

# 14<sup>th</sup> International Conference of the University Librarians Association of Sri Lanka – ICULA 2024

## Guidelines for authors

All submitted manuscripts must be based on original research related to the themes of the conference and an author is allowed to submit more than one manuscript. The manuscripts under consideration for publication at any other venue (journal/ conference/ book etc.) or already published in any form will not be considered for publication in the proceedings. The proceeding of the ICULA will be released on the day of the conference. All the manuscripts should be submitted through the Conference Management System on the Website of ICULA-2024 (<https://ulasl.lk/icula2024/>)

The authors are requested to submit the completed manuscripts according to the author guidelines given below.

### Manuscript preparation guidelines

1. Manuscripts should be submitted as **full papers or extended abstracts**. The maximum length of the manuscript should be limited to 3000-5000 words for full papers (inclusive of bibliography) and 1000-1500 words for extended abstracts. All manuscripts must be in **English** and typewritten on **A4-size papers in MS-Word** format. Font type: Times New Roman, size: 12, and line spacing: 1.5. All page margins are 1 inch. All the pages must be **numbered** consecutively.

**Title of the manuscript:** font-12, bold, in capitals, centered

**Author(s) name(s):** font-12, bold, title case, left-justified.

**Author(s) Affiliation(s):** font-12, bold, title case, left-justified

**Main Heading(s):**font-12, bold, title case, left-justified

**Sub-Heading(s):**font-12, in italics, bold, title case, left-justified

2. The manuscript should comprise the following sections
  - **Title** should be concise and reflect the research work
  - **Author(s) name(s), designation(s) and affiliation(s) with official e-mail(s) and ORCID ID(s)**

- **Abstract** of not more than 250 words  
The abstract should summarize the research focus, methodology, results/key findings of the research, and the main conclusions and recommendations (if any).
- **Keywords**  
Maximum 5 (should select the most appropriate ones which help in indexing and information retrieval)
- **Introduction**  
The introduction should cover the background of the study/ Literature review, the research problem and the objectives/ research questions
- **Methodology/Methods/Research Design**  
This section should include the research strategies/ population and the sample, sampling techniques, analytical techniques and tools.
- **Results and Discussion**  
It should include the findings of the study and an in-depth analysis and interpretation of the results. The significance and implication of the findings should be discussed in par with previous research.
- **Conclusions and Recommendations**  
It should include the key findings of the study and offer practical recommendations based on the study's outcome, suggesting avenues for further exploration.
- **Acknowledgement**  
One paragraph is suggested, with an acknowledgment of financial support listed at the end.
- **References**  
Authors should follow the 7<sup>th</sup> Edition of the APA Formatting and Referencing Guide for formatting, in-text citations, and referencing.  
Maximum 5 key references could be included in an extended abstract.

### 3. Figures and tables

- Figure captions should be below the figures.
- Table heads should appear above the tables.
- Figures and tables must be inserted after they are cited in the text. Use the abbreviation “Fig.” in-text for figures.

**Figure Caption(s):** font-12, bold, title case, centered

**Table Head(s):**font-12, bold, title case, left-justified

Maximum 2 Tables and/or Figures could be included in an extended abstract.

### 4. Acceptance of manuscripts

All submitted manuscripts will be subjected to double-blind peer review by a panel of experts to uphold the highest scholarly standards. Furthermore, each manuscript will undergo a thorough examination using Plagiarism and AI-Generated Content Detection Software. This step is crucial to avoid potential infringement of intellectual property rights and to ensure the originality of the content. For a manuscript to be accepted, the Similarity Rate must be equal to or less than 20%, and the presence of AI-generated content should also not exceed 20%. In case of acceptance, the author or one of the co-authors should be available to present the paper at the conference. A presenting author can only present one paper at the conference.

### 5. Declaration

Authors are requested to sign a declaration form agreeing on the paper is an original research work; it has not been published elsewhere earlier and/or it is not submitted elsewhere or under consideration for publication elsewhere and all the necessary permissions etc. have been obtained for using copyrighted materials used in the paper.

The declaration form will be sent to the author once the final manuscript is accepted.