Author Guidelines

Journal of the University Librarians Association of Sri Lanka (JULA) serves as a platform to publish papers that convey significant research findings and recommendation to the field of Library and Information Sciences and its policies which compiled by the ULA members. Papers are expected to report state-of-art information and cutting-edge technology in Library and Information Sciences. Book reviews, short papers, and commentaries are also encouraged for publishing. However, priority will be given to research articles that pass rigorous reviewing.

Reviewing

The JULA executes double-blind peer review to abide by the quality protocols. All contributions will be reviewed by two independent experts from local and/or foreign referee panels. Review process will be clandestine and impartial, as per the editorial stance of JULA.

General Information

- **Format:** File formats should preferably be in .doc or .docx, prepared in MS Word. Papers should be word processed with Times New Roman, font size 12 point, 1.5 line spacing and page size B5. Do not format the text in multiple columns. Limit the manuscripts sections/sub-sections to five heading levels, which should be clearly presented. Generally, footnotes are not permitted, thus, footnote information must be moved into the main text or the reference list.

- **Length:** Authors are expected to present their works as concisely as possible, minimum 3000 and not exceeding 7000 words count.

- **Structure:** The paper should contain title, author/s' details, abstract, keywords (maximum 6 words/phrases), body text, and list references/bibliography.

- **Tables and figures:** Tables must be prepared using standard three line table format and all *tables* must be uniform in format and font. If the data were extracted from other sources please denote the source courtesy immediately below the table. Figures should be clear and black and white or gray scaled. Tables and Figures should be set in line with the text. The figures are preferred to be in grey scale that has clear distinction between adjacent areas and labels. Please submit color diagrams/images/plates separately as these will be useful in publishing on the web.

- **Author details:** Author(s) name, affiliation(s), designation, mailing address and email address. Brief biography of author(s) could be sent, if requested by the Editor.

- **Referencing style:** JULA mandates authors to use latest APA style of referencing.

Medium/Language

Primary and preferable language of the journal is English; however, articles written in Sinhala and Tamil are also entertained if the article is associated with an extended abstract in English. The extended abstract of Non-English papers should include the title, abstract, introduction, materials and methods, results, discussions, conclusions and reference etc. as appropriate. Content of the papers should be thoroughly corrected for any linguistic/grammatical errors.

Submission Process

Authors are requested to send an electronic copy of their full paper to the editor's email. Do not submit an article that is already published or submitted for publishing in any other journals or conferences. Authors are hereby strictly advised to avoid plagiarism (either intentional or accidental) in their papers, since JULA will not take any responsibility with respect to the legal consequences.

Authors are advised to submit their works after completing all types of formatting, complying with the guidelines, to avoid delays in handling. They will be requested to revise the paper (if required) after the reviewing process and send the camera ready copy to the Editor according to the given instructions. Submission and inquiries could be sent to the editor of JULA. Additional instructions can be obtained from the ULA web site: http://www.ulasl.lk

In order to carry out a fair double blind review process, authors are requested NOT include their names or affiliations as part of the paper. Authors must also ensure that their place of work or the specific organization / library in which they have carried out the study is not explicitly mentioned in the paper. In such cases the name of the university or Institute must be replaced with XXX.

Credence and Visibility

JULA is also published in SLJOL and the process of article submission, reviewing, and publishing are completed using Open Journal System (OJS). OJS is a journal management and publishing that system has been developed by public knowledge project through its federally funded efforts to expand and improve access to research. Authors are encouraged to upload their papers on to SLJOL directly by logging in to http://www.sljol.info (Authors have register in SLJOL before submitting his/her paper). Nevertheless, if authors have any difficulty in dealing with online submission they advised to send their papers by e-mail to the Editor.

You may send one copy of your research paper/article in the form of latest MS Word file attached to an E-mail to: editor@ulasl.lk.

After receiving the Reviewer Comments

The authors must address each comment made by the two independent reviewers and clearly indicate where the changes are made in a different colour. In addition two separate reports must be submitted giving the comments of the Reviewer and the changes introduced / or the reasons not to accept the Reviewer's comments.

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