

Singapore Journal of Library & Information Management

Guidelines for Authors

The Editor welcomes contributions on all topics related to libraries, information science and information management, as well as the applications of information technology in information processing. Preference will be given to contributions with specific relevance to Singapore and Southeast Asia.

All contributions should be submitted on an exclusive basis to the Editor. Contributions should be full-length articles. Preferably the manuscripts should be less than 5000 words.

Format

Manuscripts should be submitted electronically to the Editor. The document should be prepared using Microsoft Word software.

Illustrations should be submitted electronically as separate files and also inserted in the manuscript with captions. Illustrations include tables, charts, graphs, screen captures and photographs. Acknowledgement of permission to reprint if applicable should be included. File formats should be JPEG, TIFF, GIF or BMP. Tables and charts (including legend, notes and source) should be no larger than 14 cm x 10 cm. They should be in black and white or grayscale.

An informative abstract of about 100 words and a brief biographical note should be included in the manuscript.

Style

Authors should follow the *Publication Manual of the American Psychological Association* (latest edition) recommendations for in-text citations and references. Use British, rather than American, spelling. Acronyms must be spelled out in full on first occurrence.

References cited in the text must appear in the list of references at the end of the manuscript. References must be accurate and complete.

Examples

Journal article

Chaudry, A. S., & Tan, B. L. (2006). Outsourcing of technical services in Singapore libraries. *Singapore Journal of Library & Information Management*, 34, 1-30.

Book

Hernon, P., & Rossiter, N. (Eds.). (2007). *Making a difference: Leadership and academic libraries*. Westport, CN: Libraries Unlimited.

Book chapter

Beard, J. (2006). Quality assurance, quality enhancement. In P. Dale, M. Holland & M. Matthews (Eds.). *Subject librarians: Engaging with the learning and teaching environment* (pp. 33-48). Aldershot: Ashgate.

Conference paper

Thompson, B., Cook, C., & Kyrillidou, M. (2006, April). Stability of library service quality benchmarking norms across time and cohorts: A LibQUAL+™ study. In Khoo, C & D. Singh (Eds.), *Proceedings of the Asia-Pacific Conference of Library and Information Education and Practice 2006*, Singapore: Nanyang Technological University.

Web page

American Library Association (2005). *Ahead to 2010*. Retrieved June 10, 2007, from <http://www.ala.org/ala/ourassociation/governingdocs/aheadto2010/aheadto2010.htm>.

Peer Review

Contributions are reviewed by at least two members of the editorial board.

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