



International Federation of Library Associations and Institutions – Continuing Professional
Development and Workplace Learning Sections

Taking charge of your LIS career: Personal strategies, institutional programs, strong libraries

12-14 August 2015, Milnerton Public Library, Milnerton Cape Town, South
Africa

GUIDELINES FOR AUTHORS AND PRESENTERS

Submission

Material for potential publication in the proceedings should be sent by email attachment to the editors in Word format. The lead editors are Eileen Breen ebreen@emeraldinsight.com and Clare Walker Clare.Walker@wits.ac.za. To be received no later than 15 March 2015.

This is imperative because the timelines for receipt and editing of manuscripts are very tight: in order to ensure publication and delivery of the proceedings to attendees at the satellite conference.

Papers which are not being included in the proceedings should be received by the editors no later than 1 August 2015.

IFLA policies

Online publication will be in the IFLA repository. Please see here <http://library.ifla.org/policies.html> for the conditions. Authors of papers and reports to be included in the proceedings, will be required upon acceptance to complete an IFLA Author Permission Form.

Format

Use MS Word and MS PowerPoint, either MS Office 2007 or MS Office 2010. Set page size as A4 (not Letter) with margins set at 2.54 cm/1 inch and line spacing at 1.5.

Number pages consecutively from the first to the last page including the references in endnotes.

TITLE should be in **BOLD 12pt CAPITALS**, Tahoma, Arial or Times New Roman.

Name(s) of author(s) should be in **bold** lower case 12 pt with affiliation and email or other contact details.

Abstract should be no more than 150 words, in 11pt text font under the heading **Abstract**.

(Structure of research report abstracts: objectives, methods, results, discussion, conclusions.)

Text font should be 11 pt regular throughout. Do not use *italics* for quotations or captions.

Give sections and subsections short **headings** in **bold lower case 11pt** (as in these Guidelines).

PLEASE NOTE: DO NOT FORMAT OR NUMBER levels of headings or headings of sections.

Ordered lists should be consistent throughout.

Use

1. Numbered lists if the order is significant, or
 - Simple bullet points if there is no specific order of priority. Use a consistent format of bullet points in text papers;

Tables, graphs, other figures

Include tables, graphs and other figures in their appropriate place in the text.

Use page breaks if necessary to avoid breaking these up.

Give concise captions under each.

If Tables, Figures etc are numbered, ensure that correct reference is given in the text. Use the Arabic numbering system.

Statistics

Descriptions of statistical methods should include the following:

- Study objective(s)
- Study design
- Data collection methods, source of research subjects and selection methods, with justifications
- Study procedure
- Response rate
- Data analysis with statistical methods used and appropriate references
- Main results with confidence intervals
- Actual P values obtained rather than ranges (e.g. $P=0.143$ rather than $P>0.05$); the test statistic; degrees of freedom; and sample size (even for negative results)
- Study limitations.

Acknowledgements

1. Acknowledge the source of any **table or graphic** as part of the caption if it is not your own intellectual property. As author you are responsible for getting copyright permission if necessary to reproduce graphic material from other publications.
2. Acknowledgements of **people or organisations** should state that that they are not held responsible for the content of the paper.

POWERPOINT PRESENTATIONS

The first slide should be a title slide and include your name, affiliation and contact details. It is helpful to repeat your contact details (e.g. email address) on your last slide.

Number all slides in the presentation, as this makes printouts easy to read. For text on slides normally use font sizes between 20pt and 40pt. Do not copy large amounts of normal size text from papers or tables on to slides. Detailed tables and Web pages on slides are seldom clear to the entire audience unless a zoom is used or a section of the slide is magnified.

Keep slide layout simple and clear. Be aware of the need for good contrast between colours of text and background, particularly if you are using a corporate or institutional template.

A small computer screen is often easier to read than a large presentation screen, so review your presentation on a larger screen with a colleague if at all possible.

STYLE

Language

The language of the IFLA CPDWL Satellite Conference presentations and papers is English.

You, your audience and your readers may not all speak English as a first language and will not all have the same technical knowledge and expertise.

Therefore:

- Use plain language, familiar words, simple sentences, short paragraphs.
- Pay careful attention to spelling, grammar and accepted punctuation.
- Only use technical or specialist terms where these are clear and relevant in the context. Do not use jargon.
- Do not use “in house” terminology – that is, words or names of processes, departments or projects that are part of your home institutional or organizational culture. These may not be familiar to outsiders – so explain what they are.

