

## **Author Guidelines**

The “**College Libraries**”, a peer-reviewed quarterly journal in the field of Library and Information Science is published by **West Bengal College Librarians’ Association (WBCLA)**. The publication policy of the journal is governed by the **following guidelines**:

The contribution should be original and not published earlier or submitted elsewhere for publication simultaneously.

### **Title Page**

Each contribution should provide a separate title page containing title of the article, name (s) of authors(s) and affiliation(s) and address for communication along with **phone /mobile number and e-mail address** of the contact person (in case of a multi-authored paper). On the next page, text of the articles should be given only with title of the article (excluding the name/s of author/s).

### **Abstract**

An informative abstract of **about 200-250 words** should be appended. The self explanatory abstract should properly reflect the **purpose, methodology, findings and originality/ value** of the paper.

### **Keywords**

At least six to eight appropriate and short keywords separated by commas should be included which will encapsulate the core topic of the paper. Keywords are to be incorporated just after the abstract.

### **Technical Requirements**

Article should be provided in **Microsoft Word format**. A PDF version of the same word document must also be accompanied along with the scanned copy of the declaration form (**format available in WBCLA website**) signed by author/s.

Article should preferably be **within 3000 words** in length. This takes into consideration all text including references and appendices. Only relevant tables or charts should be incorporated in the text. Irrelevant and lengthy tables or charts may disqualify the submitted article.

Newly introduced terms, words in foreign language and titles of journals should be provided in italics in text. But commonly used Latin words or abbreviations, such as **et al, e.g., i.e., op. cit., viz.** should not be italicized.

For the first time usage of a non-standard abbreviation in the text, both the spelled-out version and the short form in parentheses should be presented. After defining the abbreviation, only the abbreviation should be used if it comes later on in the text.

Article should be typed in Times New Roman font keeping **margin 2.5 cm** in all sides. **Line spacing should be 1.5**. The font size of title **should be 14 in bold**. Other than title all parts of article will be in **font size 12**. Font size of other headings **should be 12 in bold**. Font size of sub-headings and sub-sub-headings **should be 12 in bold italics**.

Headings should succinctly indicate the distinctions between hierarchies of headings. Headings, sub-headings and sub-subheadings should be put down accordingly by **numbering** with decimal subdivisions (e.g. **4, 4.3, 4.3.1, so on**) in Indo-Arabic numerals.

All the **headings** in text, tables and charts should be in lower case, except the first letter and such cases like proper nouns, abbreviations, etc. where capitals must be used.

**Alignment:** Title (centre), headings; sub-headings; sub-sub-headings (left), headings of tables (left) and figures (centre). Text of article should be justified.

All figures (charts, diagrams, line drawings, WebPages/screenshots and photographic images) should be of high quality and legible. Minimum number of small and simple tables should be kept in articles. All tables and figures should be numbered consecutively with Indo-Arabic numerals.

## **References**

References to published literature should be presented following **Publication Manual of American Psychological Association (APA), 6th Ed.** All the references should be checked carefully for completeness, accuracy and consistency. In text citation should be given in the following way: (Kessler, 2003) using the first named author's name or (Kessler & Kurtines, 2006) citing names of two, or (Kessler, Kurtines, & Kisangau, 2006) citing three authors, or (Kessler et al., 2006) when there are more than three authors. At the end of the paper a reference list in alphabetical order should be supplied.

### **For books**

Biswas, A., Nausheen, S., & Chakrabarti, B.(2011). An introduction to library management. Kolkata: Progressive

### **For Book Chapter**

Mc Kenzie, H., Boughton, M., Hayes, L., & Forsyth, S. (2008). Explaining the complexities and value of nursing practice and knowledge. In I. Morley & M. Crouch (Eds.), Knowledge as value: Illumination through critical prisms (pp.209-224). Amsterdam, Netherlands: Rodopi.

### **For Reference Book**

VandenBos, G. R. (Ed.). (2007). APA dictionary of psychology. Washington, DC: American Psychological Association.

