

# South African Journal of Libraries and Information Science

## Volume 75(1), 2009

### Editorial Policy

The journal seeks to embrace a wide range of practical and research components, including literacy, management, children's literature, ethics, globalisation, impact of the digital divide, technology, communications, indigenous knowledge systems, etc.. The objective is to serve and reflect the interests of the South African LIS community across the spectrum of its wide-ranging activities and research. In addition to formal scholarly articles, the editors will solicit articles on issues of practice and controversial matters as they arise. It is intended to actively encourage young writers, researchers and practitioners to share their experiences and findings so that all aspects of research, teaching, thinking and practice are brought together.

Original contributions should be in English and may take the form of scholarly articles, review articles, practical library work, short communications, book reviews or letters to the editor. Items that have been published elsewhere may be submitted only with permission of the original publisher, and this should be clearly indicated.

All articles will be peer-reviewed.

### Submission of articles

Articles should be 5000 to 7000 words in length. Book reviews should be 1000 to 1200 words. Letters should cover topics covered in the journal or related professional matters. Author(s) names and addresses will be published.

The *title* should be brief (preferably no longer than 15 words), but should contain enough information for reliable information retrieval. An abstract (not longer than 190 words) must be provided. *Keywords*: In order to assist in the indexing of the journal, a maximum of 5 keywords should be provided.

*Tables* should be used sparingly, and should not duplicate information presented in the text. Each should be numbered sequentially, using Arabic numerals, as they appear in the text and be submitted separately from the text document, on a separate page. A brief, descriptive title of 10-15 words should be provided for each. The tables must be referred to in the text, and their position of insertion indicated.

*Figures* (graphs, line drawings, etc.) should be submitted each on a separate page, and be numbered sequentially. Letters and other symbols must be easily legible after reduction. Freehand or typewritten lettering is not acceptable. A brief, descriptive caption for each should be included. Each figure should be referred to in the text and its position indicated. Photographs should be numbered in the same series as figures.

**NB.** Photographs and other graphics must be submitted in jpg format, and must be at least 300 dpi in black and white.

*References in the text* should be formatted according to the Harvard Style, for example (Bullington 1998: 85) or 'Bullington (1998: 85) established that...'. References must be listed alphabetically at the end of the article, e.g. Bullington, J.S. 1998. Tips for new librarians: what to know in the first year of a tenure-track position. *College and Research Libraries News*, 59(2):85-88. Titles of periodicals should not be abbreviated. Entries should be in the language of source (not necessarily that of the manuscript). Acknowledgement of sources of support, technical assistance, and intellectual contributions not associated with authorship must be made.

*Format.* Manuscripts should be written in South African/UK English. Text should be double-spaced, with 2.5 cm margins on all sides. The font size should be 12 point. Upper case should only be used for the first letter of sentences or words, except for acronyms and initials, which should always be spelt in capitals. Acronyms should be spelt out at their first occurrence in the text. Abbreviations should be easily recognised. Contractions (e.g. Ms, Dr) should be given without points. Quotes should be enclosed in single quotation marks ('). Quotes within quotes should be enclosed in double quotation marks ("). Quotes of more than 25 words should be set out as a separate, indented paragraph, without quotation marks. Dates should be written 1990s (i.e. no apostrophe), and not 'nineties' or 90's. Titles of CD-ROMS, books, journals, computer programs, and online resources should be italicised.

*Submission.* Articles must be submitted on computer disk or by e-mail. The following particulars must appear on the disk label: author's surname, name of computer program used, and file name (e.g. LIB10.DOC). Submissions should be produced in Microsoft Word (Version 6 or later) (Windows 95 or later). A hard copy of the text and two copies of all figures (the originals plus one copy) are required. **Figures must also be sent in .jpg electronic formats, with a resolution of 300 dpi.** Use A4-size paper, 1.5 line spacing and margins of 30 mm for the paper copies of the manuscript. The author(s) must ensure that the manuscript is grammatically correct.

A *separate covering letter* should be included indicating: article title, author name(s), email address(es), telephone number and fax numbers of all authors (these particulars will not be published), names of all attached files, the program names and Windows version used.

*Layout correction proofs* will be sent to authors by e-mail wherever possible, and will be attached in PDF format, accessible by Adobe Acrobat Reader, available free from [www.adobe.com](http://www.adobe.com). Lists of layout/formatting amendments must be e-mailed as soon as possible after receipt.

Authors are responsible for the correctness of language and style. These cannot be corrected after receipt or at layout proof stage.

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The opinions expressed are not necessarily endorsed by the editorial bodies, publishers, printers or LIASA.

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