

Journal of Japan Society of Library and Information Science

Guidelines for Authors

(Original is in Japanese)

Adopted on December, 29, 2009

1. Full members and student members of *the Japan Society of Library and Information Science (JSLIS)* can be authors of this journal. The first author must be a member mentioned above when two or more authors contribute.

2. *The Journal of Japan Society of Library and Information Science* publishes new scholarly works categorized: (1) Research Paper, (2) Research Note, (3) Literature Review, (4) Book Review, (5) Research Materials Review, (6) Document Review, (7) Document, and (8) Letter to the Editor.
 - (1) Research Paper is a scholarly work by members with originality, credibility, precision, and other common standards of academia, and should contribute to the progress of research in the library and information science field.
 - (2) Research Note provides preliminary research perspective based on literature reviews, reports of pilot studies, research trends, introduction of new methodologies, and opinions on specific topics.
 - (3) Literature Review gives an overview of specific topics, and prospects of emerging research activities.
 - (4) Book Review introduces relevant, recently published research publications. It should mention any academic contribution.
 - (5) Research Material Review introduces specific research materials of particular appeal to scholars.
 - (6) Document Review introduces and provides scholarly assessment for materials of limited access, portions of research output, or research data which have potential value for further research.
 - (7) Document includes those materials such as records, documents, reports, or data which have potential value for research, but are difficult to discover or access.
 - (8) Letter to the Editor is an opinion, question, critique, supplement, and other materials on JSLIS.

Submission of the above categories should be written either in Japanese or English.

3. Format

Category	Maximum Length
(1) Research Paper	Except for the Cover Pages, it should not exceed 15 pages, including figures, tables and notes.
(2) Research Note	Except for the Cover Pages, it should not exceed 10 pages, including figures, tables and notes.
(3) Literature Review	
(4) Book Review	Except for the Cover Pages, it should not exceed 2 pages.
(5) Research Material Review	
(6) Document Review	
(7) Documents	Except for the Cover Pages, it should not exceed 10 pages.
(8) Letter to the Editor	Except for the Cover Pages, it should not exceed 2 pages.

* Every manuscript should be word processed on to A4-sized paper, with approximately 43 lines and 600 words per page.

4. The manuscript for Research Paper and Research Note should accompany the Cover Pages consisting of the following:

The first page: title, author name/s and affiliation/s

The second page: Abstract in English (within 250 words). Where appropriate, the author may provide the title and abstract in Japanese

The third page: A table of contents

Other manuscripts than Research Paper and Research Note should have Cover Pages indicating the title, author name/s and affiliation/s.

5. Editorial style of *the Journal of Japan Society of Library and Information Science* is provided in “the Instructions for Authors on Writing Manuscripts in English”.

6. Author/s should submit the manuscript in digital format, preferably in PDF format. The author, who is corresponding with the Editorial Committee, should provide them with the category of the paper, the author’s name, affiliation, mailing address, and other contact information including e-mail address and phone number.

7. The Date of Receipt is the day when the Editorial Committee receives the first manuscript from author/s. The Date of Acceptance is the day when the Editorial

Committee accepts the final version of the manuscript after every required correction by the reviewers is completed.

8. Acceptance of manuscript for Research Paper and Research Note will be decided and the author/s will be informed by the Editorial Committee. Other manuscripts than Research Papers and Research Notes will be reviewed by the Editorial Committee.

Review judgments are as follows:

1. Accept
2. Accept with minor revision
3. Re-inspect according to the corrections after revision or addition
4. Reject

9. After receiving the notification of acceptance, author/s should submit the final version of the paper in digital format suggested by the Editorial Committee.

10. The first proofreading should be done by the author/s. Only typographical errors may be corrected.

11. Author/s of published Research Paper, Research Note, Literature Review, and Document may receive 20 complimentary copies of the paper.

12. Copyright of works published in *the Journal of Japan Society of Library and Information Science* is the property of the Japan Society of Library and Information Science. However, the author/s retain/s rights to make copies, reprints, and to translate or transform their works. Author/s is/are requested to report to the editor when using the full copy of the work for any other publication, and must indicate sources like issue volume, number, date, and number of pages.

13. Potential author/s, who plan to submit works in English, is/are expected to contact the Editorial Committee: yyoshida@slis.tsukuba.ac.jp before submission to allow the Committee to consider the availability of reviewers.

Instructions for Authors on Writing Manuscripts in English

(Original is in Japanese)

Adopted on December, 2009

1. It is advisable that headings are duly numbered such as:

Example: Chapter 1.	1
Chapter 2 Section 3	2.3
Chapter 3 Section 1 Subsection 2	3.1.2

2. When the titles of books and journals are cited in the text and notes, they should be underlined or written in italics.

3. When the titles of journal articles, chapters and sections of books, and documents in various compilations are cited in the text and notes, they should be enclosed in double quotation marks.

4. If a long text is quoted, block quotes should be used. They should be indented 4 spaces from the left margin.

5. If notes are written in order to quote from other documents or to cite sources, they should be numbered serially and superscript numbers with right parentheses should be placed at the end of the text concerned.

6. Notes should be printed in a list written in numerical order at the end of the text. Use "ibid" for the second mention of the same work with no intervening entries, and "op.cit" for the second mention of the same work with some intervening entries. The following examples should be consulted when sources are cited or quoted in the notes. In the case of citing or quoting specific pages, the corresponding pages should be cited in the notes.

Examples of citations:

[Repeated mention of the same work already cited]

- a. Ibid., p. 80.
- b. Harris, M.H. op.cit., p.515.

[Journal articles]

- c. Harris, Michael H. "The dialectic of defeat: anti-monies in research in library and information science," *Library Trends*. Vol. 34, No.3, 1986, p.515-531.

[Books]

- d. Newhouse, Joseph P. and Arthur J. Alexander. *An Economic Analysis of Public Library Services*. Lexington, D.C. Heath Co., 1972, p.120.

[Chapters and other titled parts of a book]

- e. Cole, John Y. "Storehouses and workshops: American libraries and the uses of knowledge," *The Organization of Knowledge in Modern America 1860-1920*. Alexandra Oleson and John Voss, eds. Baltimore, Johns Hopkins University Press, 1979, p.366.

[Web sources]

- f. Harnad, Stevan and Tim Brody. "Comparing the impact of Open Access (OA) vs. non-OA articles in the same journals," *D-Lib Magazine*. Vol.10, No.6, 2004. <http://www.dlib.org/dlib/june04/harnad/06harnad.html>, (accessed 2004-09-26).
- g. Wellcome Trust. *Economic Analysis of Scientific Research Publishing*. London, Wellcome Trust, 2003, 33p. <http://www.wellcome.ac.uk/assets/wtd003182.pdf>, (accessed 2004-10-23).
- h. E-LIS: E-prints in Library and Information Science. <http://eprints.rclis.org/>, (accessed 2004-09-26).

7. Figures should be prepared in a standard format like JPEG or BMP and should be submitted electronically. The positions where they are to be inserted should be marked in the text.

8. Acknowledgements for research grants, mentor, advisor, etc. should be written in the last part of the text.

Note: If you have any questions, please contact the Editorial Committee: yyoshida@slis.tsukuba.ac.jp.