

**International Federation of Library Associations and Institutions
Continuing Professional Development and Workplace Learning Section**

GUIDANCE ON THE SUBMISSION OF MANUSCRIPTS

Submission

Material for potential publication in the online proceedings should be sent by email attachment to the editors in Word format. The editors are Eileen Breen ebreen@emeraldinsight.com and Please send no later than **15 March 2015**.

This is imperative because the timelines for receipt and editing of manuscripts are very tight: in order to ensure publication and delivery of the proceedings to attendees at the satellite conference.

IFLA policies

Online publication will be in the IFLA repository. Please see here <http://library.ifla.org/policies.html> for the conditions. Authors of papers and reports to be included in the proceedings, will be required upon acceptance to complete an IFLA Author Permission Form.

Writing style

Referees are asked to examine writing style as well as content. It is therefore important that authors take care in submitting a manuscript that is written in plain language and adheres to published guidelines. (see *latest Fowler's Modern English Usage*, and G.M. Hall's *How To Write a Paper*).

Authors should:

- Aim at simplicity
- Focus on the main topic
- Use familiar words
- Use short paragraphs
- Avoid unnecessary words especially adjectives
- Use active verbs
- Use headings to break up text
- Pay attention to grammar and punctuation
- Remember that they will be writing for people whose first language may not be English
- Where abbreviations are used, they should appear in full followed by abbreviation/acronym in brackets e.g. National Health Service (NHS); thereafter initials only may be used.

We request that authors take care in preparing their manuscripts. For authors who are not writing in their first language, we suggest that you have the manuscript proof-read very carefully prior to submission, preferably by somebody whose first language is English.

Format

Manuscripts should be a minimum of 3500 words, and a maximum of 5000 words. All text is to be in Times New Roman, 1.5 spacing, 10 point except as noted

- Title: all capitals, 14 point, bold
- Author/s names, affiliation and email address: caps and lower case, 12 point
- Abstract: 10 point, italic, single spaced (not exceeding 200 words)

(structure of research report abstracts: objectives, methods, results, discussion, conclusions)

- Headings: All capitals, 12 point, bold
- Subheadings: Caps and lower case, 10point, italic, bold; capitalize first word only
- Sub-subheadings: Caps and lower case, 10 point, italic; capitalize first word only
- Paragraphs: Doublespace after heading, space after subheadings; no space between paragraphs within a section; no indentation for first paragraph after a heading.
- Pages: numbered at top right of page
- References: at end, Vancouver style (see later notes). All material from other publications should be acknowledged
- Footnotes in the text and personal acknowledgments should be kept to a minimum. Personal acknowledgments should be placed at the end of the text, before the references.

Spelling

Conform with the *Concise Oxford English Dictionary*.

Statistics

Descriptions of statistical methods should include the following:

- Study objective(s)
- Study design
- Data collection methods, source of research subjects and selection methods, with justifications
- Study procedure
- Response rate
- Data analysis with statistical methods used and appropriate references
- Main results with confidence intervals
- Actual P values obtained rather than ranges (e.g. $P=0.143$ rather than $P>0.05$); the test statistic; degrees of freedom; and sample size (even for negative results)
- Study limitations.

Tables & graphs

Tables, graphs or figures should be included in the text and should be numbered with Arabic numerals. An appropriate and concise legend should be given with each illustration or table; tables labeled above, figures beneath.

Acknowledgement

Where acknowledgements are made, state that the person(s) acknowledged is not held responsible for the content of the paper.

Permissions

Please follow the guidance here http://www.emeraldgrouppublishing.com/products/ebookseries/author_guidelines.htm#a8

References

The author will be held responsible for the accuracy of format and content of bibliographic reference. Follow the guide for Bibliographic references—Vancouver style at <http://www.southampton.ac.uk/library/resources/documents/vancouverreferencing.pdf>
