

GUIDELINES FOR AUTHORS

The editors of "Library Review" accept only manuscripts that have not been published before and are not planned to be published in other journals or collective works.

Papers are reviewed through a double-blind external peer review process. Each paper is reviewed with a standard review form filled in by two referees selected from professionals with expertise in appropriate domain. The reviewers use the following evaluation criteria: compatibility of the subject discussed with the journal profile, scientific merit, appropriate text arrangement and correct language use.

The editors of "Library Review" kindly requests Authors to follow the journal guidelines while preparing and sending papers for publication.

1. General guidelines

Papers should be submitted as RTF (Rich Text Format) files with maximum of 36,000 characters including spaces per paper and 14,000 characters including spaces per review, report, etc. Papers saved as RTF files should be sent by e-mail to: przegląd.biblioteczny@uw.edu.pl.

Files saved on CD or DVD together with one printed copy of the paper may also be mailed to: Redakcja Przeglądu Bibliotecznego, Wydawnictwo SBP, 00-335 Warszawa, ul. Konopczyńskiego 5/7.

Each paper should be accompanied by keywords and an abstract maximum 100 words/1000 characters long **prepared by the author. The abstract should present a thesis/objective of the paper, research methods applied, most important results and conclusions.**

Wydawnictwo SBP (Polish Librarians Association Publishing House) and the editors of "Library Review" have signed an agreement with the editors of "The Central European Journal of Social Sciences and Humanities" (CEJSH) concerning electronic publishing of abstracts of papers published in "Library Review". This agreement is non-commercial and focused on the promotion of Polish scientific achievements. The Authors of papers sent to "Library Review" who do not give their consent to the publication of their abstracts in CEJSH are kindly asked to express their view in written form.

Authors are expected to prepare a separate title page including the title of the paper, the Author's name, mailing and e-mail address. Furthermore, in compliance with the policy against ghostwriting and guest authorship Authors are requested to reveal names and affiliations of all persons who contributed

to the paper and the extent of their contribution (the author of the concept, assumptions, methods, etc. used in the submitted manuscript; the percentage of the author's contribution to the research and the paper preparation). **Ghostwriting** and **guest authorship** are the mark of scientific dishonesty and all their occurrences have to be brought to public attention by the editors even if appropriate institutions need to be informed (institutions employing authors, scientific associations, associations of scientific editors, etc.) Authors are also requested to describe sources of funding that have supported the work and the financial involvement of research institutes, associations and other entities (*financial disclosure*).

First page of the submitted paper should include only the title and Authors' statement that the text presented to "Library Review" has neither been published nor considered for publication in any other journal. If the paper was presented at a scientific meeting, Authors should provide detailed information about the event and the conference proceedings. If the paper is planned as a part of a book, Authors should provide its metadata and planned publishing date. In order to ensure the anonymity of the review process, Authors are asked not to place any information in the text that could be used to identify the author.

2. Detailed guidelines for paper preparation

The text should be organized into unnumbered subtitled sections. It should start with an introductory overview and end with conclusions and the summary of the discussion.

Titles of journals, exhibitions, conferences, programs, etc. should be put in double quotation marks; titles of publications (books, journal papers, etc.) should be italicized.

Illustrative content (tables, graphs, etc.) should be saved as greyscale or black-white pictures and their place within the text should be clearly marked; all illustrations should be numbered and entitled.

Footnotes should be placed at the bottom of appropriate pages and numbered with Arabic numerals; it is recommended to limit the number of footnotes to the most indispensable ones.

Bibliographic footnotes should be replaced with references to the end-of-work bibliography prepared according to APA Style; references within the body of the paper should be placed in brackets according to the rules provided below. General references to literature within the body of the paper should be formed as follows:

- the reference to one work: (Kowalski, 1990) or (*Biblioteki...*, 1976);
- the reference to several works: (Abramowicz, 2001; Kowalski, 1990; 1995) or (*Biblioteki...*, 1976; Jankowska & Majewski, 2004, Berners-Lee et al., 2001).

The references to the specified pages of publications cited in the text should be written as follows: (Iyer, 1995, p. 15) or (Taradejna & Taradejna, 2004, pp. 231-233).

Bibliographic descriptions of the sources cited in the paper should be placed in the end of the text as a bibliography ordered alphabetically by authors. Collective works should be ordered by the name of the editor. If the work lacks the name of the author or the editor, it should be ordered by title. The descriptions of foreign publications should include page numbering, numbers and abbreviations in the language of the text (e.g. "W" in Polish = "In" in English, "s." in Polish = "p." in English). The descriptions of several works by the same author should be ordered by the year of publication, ascending, and each of these descriptions should include the last and first name of the author. Several works of the same author published in the same year should be additionally marked with letters added to the year of publication, e.g. Dembowska, Maria (1976a)..., Dembowska, Maria (1976b)..., etc. See below the examples of correct bibliographic descriptions.

