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Quarterly Journal**

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- Library and Information Patronage to Information Seeking
- WhatsApp Technology In Library Services
- Awareness and Utilisation of Reference Management Tools among Social Science Research Scholars
- Perception and Awareness of Plagiarism among Research Scholars
- Challenges, Opportunities of Research Data Management in Indian Academic Libraries
- Scientometric Correlation between Library, Research Sponsored Projects and NIRF Rankings
- IASLIC Style Manual

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# IASLIC Bulletin

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of Indian Association of Special Libraries and Information Centres

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## Library and Information Patronage to Information Seeking: A Case Study of Library Services in select Colleges in Karnataka

Gundappa Nayak, A Y Asundi and Ramesh R Naik

### Abstract

**Purpose:** The study has highlighted the importance of library in information seeking. When in need of information, individuals often look for a library as a key source. The libraries worldwide have assumed the library patronage of fulfilling information needs of its seekers.

**Methodology:** The investigator used the questionnaire tool and made personal visits to libraries to collect the relevant data for the study. The study selected 17 college libraries comprising more than 700 faculty members who are the library clientele in this study.

**Findings:** The paper highlights how the College libraries support the academics for their information needs, and support the user seeking behaviour with well-mannered library and information services within their means and facilities.

**Originality and Value:** The case study is of KLE Society's colleges in Karnataka - a society 100 years old in standing and some of the colleges and their library and information centres are also very resourceful and the college libraries provide variety of traditional and IT based services to their users and thus the patronage is assessed in this study.

**Keywords:** Information seeking; College library; Library and information services; Karnataka

**Article Type:** Survey based

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## WhatsApp Technology In Library Services: A Usage Study

### Laxmi Yallappa Kamble and V M Bankapur

#### Abstract

**Purpose:** Technology has significantly impacted students' lives, and the use of mobile devices in the classroom is becoming popular among many educational institutions. As more students hold smartphones, the WhatsApp becomes increasingly popular as a study tool and communication platform. The present study is aimed to find out the WhatsApp usage pattern by the medical students.

**Methodology:** This study surveyed medical students at BIMS College Belagavi in Karnataka using WhatsApp. The study's goal is to acquire a better understanding of WhatsApp usage. It also considers students' perspectives on the usage of WhatsApp for library services, as well as any issues they are experiencing. The participants of the group were chosen at random. Questionnaires were used to collect data and 193 responses were received. SPSS was used to examine the data.

**Findings:** According to the statistics, most students communicate and share information via WhatsApp. Students anticipate that the library will offer services via WhatsApp, such as access to a list of recently acquired books and newspaper services.

**Originality:** This study looks at the services that students expect through WhatsApp platforms and how they use WhatsApp. This allows librarians to determine what services students demand via these channels and integrate social media into their libraries.

**Keywords:** WhatsApp; Social networking site; Library service; Expectation; Information.

**Article Type :** Survey based

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## **Awareness and Utilisation of Reference Management Tools among Social Science Research Scholars in Selected Universities of Bihar, India**

**Amit Kishore, Kumari Soni and Akash Kumar Singh**

### **Abstract**

**Purpose:** This study aims to assess the awareness and utilisation of reference management tools among research scholars in the Faculty of Social Sciences at selected universities in Bihar, India. It seeks to identify the level of familiarity with these tools, the barriers to their usage, and the types of support needed to enhance their effective implementation.

**Methodology:** A quantitative survey was conducted involving 160 research scholars, of whom 147 completed the questionnaire, achieving a response rate of 91.87%. The survey collected data on demographics, awareness and usage patterns of RMTs, preferred tools, and perceived barriers to effective utilization.

**Findings:** The results indicate that while a substantial 67.64% of respondents are aware of reference management tools, only 28.68% actively use them in their research. Mendeley and Zotero emerged as the most recognised and used tools, with citation generation identified as the primary utility. Key barriers to usage include a lack of training (71.39%) and the complexity of the tools (67.46%). Respondents expressed a strong demand for workshops and training sessions to enhance their skills in using effectively.

