# G:\Professional Communication\Design\House Style\logo\IFLA logo as vector (EMF) instead of bitmap\ifla-logo_rgb.pngPROPOSAL FORM: IFLA Professional Reports series

**Scope of Professional Reports**

Professional Reports are relevant to IFLA’s global audience and seek to drive forward excellence in library and information services. The scope of the series includes, but is not limited to:

* Guidance and case studies on implementing IFLA standards and guidelines;
* Reports and articles on emerging trends in areas of professional practice;
* Substantial project reports, for instance reports from section projects.

Authors should consider the following criteria in preparing reports:

* Originality
* Importance to practitioners in library and information services;
* Relevance to IFLA, standards, guidance and policy;
* Interest outside of the profession;
* Relevance to global IFLA audience;
* Peer review by experts.

**Guidance to authors**

* The usual length of a Professional Report is between 20-60 pages. Reports may include images;
* Authors must secure permissions for use of any third-party content including quotations, images, and charts;
* Reports are made available Open Access (CC-BY 4.0 license) through the IFLA website, and in future through the IFLA Repository.
* IFLA will provide a template for the report. IFLA Headquarters will liaise with authors on cover design and layout;
* IFLA does not apply for ISBNs for Professional Reports;
* IFLA cannot offer editorial or peer review services. IFLA does not provide project funding for production or translation of Reports;
* Finalised reports should be submitted to the Professional Council, indicating the peer review process undertaken to ensure the quality and reliability of the content.

### Submitting your proposal

Section Chair should secure approval from the Division Committee Chair. After receiving this approval, all proposals and attachments should be submitted electronically to [publications@ifla.org](mailto:publications@ifla.org)

**Proposal summary**

|  |  |
| --- | --- |
| Proposed title |  |
| Authors and/or Editors |  |
| Contact address and email |  |

# 1. Report summary/abstract

The summary/abstract should detail the scope and contents of the report and also address how the Report will meet the following criteria:

* Originality
* Importance to practitioners in library and information services;
* Relevance to IFLA, standards, guidance and policy;
* Interest outside of the profession [if relevant];
* Relevance to global IFLA audience;
* Peer review by experts.

|  |
| --- |
|  |

**2. Report details and timeline**

|  |  |
| --- | --- |
| Report language |  |
| Number of pages (approximately) including preface, introduction, index and illustrations. |  |
| The report will include: [please tick what is applicable] | [ ] Graphs and charts Number of graphs        NB: Must have a resolution of 1200 DPI  [ ] Photographs Number of photographs       NB: must have a resolution of ≥ 300 DPI |
| When do you intend to start work on the Report? |  |
| Proposed publication date |  |

# 3. Writing and editing process

You should address the following points:

1. Has work already started on the Report?

2. Who, besides the primary author, is writing the Report?

3. How will you ensure that the Report is relevant to IFLA’s global audience?

4. How will the Report be edited and reviewed before publication?

|  |
| --- |
|  |

**4. Proposed peer reviewers – 4 Recommended**

Consider both internal (IFLA committees) and external

|  |
| --- |
|  |

**5. Table of contents and content samples**

Please **attach** the table of contents (if available) and a content sample if work on the Report has already begun.

**6. Approvals**

Proposals will be reviewed by the relevant IFLA Unit (Section, SIG, or Advisory Committee) and require the support of an IFLA Section and the Section’s Division Committee Chair before submission to the Professional Committee for approval.

Note: Typing your name in the box below indicates your approval of the report’s development.

|  |  |  |
| --- | --- | --- |
| **Support for the Report** | **Name/signature** | **Date** |
| IFLA unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

Completed proposal form

Support from relevant IFLA units (section, strategic programme, or SIG) and division

Timeline for publication

Outline of the writing and review process

Date submitted:

|  |  |  |
| --- | --- | --- |
| **Approval** | **Name/signature** | **Date** |
| Professional Committee |  |  |