Books

Dembowska, Maria (1991). *Nauka o informacji naukowej : organizacja i problematyka badań w Polsce*. Warszawa: IINTE.

Iyer, Hamalata (1995). *Classificatory structures. concepts, relations and representation*. Frankfurt/Main: Indeks Verlag.

Taradejna, Małgorzata; Taradejna, Ryszard (2003). *Dostęp do informacji publicznej a prawna ochrona informacji dotyczących działalności gospodarczej, społecznej i zawodowej oraz życia prywatnego*. Toruń: Wydaw. Adam Marszałek.

Collective works

Biblioteki publiczne województwa toruńskiego: informator (1976). Toruń: Wojewódzka Biblioteka Publiczna i Książnica Miejska im. M. Kopernika.

Burgess, Robert G., ed. (1993). *The research process in educational settings : ten case studies*. London: Falmer Press.

Zybert, Elżbieta B., red. (2002). *Książka i biblioteka w środowisku edukacyjnym*. Warszawa: Wydaw. SBP.

Journal papers

Augustyniak, Anna (2004). Międzynarodowa Federacja Informacji i Dokumentacji. *Przegląd Biblioteczny*, z. 1/2, s. 3-21.

Dervin, Brenda; Nilan, Michael (1986). Information Needs. *Annual Review of Information Science and Technology*, vol. 21, pp. 3-31.

Papers in collective works

Gawrysiak, Piotr (2000). W stronę inteligentnych systemów wyszukiwawczych. W: *Multimedialne i sieciowe systemy informacyjne*. Materiały konferencyjne pod red. Cz. Daniłowicza. Wrocław: Oficyna Politechniki Wrocławskiej, s. 59-69.

Hartley, Joellen T.; Harker, Judith O.; Walsh, David A. (1980). Contemporary issues and new directions in adult development of learning and memory. In: *Aging in the 1980's : Psychological issues*. Ed. by L. W. Poon. Washington, DC: American Psychological Association, pp. 239-252.

Electronic journal papers

Berners-Lee, Tim; Hendler, James; Lassila, Ora (2001). The Semantic Web. *Scientific American* [online], May [accessed on: 30.06.2004]. Available on WWW:
<<http://www.sciam.com/article.cfm?articleID=00048144-10D2-1C7084A9809EC588EF21>>.

Frederickson, B.L. (2000). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment* [online], vol. 3 [accessed on: 11.12.2001]. Available on WWW: <<http://journals.apa.org/prevention/volume3/pre0030001a.html>>.

Głapa, Janusz (2002). Informacja gospodarcza w Książnicy Pomorskiej. *EBIB Elektroniczny Biuletyn Informacyjny Bibliotekarzy* [online], nr 11 (40); [dostęp: 11.03.2003]. Dostępny w WWW:
<<http://ebib.oss.wroc.pl/2002/40/glapa.php>>.

Document from the website of an institution, organization or individual

APA (1995). *APA public policy action alert: Legislation would affect grant recipients* [online]. American Psychological Association [accessed on: 25.01.1996]. Available on WWW: <<http://www.apa.org/ppo/istook.html>> .

Chou, Luyen; McClintock, Robbie; Moretti, Frank; Nix, Don. H. (1993). *Technology and education; Choosing pasts and imagining educational futures* [online]. Columbia University, Institute for Learning Technologies; [accessed on: 25.11.1996]. Available on WWW: <<http://www.ilt.columbia.edu/publications/papers/newwine1.html>>.

MENiS (2004). *PISA 2003 - Informacja przygotowana przez OECD* [online]. Ministerstwo Edukacji Narodowej i Sportu; [dostęp: 14.12.2004]. Dostępny w WWW: <http://www.men.waw.pl/wspolpraca/biezace/pisa_oecd.php>.

Smith, Brian (2004). *Ontology and information systems* [online]. The Buffalo University, Department of Philosophy; [accessed on: 30.06.2004]. Available on WWW: <<http://ontology.buffalo.edu/ontology.doc>>.

US NLM (2004). *Unified Medical Language System* [online]. US National Library of Medicine. National Institutes of Health; [accessed on: 30.06.2004]. Available on WWW: <<http://www.nlm.nih.gov/research/umls/umlsmain.html>>.

When the paper is accepted for publication, the Authors are asked to send in their high resolution photographs (by e-mail, as JPG or TIF files, or by regular mail, as high resolution printouts) and short biographical notes of maximum 70 words which should include the Authors' scientific/professional titles, current employers and positions occupied, scientific/professional specializations and most important publications (max. 3).

The editors do not accept texts which do not follow the guidelines listed above and stipulate the right to reduce texts and introduce changes accepted by the authors. The editors do not return materials sent to "Library Review".