**Originality:** This research contributes to the understanding of the challenges faced by research scholars in Bihar regarding reference management. It highlights the gap between awareness and active usage of reference management tools and emphasizes the need for targeted training and institutional support to empower scholars in their research endeavors. By addressing these gaps, the study aims to foster a more conducive environment for the effective use of digital tools in academic research.

**Keywords:** Reference management tool; Reference management software; Social science research scholar; University; Bihar.

**Article Type:** Survey based

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## Perception and Awareness of Plagiarism among Research Scholars : A Study

Kiran P Savanur, Kiran S Ranavagol, and Arjun Sangannavar

### Abstract

**Purpose:** This study aims to assess the level of awareness and perception of plagiarism among research scholars at Rani Channamma University, Belagavi (RCUB). It also explores the extent of usage of plagiarism detection tools by scholars, the challenges faced in utilizing these tools, and issues related to addressing plagiarism within the academic research environment.

**Methodology:** The researcher adopted a descriptive survey research design to investigate the awareness and perception of plagiarism among research scholars. Primary data were collected through a structured questionnaire by using random sampling techniques.

**Findings:** Unintentional plagiarism remains a major issue among research scholars at Rani Channamma University. A significant 55.10% of respondents admitted to improper citation, and 52.04% were unfamiliar with referencing styles. Approximately 48.98% cited academic pressure and disorganized research activity as primary causes of plagiarism, while 45.92% pointed to a lack of academic discipline. Awareness of UGC plagiarism regulations stood at 79.6%, indicating that 20.4% were uninformed. URKUND (28.53%) and Turnitin (16.87%) were the most commonly used detection tools. However, scholars reported issues with detecting plagiarism from non-online sources (50.00%), LaTeX mathematical formulas (45.41%), and distorted formats of tables and graphs (47.96%). A Kruskal-Wallis test showed no statistically significant association between research experience and plagiarism awareness ( $p = 0.264$ ).

**Originality:** Despite the evolution of modern research environments, scholars continue to face challenges in addressing plagiarism. This underscores that the responsibility to uphold academic integrity extends beyond higher education institutions and academic libraries. The lack of structured training and formal awareness programmes remains a major cause of plagiarism. Thus, a collective, multi-stakeholder approach involving awareness campaigns, ethical training, and strict policy enforcement is essential to mitigate academic misconduct and promote responsible scholarship.

**Keywords:** Perception; Awareness; Plagiarism; Research scholar; Rani Channamma University Belagavi (RCUB).

**Article Type:** Survey based

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## Research Data Management in Indian Academic Libraries: Challenges, Opportunities and the Way Forward

Monali Mitra Paladhi and Evana Mukherjee

### Abstract

**Purpose:** This paper examines the emerging role of academic libraries in Research Data Management (RDM), with a inclusion of the Indian context. While global best practices and initiatives provide useful benchmarks, the Indian scenario presents unique challenges in terms of policy, infrastructure, and skills. This study evaluates the readiness of Indian academic libraries to engage with RDM services and highlights practical ways forward. It also outlines in documenting the current landscape of RDM services in Indian libraries while proposing a realistic model to adopt RDM practices.

**Design:** This is a theoretical and descriptive study based on an extensive review of scholarly literature, case studies, surveys, and institutional reports. It compares global and Indian experiences and proposes actionable strategies suited to Indian libraries.

**Findings:** Indian academic libraries are still in the early stages of adopting RDM practices. Despite the progress made in developed countries, Indian libraries face significant challenges, including lack of policy frameworks, inadequate infrastructure, and insufficiently skilled personnel. However, with institutional support, capacity building programme and phased implementation, RDM services in India are a feasible and probable path forward.

**Originality/Value:** The paper contributes by contextualising global RDM practices for India, analysing feasibility, and offering recommendations tailored to the current realities of Indian academic libraries while presenting the initiative from Indian Statistical Institute.

