

AUTHOR GUIDELINES FOR SUBMISSION OF PAPERS TO SRI LANKA LIBRARY REVIEW (SLLR)

ABOUT SLLR

Sri Lanka Library Review (SLLR) is published by Sri Lanka Library Association (SLLA) since 1962. SLLR provides platform for the researchers and professionals in Library and Information Science field to impart and share their knowledge in the form of high quality research papers, case studies, literature reviews, concept papers and book reviews. It is an open access double blind peer reviewed research journal published biannually from 2020.

REVIEWING PROCESS

The editorial board of SLLR will conduct a double-blind peer review to comply with quality protocols. All contributions shall be reviewed by two independent experts in relevant fields. The review process will be secret and impartial in accordance with the editorial position of the SLLR.

MEDIUM

Authors are encouraged to submit high quality papers written in English, Sinhala and Tamil. Those who wish to submit their articles in Sinhala or Tamil should attach a separate abstract in English.

TECHNICAL REQUIREMENTS

Use Microsoft word to type out the manuscript on ISO A4 (212 x 297 mm), with margins of at least 25 mm (1 inch). Number pages consecutively, beginning with the title page and put the page number in the lower right-hand corner of each page.

- **Length of paper:** Authors are expected to present their works approximately in 5000 words
- **Font Type:**
 - For English medium papers - Times New Roman, 12-point (Body text)
 - For Sinhala medium papers - Sinhala Unicode, 12-point (Body text)
 - For Tamil medium papers - Tamil Unicode, 12-point (Body text)
- **Line Spacing:** Double-space in all parts of manuscripts.

PREPARATION OF MANUSCRIPTS

The text of articles should contain title, author/s' details, abstract, keywords, body text, and list references/bibliography. Body text is usually (but not necessarily) divided into sections with the headings Introduction, Objectives, Methods, Results, Discussion and Conclusions. Articles also may need subheadings within some sections (especially the Results and Discussion sections) to clarify their content.

Title:

The main title of the article should be concise but informative. The main title should begin from the top edge of the page, centered, and in Times New Roman 14-point, bold.

Author Name(s) and Affiliation(s):

Author names and affiliations should be aligned left beneath the title and printed in Times New Roman 12-point, bold. Affiliations should be aligned left, italicized, and not bold. Include e-mail addresses if possible.

For example:

Author¹, Author² and Author³
¹Affiliation
²Affiliation
³Affiliation

The corresponding author label should appear at the footnote section of the first page of the paper with his/her email address, Times New Roman in style and 10 in font size.

Abstract:

An abstract of the article should be **not more than 250 words**. The abstract should state the purposes of the study or research, objectives, basic procedures (selection of study subjects; observational and analytical methods), main findings (giving specific data and their statistical significance, if possible), and the principal conclusions. It should emphasize new and important aspects of the study or observations.

Keywords:

Below the abstract authors should provide, and identify as such, **3 to 6 keywords** or short phrases that will assist indexers in cross-indexing the article and may be published with the abstract.

Introduction:

State the purpose of the article and summarize the rationale for the study or observation. Give **only strictly pertinent references** and do not include data or conclusions from the work being reported.

Objectives:

Objectives of the study should be clearly defined

Methods:

Describe your selection of the observational or experimental subjects clearly. The guiding principle should be clear about how and why a study was done in a particular way. Authors should specify carefully what the descriptors mean, and tell exactly how the data was collected. Identify the methods, and procedures in sufficient detail to allow other workers to reproduce the results. Give references to established methods, including statistical methods; provide references and brief descriptions for methods that have been published but are not well known.

Results:

Present your results in logical sequence in the text, tables, and illustrations. Do not repeat all the data in the tables or illustrations in text and emphasize or summarize only important observations.

- **Tables:** Place tables as close as possible to the text they refer to and aligned center. A table is labeled as *Table* and given a number and it should be numbered consecutively. If the data were extracted from other sources please denote the source courtesy immediately below the table.

Example:

Table 1. Number of Undergraduates in Sri Lankan Universities

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Source: Sri Lanka University Statistics 2018

- Figures:** Place figures as close as possible to the text they refer to and aligned center. Photos, graphs, charts or diagram should be labeled *Figure* (do not abbreviate) and appear below the figure, and assigned a number consecutively. The figures are preferred to be in grey scale that has clear distinction between adjacent areas and labels. Please submit color diagrams/images/plates separately as these will be useful in publishing on the web.

Example:

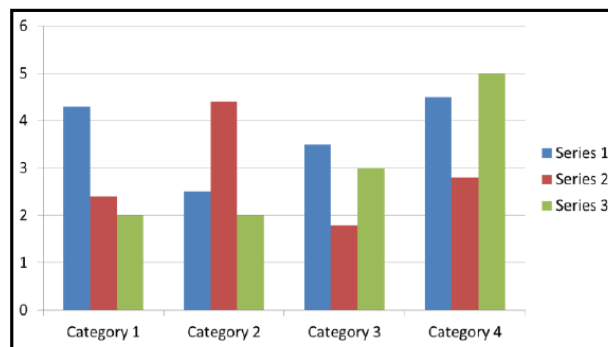


Figure 1. Purpose of visit to school library by G.C.E (A/L) students in Central Province

Discussion:

Emphasize the new and important aspects of the study. Do not repeat in detail data or other material given in the Introduction or the Results section. Include the implications of the findings and their limitations. Relate the observations to other relevant studies.

Conclusion:

State your conclusions in clear, simple language. Do not simply reiterate your results or the discussion of your results. Provide a synthesis of arguments presented in the paper to show how these converge to address the research problem and the overall objectives of your study. You may indicate opportunities for future research if you haven't already done so in the discussion section of your paper.

Acknowledgments:

List all contributors who do not meet the criteria for authorship, such as a person who provided purely technical help, writing assistance. Financial and material support should also be acknowledged.

Abbreviations and Symbols:

Use only standard abbreviations. Avoid abbreviations in the title and abstract. The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.

References:

- Author(s) must adopt latest American Psychological Association (APA) style in referencing (to learn more about APA style, please visit www.apastyle.org).
- Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Avoid citation in the abstract. Reference list should be listed in alphabetical order and then further sorted chronologically (if necessary).

- All citations in the reference list must be in the Hanging Indent Format with the first line flush to the left margin and all other lines indented.

Example:

Elmasri, R., Navathe, S. B., Somayajulu, D. V. L. N., & Gupta, S. K. (2006).
Fundamentals of database systems. Delhi, India: Darling Kindersley.

PAPER SUBMISSION

Authors should submit an electronic copy (in the MS Word file) of their complete article to the SLLA Publication officer's email address; *publicationofficer@slla.org.lk*

Authors are recommended to submit their works after completing all types of formatting, complying with the guidelines, in order to prevent delays in the processing of the article. They will be asked to revise the paper (if required) after the review process and to send camera ready copy to the Publication Officer of SLLA in accordance with the instructions provided.

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