

Dear Paper proposer

Thank you for agreeing to produce a paper for consideration for the IFLA Satellite Conference in Cape Town, South Africa, August 2015.

Author guidelines

I attach the Guidelines for submission, which are aimed at producing work in a standard format ready for peer review. Each paper will be reviewed by two referees. We will then work with individuals to make sure the papers are of a style and content appropriate for inclusion in the Proceedings and/or programme. We, of course, hope that all papers will be included but if there are any which are, for whatever reason, not appropriate for the Proceedings we can consider presentation at the conference itself as an alternative.

Timelines

We have tight timelines because of needing to have the Proceedings ready to give to conference delegates. This is why we need your manuscripts by **15 March 2015**. Which gives us 6 weeks for the peer review process. We will contact you approx. 1 May about any revision which is required.

Authors then have one month to revise and submit the final version with signed IFLA author form – see <http://library.ifla.org/policies.html>

The Proceedings will be online in the IFLA repository and offline in soft copy. If anyone is keen to see a previous volume (which was in print and online through deGruyter) look at <http://www.ifla.org/publications/ifla-publications-series-139?og=82>.

Presentations

We like to have a number of presentations at the conference arising from the papers and the programme committee will be in touch with you about this. Some of you have already offered discussion sessions and workshops so all these will be considered and will add to the variety of the programme.

Should you have any other questions regarding the submission of your manuscript please do not hesitate to contact the editors.

We look forward to reading your papers.

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ADDITION – info mail to all authors February 26:

Hello,

Here is additional information for your paper, about word count:

It is **3000-5000 words excluding bibliography/references/endnotes**

Kind regards,

Ewa