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INFORMATION FOR CONTRIBUTORS

DESIDOC Journal of Library & Information Technology (*DJLIT*), a bimonthly, peer-reviewed publication of the Defence Scientific Information & Documentation Centre (DESIDOC) which publishes research and review papers on subjects of Library science and IT enabled technology and applications. **Papers submitted to *DJLIT* are evaluated by eminent experts in the field**. Interested author(s) may submit research papers based on the following guidelines:

(a) Typescript Requirement

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 examine new information accumulated in recent years on a particular subject.

(b) Submission of Typescript

Authors should submit the soft copy (MS-Word compatible) in A-4 size. It 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, and e-mail ID.

It is mandatory for authors to submit manuscript via online submission system at: **http://publications.drdo.gov.in/ojs/index.php/djlit** in MS Word format only. In case of problems in uploading, a copy can be sent at **djlit@desidoc.drdo.in**

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 DESIDOC Journal of Library and Information Technology (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 the Journal.

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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. An 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 ten keywords representing the complete subject content of the paper should be given.

References

References to published literature should be numbered consecutively in order of their citation in the text and placed at the end of the paper. In the text, these should be indicated by superscripts. Latest references should be provided. Use of ibid., idem., op. cit., may be avoided. A reference should be listed only once. but cited in the text in parentheses (for example, ref. 5, p. 79). Explanatory material may be given as an appendix. Some examples of references are:

(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. Tech.*, 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

Huggett, Sarah & Lau, Georgin. Metrics in research evaluation. *In* 10th International CALIBER 2015: Innovative Librarianship: Adapting to Digital Realities, 12-14 March 2015, Shimla, HP. 2015. pp. 12-20. http://ir.inflibnet.ac.in/bitstream/1944/1841/1/2.pdf (accessed on 15 April 2015).

(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) 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/IS0: 9000-3 (Part 3)-1997.

(vii) Thesis/Dissertation

Dutta, Nandini. Changing ethos of library service in the new environment: A study of select special libraries in Delhi. University of Delhi. 2012. PhD Thesis. 372p. URI: http://hdl.handle.net/10603/28343

Tables

Tables should supplement and not duplicate the information contained in the text. They should be explicitly referred to in the text in numerical order with brief titles. Column headings should be brief, bold and the units of measurement should be placed below the headings in parentheses.

Illustrations

All figures (charts, diagrams, line drawings and photographs) should be of good quality. Illustrations should be numbered in order of their occurrences in the text with Indo-Arabic numerals and with short descriptive captions. Lettering should remain legible after a reduction of 50-60 per cent. Scanned/photocopied images reproduced poorly should be avoided. Illustrations taken from other publications must be acknowledged. It is the author's responsibility to obtain permission for reprinting illustrations in *DJLIT*. Colour should be used only where absolutely necessary for understanding of the figure.

Abbreviations

Non-standard abbreviations may be shown in brackets where they are first mentioned, and these abbreviations should be used whenever the same terms appear again in the text. 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*.