Note: The programme organisers strongly recommend that authors and presenters whose professional/academic home language is not English, should if possible ask an English-speaking colleague or mentor to read and review the final English versions of their papers/presentations before submission.

Spelling

Use British (UK) or North American (USA) spelling and grammar, whichever your home country prefers, but please be consistent throughout your presentation or paper. As there is no longer considered to be a rigid distinction between British and American usage in words ending –ise and –ize, be consistent in your preferred usage of these words.

Use current Oxford or Websters dictionaries of English for general spelling guidance.

Abbreviations and shortened forms of names

Where you wish to use a recognised abbreviation, first give the full name or words and then in brackets () the abbreviation in initials, in capitals without stops between letters., e.g. information and communication technology (ICT). The abbreviation may then be used throughout. Do this also for seemingly well known names of places and organizations. Remember you are not presenting in your home country or to a home audience!

Do not invent your own abbreviations or use in house abbreviations. Shortened forms of names, e.g. “the University” may be used if the full name, e.g. “the University of Illinois at Urbana Champaign,” has been given in the same paragraph or section and its meaning is quite clear.

References and quotations from sources

Important features of a reference style are consistency, the ability of the reader to trace references used in the text, and the acknowledgment of source material. Traditionally different styles have been applied to publication in different disciplines.

If, as a student or author in LIS and Continuing Professional Development and Workplace Learning (e.g. education & training) fields, you have in the past preferred a reference and citation style different from the widely used author-date and alphabetical listing of the Harvard style, you may prefer to use another style. The author-date style is however the preferred style of the CPDWL Satellite proceedings . For details see below.

Do not use footnotes for references. List sources of text references as endnotes under the heading **References**.

Place any personal acknowledgements, e.g. to colleagues, institutions, organisations or funding bodies, at the end of the text of the paper, or as the

last slide in the presentation, before the list of References. (A PowerPoint presentation does not, however, normally have an extensive list of references.)

Use the author-date Harvard citation system, as reflected in the 15th edition of *The Chicago manual of style* (there is an online summary version of this on the internet). Use a journal that uses the Harvard author-date system as a model. The example and points below are a summary only;

e.g. Put reference in the text as (Sayed 1998: 18)

List source in alphabetical listing under **References** at the end of paper:

Sayed, Y. 1998. *The segregated information highway: information literacy in higher education Cape Town: University of Cape Town Press*

Give names of all authors; do not give the name of the first author followed by et al.

Put titles of books and journals in *italics*, but not titles of articles.

Only put first words in capitals; do not capitalize words within titles unless these are proper names.

Reference electronic sources on the internet in the same way as far as possible, but add the URL and date that you accessed the source: e.g.

<http://www.innovation.ukzn.ac.za/innovationbase.htm>, accessed 29 September 2011.

As URLs of individual papers can be extremely long, cut and paste accurately from the online source rather than transcribe by typing.

Note: As the author you are responsible for the accuracy and format of your text and bibliographic references. Always be conscious of the problems of plagiarism, particularly where papers are internationally accessible on the web. Avoid reworking into your own text substantial material from other publications. Acknowledge all sources and material from other publications and reference these in the text. Check that every text reference is reflected under the author or other heading in your list of **References**.

Quotations

Place quotations longer than five typed lines in an indented block without quotation marks and with the text reference given at the end of the block.

Place shorter direct quotations in the text in double quotation marks "... " with the text reference following.

Use text references where material from other sources has been used even if this is not directly quoted. If you use expressions such as "current views on this topic suggest ..." then give at least one or two references to sources of such views.

(Acknowledgements: These Guidelines for authors and presenters are based upon a combination of earlier IFLA Continuing Professional Development and Workplace Learning Sections' "Guidance on the submission of manuscripts", the

"Style summary" given for the guidance of contributors in the journal *Innovation: journal of appropriate librarianship and information work in Southern Africa*, and personal experience editing multicultural international conference papers from Africa and Southern Africa.

The Economist Style Guide (2010), 10th edition, edited by John Grimond. London: Profile Books Ltd., supplemented by *Oxford guide to plain English* (2009), 3rd edition, edited by Martin Cutts. Oxford: OUP, have been invaluable in developing these style guidelines for conference presentations and papers. "We speak many Englishes" and, as Grimond writes in his Note on Editing (p.3) "If the prose of our Tokyo correspondent is indistinguishable from the prose of our Nairobi correspondent, readers will feel they are being robbed of variety.")

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Johannesburg, February 2015