**Keywords:** Academic libraries; Research data management; Data management Plan; Research data; Research data service; Research data lifecycle

**Article Type:** Survey based

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## **Investigating the Scientometric Correlation between Library Expenditure, Research Funding and Sponsored Projects : A Perspective of NIRF Rankings of Universities in West Bengal**

**Debdas Mondal**

### **Abstract**

**Purpose:** The present research aims to explore the relationships between key academic and financial factors and their influence on the performance of universities as measured by the National Institutional Ranking Framework (NIRF). Overall, this research aims to provide insights into how financial and academic investments contribute to the scholarly reputation and ranking of universities in West Bengal, thereby potentially informing policy decisions and resource allocation to enhance institutional performance.

**Methodology:** In this study, the top five universities in West Bengal were selected based on their NIRF ranking among the top 100 universities in the "universities" category. Data from 2016 to 2024, covering annual capital expenditure on libraries, seminar and workshop expenditures, total faculty numbers, and sponsored projects, were sourced from the NIRF website. The collected data was analysed to identify trends and correlations related to university rankings. Pearson's correlation coefficient reflects shared priorities in strengthening library infrastructure, possibly influenced by common policy guidelines, funding mechanisms, or developmental goals across the state's higher education landscape, and the significant contribution of seminars, conferences, and workshops to the overall academic development budget.

**Findings:** The research reveals a significant correlation between financial investments in library expenditures, PhD scholar funding, and operational spending in academic events (seminars, conferences, workshops) and the institutional rankings of universities in West Bengal. Despite higher expenditures in these areas, universities, like the University of Calcutta and Jadavpur University, showed varying ranks, suggesting that while these investments are crucial, other factors also influence rankings. The findings underscore the importance of universities strategically allocating their budgets in these areas to potentially enhance their rankings. The study analyses expenditures on seminars, conferences, and workshops from 2016 to 2024, highlighting a consistent upward trend in academic investment.

**Originality:** The originality of this research stems from its regional focus, integration of multiple academic and financial variables, and its potential to influence both scholarly understanding and practical university management strategies. The data indicate a strategic focus on enhancing professional engagement and knowledge dissemination.

**Keywords:** NIRF; Institutional rankings; West Bengal Universities; Library expenditure; Workshop expenditure; Faculty count; Sponsored projects; Research fundings.

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## **IASLIC Style Manual : Publication Policy and Authorship Manual Including IASLIC Standard and Specification\*** (Version 25.0R)

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 services. 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 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

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\* Developed by Prof. Pijusjkanti Panigrahi, Editor, IASLIC Bulletin in consultation with the members of the Advisory Board and the Editorial Board.

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 in conformity 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 (ARN) with the date (date of registration /submission) and intimated to the author by the Editorial Working Group. Thereafter, the research paper is considered as a formal submission and 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 author(s) 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 manuscript 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 manuscript 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 are 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:* The purpose of retraction is to correct the literature and to ensure its integrity. Reasons for retraction can be, but not limited to - unethical research practices, evidence of major errors, misrepresentation/irregularities in data/ images, compromised reliability /biased interpretation of findings, undisclosed conflicts of interests, duplication of already published contents without proper attribution, honest mistakes /misconducts, copyright infringement, undisclosed involvement of artificial intelligence (AI) etc. The process of retraction is initiated when any of the above mentioned reasons like any invalidity of any published paper or so, 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 notice 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 number and 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 *Author(s)*

- 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. In addition, each author must include specific responsibility that indicates his/her share of contributions in the manuscript.

## 2.5 *Abstract*

- 2.5.1 The abstract should be informative in nature and must convey distinctly the '**Purpose**', '**Design/Methodology/Approach**', '**Findings**', and '**Originality/Value**' 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 and Article Type*

- 2.6.1 Keywords are to be standardised (as per any standard Subject Headings List) and placed immediately after the abstract with '**Keywords:**' subheading. Not more than eight keywords separated by semicolons (;) should be included which will indicate the principal subjects covered by the paper.
- 2.6.2 Authors should categorise the research

article broadly into Experimental, Survey Based, Project Based, State of the Art Report (SOTAR), Trend Report or any other to be specified suitably. It is to be mentioned under '**Article Type:**' subheading after the keywords.