**For Conference Proceedings (published in book form)**

Katz, I., Gabayan, K., & Aghajan, H. (2007). A multi-touch surface using multiple cameras. In J. Blanc-Talon, W. Philips, D. Popescu, & P. Scheunders (Eds.), *Lecture Notes in Computer Science: Vol. 4678. Advance Concepts for Intelligent Vision Systems* (pp.97-108).doi:10.1007/978-3-540-74607-2\_9

**Journal Article**

Biswas, A., & Chakrabarti, B. (2014). Place of doctoral research in Library and Information Science: looking back through the recommendations of commissions and committees in India. *Indian Journal of Library and Information Science*, 8(3), 253- 263.

**Webpage with an author**

Welch, N. (2000, February21). Toward an understanding of the determinants of rural health. Retrieved from <http://www.ruralhealth.org.au/welch.htm>

**Webpage with no author**

ANCI national competency standards for the registered nurse and the enrolled nurse. (2000). Retrieved from <http://www.anci.org.au/competencystandards.htm>

**Newspaper Article**

Bagnall, D.(1998, January27). Private schools: Why they are out in front. *The Bulletin*, pp. 12-15.

**Government Publication**

The Health Targets and Implementation (Health for All) Committee. (1988). *Health for all Australians*. Canberra, Australia: Australian Government Publishing Service.

**Company and Industry Reports**

Magner, L. (2016). Coffee shops in Australia (IBIS World Industry Report OD5381). Retrieved from IBIS World database.

**Doctoral dissertation, from an Institutional Database**

Adams, R. J. (1973). Building a foundation for evaluation of instruction in higher education and continuing education (doctoral dissertation). Retrieved from <http://www.ohiolink.edu/etd/>

**(For more details consult chapter 6 and chapter 7 of Publication Manual of American Psychological Association, 6thed.)**

## Submission Preparation Checklist

- **It is strongly suggested to authors to check their manuscripts thoroughly before submitting** for publication in College Libraries to avoid typographical and grammatical errors, inconsistencies and violation of the author guidelines.
- All the references related to **In-Text Citations** only should be arranged alphabetically at the end of article strictly following the Publication Manual of the American Psychological Association, 6<sup>th</sup> ed.
- Questionnaire has to be attached (if it is used to collect data).
- Manuscript should also be tested with good **plagiarism test software** (e.g. Turnitin/Urkund) before submitting and the detailed report should be attached.
- After checking all the pros and cons the article in Microsoft word and PDF format should be sent to “**collegelibraries1983@gmail.com**” along with plagiarism test report, the scanned copy of the declaration form (format available in WBCLA website) signed by author/s and other relevant documents.

**Note:** Authors will be communicated through e-mail about the status of their submitted articles after peer reviewing. The reviewing process may take **5-6 months** to be completed. **In the meantime, any kind of communication/enquiry about the status of article will not be entertained.** It is also to be noted that after submission of one article, the author will not be permitted to submit another article until the final status of previously submitted article is informed. Some terms and conditions for the publication of the accepted articles will also be applied with prior consent of authors.

**Processing Fees:** A processing fee will be charged to the author(s) after his/her paper/article has been selected for publication. As **West Bengal College Librarians' Association** is a **non-profit** making professional organization, it is a compulsion for us to carry out publishing cost of its own. Thus, we introduce a processing fee to reduce this financial burden relating to publication. **The processing fee is as follows:**

<b>For Life member Rs.1500/-</b>	<b>For others Rs.2000/-</b>
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**For multiple authors,** each of the authors has to pay this processing fee. (For example, if in case of two authors, one of whom is a life member of the Association and another is an ordinary member or non member of our association, total processing charge will be Rs.3500.00 (1500/- + 2000/-) or if both authors are not life members of the association, processing charge will be Rs.4000.00 (2000/- + 2000/). Please mention/submit the proof of your membership details (if the author/s is/are life member/s) while submitting the processing fee paid receipt/screenshot, etc.

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(\* Rs. 50/- within West Bengal and Rs.100/- outside West Bengal for each copy)