

INFORMATION FOR CONTRIBUTORS

DESIDOC Journal of Library & Information Technology (DJLIT), a bimonthly, peer-evaluated publication of the Defence Scientific Information & Documentation Centre (DESIDOC) publishes research and review papers with a slant towards IT as applied to library sources, services, and products covering the issues, trends and developments in the field. **All papers submitted to DJLIT are subjected to peer evaluation by eminent peers active in the relevant fields of research.** Intending author(s) can submit papers based on the following guidelines:

Submission of Manuscripts

Research papers (max length 3000 words) containing original research findings in a clear and concise manner.

Review articles (max length 5000 words) should survey, integrate and critically examine new information accumulated in recent years in a particular subject field.

Authors should submit the soft copy (MS-Word compatible) along with hard copy typed in double space. The reporting in the paper should be generally in third person. The paper should include: (i) title page with a running short title, (ii) abstract, (iii) keywords (iv) nomenclature of symbols used, (v) tables/figures/illustrations along with their captions in serial order as they appear in text. (vi) Address, telephone numbers, e-mail ID and good quality passport size photograph of author(s).

It is mandatory for authors to submit their manuscript via *DESIDOC Journal of Library and Information Technology* online submission system at: <http://publications.drdo.gov.in/ojs/index.php/djlit> in MS Word format only.

It is mandatory on the part of the corresponding author to furnish the following certificate at the time of submission of manuscript in the online submission

[This is to certify that the reported work entitled, "...." submitted for publication in DJLIT is an original work and has not been submitted/published elsewhere. I/We further certify that proper citations to the previous reported work have been given and no data/tables/figures have been quoted verbatim from other publications without giving due acknowledgement and without the permission of the original author(s). The consent of all the authors of this paper has been obtained for submitting the paper to *DESIDOC Journal of Library and Information Technology*.

[Signature and names of all the authors]

Title Page

The title page should include: title of the article, name(s) of author(s) and affiliation(s), and the contact person to whom communications should be sent (in the case of a multi-authored paper).

Abstract

An abstract of about 200 words for research papers and for about 150 words for review articles should be provided along with the paper. The Abstract should be informative and completely self-explanatory, briefly present the topic, state the scope of the study, indicate significant data, and point out major findings, conclusions and overall relevance and benefits to the LIS community.

Keywords

At least six to seven keywords representing the complete subject content of the paper should be given.

References & Footnotes

References to already published literature should be numbered consecutively in order of their citation in the text and should be placed at the end of the paper. In the text, these should be indicated by superscripts. Latest references should be provided otherwise an explanatory note should be provided separately. A reference should be listed only once. Use of *ibid.*, *idem.*, *op.cit.*, should be avoided. References to personal communication should not be placed under references, but should be cited in the text in parentheses (for example, ref. 5, p. 79; ref. 15, p. 193; etc). Examples of citations to different types of documents are given below:

(i) Journal Article

Brown, S.J. & Duguid, P. Balancing act: How to capture knowledge without killing it. *Harvard Business Rev.*, 2000, **78**(3), 73-80.

Kumbhar, Rajendra. Academic library's responses to the emerging trends in higher education. *DESIDOC J. Lib. Inf. Technol.*, 2014, **34**(6), 477-85. <http://publications.drdo.gov.in/ojs/index.php/djlit/article/view/6878/4701> (accessed on 5 December 2014).

The electronic sources should include the URL and date of access

Standard abbreviations as per the international standards should be used for the titles of periodicals. However, single and double word journal titles should be given in full.

(ii) Book/Monograph

Lancaster, F.W. & Warner, Amy. Intelligent technologies in library and information service applications. Information Today, Inc., Medford, NJ, 2001.

(iii) Chapter from a Book

Gupta, Dinesh K. A focus on customers: Imperative for managing quality in library and information services. In *Delivering service quality: Managerial challenges for the 21st century*, edited by M. Raghavachari & K.V. Ramani. Macmillan, New Delhi, 2000, 401-06.

(iv) Conference Paper

Lad, A.T. Academic libraries and access to internet and intranets. In *CALIBER-99: Academic Libraries in Internet Era*, edited by P.S.G. Kumar & C.P. Vashist. Paper presented at the 6th National Convention for Automation of Libraries in Education and Research, 18-20 February 1999, Nagpur. Information and Library Network Centre (INFLIBNET), Ahmedabad, 1999. pp. 78-84.

(v) Report

Birkler, John; Smith, Giles; Kent, Gleen A. & Johnson, Robert V. An acquisition strategy, process, and organisation for innovative systems. National Defence Research Institute, RAND, USA, 2000. RAND-MR-1098-0SD.

(vi) Patent

Fintel, Robert P.; Julian, C.; Karlsen, Dag & Osnes, Laila Rabe. Methods for displaying an IT (information technology) architecture visual model in a symbol-based decision rational table. USA patent 5,903,478. 11 May 1999. 47 p.

(vii) Standard

Bureau of Indian Standards. Quality management and quality assurance standards, Part 3: Guidelines for the application of 180 9001:1994 to the development, supply, installation and maintenance of computer software (first revision). BIS, New Delhi, 1997. 32 p. 18/ISO: 9000-3 (Part 3)-1997.

(viii) Thesis/Dissertation

Khandare, Pravin M. Characterisation of mesophase pitch materials from petroleum and coal-derived precursors: Kinetics and rheology at elevated temperatures. The College of Engineering and Mineral Resources, West Virginia University, November 1995. PhD Thesis. 235 p.

Tables

Tables should supplement and should not duplicate the information contained in the text. Each table should be typed on a separate sheet.

All the tables should be numbered consecutively in Indo-Arabic numerals (1,2,3, etc). They should be provided with brief titles. Column headings should be brief and the units of measurement should be placed below the headings in parentheses.

Illustrations

Illustrations should be numbered in order of their occurrence in the text with Indo-Arabic numerals and with short descriptive captions. Line drawings should be neatly drawn on tracing sheets, preferably with Indian ink and should not exceed 20 cm x 25 cm in size. Lettering should be in capital only and large enough to be legible after a reduction of 50-60 per cent. Illustrations taken from other publications must be acknowledged. It is the author's responsibility to obtain permission for reprinting such illustrations in *DJLIT*.

Abbreviations

Non-standard abbreviations should be shown in brackets where they are first mentioned, and these abbreviations should be used whenever the same terms appear again in the text. These abbreviations should, however, be kept to a minimum.

Proofs & Complimentary Journal Copies

Final proofs of the papers will be sent for correction (to be carried out within three working days) to all the authors for clearance before sending for printing. All the authors(s) will be given a hardcopy of Issue free of charge.

Papers which do not conform to these guidelines will not be accepted for publication in *DESIDOC Journal of Library and Information Technology*.