*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 one and half line spacings for text including 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 upper case letter must

be used, e.g. Proper nouns, abbreviations etc.

3.4.3 The sub section headings should be in bold italics lower case, except the first letter and serious cases where upper case letter must be used.

3.4.4 The sub-sub section headings should be in italics lower case, except the first letter and serious cases where upper case letter 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 & irrelevant tables and 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 submitted 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 upper alphabets (Capitals), with the initials or other parts of the name in usual case within parentheses, for example RANGANA- THAN (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 letters ignoring 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 book, 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 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.

### 4.1.7 **Website/Webpage/Homepage**

- 4.1.7.1 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 search at the end of the entry by appending the term '*Retrieved on*' within parenthesis in italics after the URL.

4.1.7.2 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](https://www.mkgandhi.org/satyagraha_safrica/satyagraha_safrica.htm) (*Retrieved on Oct 02, 2019*).

4.1.7.3 Finally all the references and citations in-text citation should be cross-checked to ensure accuracy and completeness before submitting the manuscript.

**4.1.8 Non-specified document type**

If entry for any specific type of document is not available in this standard, a more appropriate group mentioned herein (Section 4.3) may be followed. For example, entries of yearbook/handbook may be prepared as per authored book or edited book (any suitable type of 4.3.1 *Single/multi-volumed Book Group*); entries of policy documents may be as per Reports (any suitable type of 4.3.5 *Reports Group*) and so on.

**4.2 In-Text Citations**

4.2.1 References to the literature should be numbered consecutively and should be arranged in the 'Reference list' in accordance with 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 within or at the end of the narration whichever is suitable. For example, '*DA is a set of cataloguing rules<sup>[11]</sup> and guidelines developed to replace.....*', or '*POPSI is an assigned pre co-ordinate indexing system<sup>[12]</sup>*'.

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 'References'. However, for citing inside the text '....and others' may be appended after the name of the first author. For example, '*Ranganathan and others<sup>[5]</sup> defined on documentation works and services as.....*'.

**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 (JA) 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), KRISHNA-MURTI (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 as a whole.

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 Article

The following style-format is to be followed for preparing entries to refer a printed news paper.

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 Institutional 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 repository the article. *Librarians' Digital Library*. 2013, Nov 28. (Preprint). URI <http://drtc.isibang.ac.in/1d1/handle/1849/5341>. (*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 Group

The following style-format is to be followed for preparing entries to refer an item of a Report. Government Documents, Reports by Government Agency/ Individual, Policy documents, Press Releases etc may be covered here.

##### (a) For a Government Document

The following style-format is to be followed for preparing entries to refer an item of Government Documents.

Sn GOVERNMENT. 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

The following style-format is to be followed for preparing entries to refer an item of Reports by Government Agencies/ Individuals.

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

The following style-format is to be followed for preparing entries to refer an item of Press Releases.

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 Group

The following style-format is to be followed for preparing entries to refer an item of e-resources. Web documents/ Social Media postings, YouTube Channels / Videos /Video Lectures, e-mail messages etc may be covered here.

##### (a) For a Web Document/ Social media posting

The following style-format is to be followed for preparing entries to refer a web documents/ social media postings.

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/1998/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](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

The following style-format is to be followed for preparing entries to refer a YouTube Channels/Videos/Video Lectures.

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](https://youtu.be/F_xDqBa5w-s). (*Retrieved on Mar 31, 2020*).

##### (c) For an e-mail Message

The following style-format is to be followed for preparing entries to refer an e-mail messages.

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](mailto:iaslic.journal@gmail.com) >. Sept 22, 2018, 10:56:52 AM IST.

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5.4 One copy of manuscript legibly printed on one-side of A4 size sheets of papers

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Date: 31.03.2025

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