately after the abstract.
A good title, abstract and appropriate keywords help secondary information services to publicise rapidly and facilitate future retrieval.

3. Technical Requirements

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

3.2 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. When in doubt, do not italicise.

3.3 Avoid using roman numerals.

3.4 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 Keep the number of tables to a minimum and make them as small and simple as possible. Avoid vertical lines in tables. Use double-spacing.

4. Reference List

4.1 The bibliographical references must be presented in accordance with the style and standards mentioned here.

4.2 Only published papers are to be included in the list, with the exception of Ph D Theses and Dissertations, and paper that have been accepted for publication and assigned to a specific issue of a periodical.

4.3 In the text, citations should be serially numbered at appropriate places preferably after the name of the author, or the title of the document. The citation numbers should be placed as **superscripts** at appropriate places.

4.4 The references should be listed following the serial numbers at the end of the text under author's (or first author's surname / entry element) in all caps, with the initials or other parts of the name within parentheses.

4.5 Do not use 'et al' or 'and others' in the reference list, but write out all the names.

4.6 If no author entry, personal or corporate, can be determined, the publication should be listed under its title with first two words in capital letters. Avoid using the entry 'anonymous'.

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

4.8 Capitalize 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.

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

4.10 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 to indicate second issue of the fourth volume.

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

4.12 Inclusive pagination (e.g. 174-185) should be given for all papers published in serial publications or forming part of a book.

4.13 Information on the websites keeps on changing through updating 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 search.

4.14 Finally all the references and citations should be crosschecked to ensure accuracy and completeness before submitting the manuscript.

Examples:

For a book

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

Pagination.
e.g.

RANGANATHAN (S R). *Prolegomena to library classification*. 1989. 3rd ed. Sarada

Ranganathan Endowment for Library Science; Bangalore. p59-88.

For a contribution to a composite book

LASTNAME (Other part). Title of the contribution. *In :* LASTNAME (Other part), Ed. *Title of*

the book. Vol No. Year. Edition. Publisher; Place. Pagination.
e.g.

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. p526-535.

For a journal article

LASTNAME (Other part). Title. *Journal Name*. Volume, Issue; Year, Month. Pagination.

e.g.

BHATTACHARYYA (G). Information: its definition for its service professionals. *Iaslic Bulletin*. 41, 3; 1996, Mar. p97-112.

For a contribution to a conference

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. Pagination.

e.g.

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.

For a Thesis/Dissertation

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

e.g.

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

For a Web Document

LASTNAME (Other part). *Title of the doucment*. Uniform Resource Locator. (Date of Hosting/ Updation). (*Visited on: Date of Search*).

e.g.

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

5. Table Headings and Illustrations

5.1 Table headings and figure legends should be, distinct, legible, self-explanatory and as short as possible. Use of unnecessary and irrelevant tables, lengthy tables may disqualify the paper.

5.2 *Colour in illustrations, tables, graphs or even in text must be avoided*.

5.3 Illustrations should be submitted in original.

6. Submission of Paper

6.1 It is strongly recommended that before submitting a manuscript, the author(s) should check thoroughly to avoid grammatical errors, inconsistencies and violations of the instructions to authors.

6.2 The author(s) should ask qualified persons to read it critically before submitting a manuscript. This will facilitate subsequent refereeing and editorial review, speed up editorial treatment and shorten the publication time.

6-3 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 manuscrpt to be submitted.

6.4 **Three** copies of the manuscript, including legible copies of all illustrations are required to be submitted. The author(s) should retain a complete copy as a safeguard against unforeseen loss.

6.5 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 declaration regarding the originality of the manuscript. *Format of Author's Declaration is given below*.

6.6 Manuscripts composed either in MS-Word or in Page-Maker must also be sent as an attachment to iaslic.journal@gmail.com or must be submitted in diskette..

6.7 *Authors are requested to include their e-mail addresses for quick correspondences*.

7. Editorial Treatment

7.1 When 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. Then the manuscript is sent for review to one or more referees. After review and editorial scrutiny, the manuscript is accepted, rejected or communicated to the author(s) for improvement. After proper revision, the manuscript is accepted and provisionally assigned to a specific issue of the IASLIC Bulletin. *Rejected manuscripts are not returned to the author(s).*

7.2 Authors will receive ten reprints of articles. Additional reprints will be supplied at cost price on prior intimation.

7.3 The Editorial Board will not be held responsible for the opinion expressed by the author(s).

Declaration Form

I/We would like to declare that the present paper entitled… … … …. …. …. …. …. …. …. ….
authored by …. ….. …. …. …. …. ….. …. …. …. …. … as submitted for **IASLIC Bulletin** is an
original work and it has not been published before and is also not simultaneously being considered
for publication elsewhere in any form.

The manuscript has been tested with a Plagiarism Test Software that report is attached here with.

Signature(s):

Address: