Journal of Education for Library and Information Science Submission Guidelines for Authors

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Subject Matter and Scope

The *Journal of Education for Library and Information Science (JELIS)* is the official publication of the Association for Library and Information Science Education. It is a quarterly scholarly journal in the field of library and information science education. *JELIS* is the primary venue for the publication of research articles, reviews, and brief communications about issues of interest to LIS (broadly conceived) education and pedagogy. Educators and aspiring educators are the principal audiences for the journal content.

Peer-Review Process

*JELIS* uses a bilingual online peer-review system called ScholarOne Manuscripts where authors, peer reviewers, and book reviewers can submit articles, evaluations, and book reviews. From initial submissions to finished proofs, ScholarOne Manuscripts streamlines the publication process to make it easy and effective for authors, reviewers, and editors alike. When your article is ready for submission, you will submit it through the ScholarOne Manuscripts interface.

Manuscript Submission Process

Prior to submitting your article, you will have to register through *JELIS*’s online peer-review system ScholarOne Manuscripts. You will be submitting your final manuscript as a digital file by using ScholarOne Manuscripts.

All articles must be the author’s original work, previously unpublished, and not currently being reviewed for publication with another journal.

The final revised manuscript in digital format should be double-spaced, in a 12-point font, and must include all references, notes, and tables.

Please ensure that you do not upload files that contain author information to ensure your paper can be blind reviewed. This means do not include a cover page with author details. Additionally, use the “properties” tab in Word to remove your details from the document. Put the title of the paper at the top of the first page before the abstract. Headers and footers are not required.

All supporting files including figures and illustrations, tables, and images must be submitted within the text. Once the manuscript is accepted for publication please use the phrase “Table/Figure [1] about here” in the approximate places where your table or figure should appear in the final copy of your manuscript, and submit your figures as supplementary files with the correct specifications on ScholarOne Manuscripts.

References should be in alphabetical order by author, following the American Psychological Society style (APA) 6th edition found in the Publication Manual of the American Psychological Association (see [http://www.apastyle.org](http://www.apastyle.org)). The author is responsible for providing complete and accurate citations.

As part of the submission process, authors may provide the names of three potential reviewers in the peer reviewer step online. Recommended reviewers should be experts in their fields and should be able to provide an objective assessment of your manuscript. Please be aware of any
conflicts of interest when recommending reviewers. Examples of conflicts of interest include (but are not limited to) the following:

- The reviewer should have no prior knowledge of your submission
- The reviewer should not have recently collaborated with any of the authors
- Reviewer nominees from the same institution as the authors are not permitted

Please note that the Editor is not obligated to invite any recommended reviewers to undertake the peer review of your work.

After you submit your article, the article will be peer reviewed by qualified academics in the field. Based on this evaluation, you will receive one of the following responses: accepted as is, rejected, or returned for further revisions.

**Major Articles**

*JELIS* publishes Major Articles of up to 7,000 words. These papers should be based on research that contributes to scholarship in or related to library and information science education. Major articles are double-blind and peer reviewed.

**Short Communications**

*JELIS* publishes Short Communications of about 3,000 words. These papers are peer reviewed and are more reflective in nature. They can express professional concerns and personal views that may be of interest to LIS educators and higher degree students. Work from students (or immediate past students) is particularly welcome for this section. Reflective pieces from retiring faculty are also very welcome.


**Blinding**

*JELIS* uses a double-blind peer-review process. Blinding a manuscript entails removing all references to your name and publications, and to the setting and participants in your research, where relevant. To blind your manuscript, substitute your name (and any coauthors’ names) in the text in any reference that could identify you. For example, if you are referring to one of your previously published articles, change the citation “(Jones, 2003)” to “(Author, XXXX).” In the reference list of your manuscript, do not list the title of the article, the journal, or any other identifying information. For example, if you refer to three of your own publications in the text, list them as follows in the references:

Author (XXXX)
Author (XXXX)
Author (XXXX)

“Author” references should then be inserted into the reference list with the other “A” references. Do not insert “Author” references alphabetically with the letter that corresponds to your last name.
When blinding the context of your research, use pseudonyms for the names of institutions or participants, and do not identify the city or town in which the research took place if it could serve to identify the participants and/or the institution. For example, “a bilingual university in Ottawa” is inadequate blinding because there is only one such university. Similarly, “a French-medium elementary school in St. Catharines, Ontario” is not blind because there is only one such school. Try to avoid including any other characteristics that might lead to the identification of the individuals or institutions involved.

Please also remove any information that would identify you from the “Properties” section of your Word file.

Manuscripts that have not been blinded will be returned to the authors for blinding before they are sent out to the reviewers, which delays the publication process. If the article is accepted for publication, authors must restore all personal information and references to their article.

**Additional Elements for Submission**

**Contact Information**

Please complete all sections of the ScholarOne Manuscripts registration section.

**Abstract and Keywords**

A brief, informative abstract should accompany the manuscript. In approximately 250 words, it should succinctly state the scope of the paper, methods, results, conclusions, and implications of the research. The abstract should also include a clear theme that indicates the implications of the paper for LIS educators.

Following your abstract, include a list of 5–6 keywords, which will enhance discoverability through the *Journal of Education for Library and Information Science Online*, search engines, and databases.

**Tables and Figures**

Please prepare all your tables and figures in APA format. Once the manuscript is accepted for publication, you will be required to resubmit tables and figures as supplementary files with the appropriate captions on ScholarOne Manuscripts.

**Tables**

Use the Tables function in Word (under the Insert tab in Office 2010) to create your tables. The title of the table should be typed above the top horizontal line. The source and any notes should appear below the bottom horizontal line. Align decimal points and commas.

**Figures**

The font used for figures that include text should be Helvetica or Arial.

Provide a separate EPS, JPEG, or TIFF file (resolution at 600 pixels per inch) in RGB colour or black-and-white, as appropriate, for each figure; high-resolution scans (300 dpi or higher) of photographic prints at publication size or larger are acceptable."
If you choose to submit figures (line drawings) produced in Adobe Illustrator, please “outline” the type prior to making the EPS files. This eliminates problems with font incompatibilities. If you are using CorelDRAW to produce figures (line drawings), convert the type to curves before making the EPS files. Converting type to artwork eliminates incompatibility problems with fonts.

**Captions**

Please provide captions in the text for all tables and figures.

**Copyright Agreement**

Upon manuscript acceptance all authors will be expected to sign a copyright agreement.

**Tips for Authors**

*JELIS* is now an online journal. In the online environment most readers skip and scan, so you have about 30 seconds to capture your reader’s attention. In this environment, long papers are unlikely to be read, so remember “less is more”.

Keep your writing succinct and concise. Your title should be clear and engage your reader’s attention. Make sure your “problem statement” is clearly stated in your introduction. Avoid dense academic jargon and tell your readers a story that is engaging and memorable:

- this is the problem,
- this is the literature we found while exploring the problem,
- this is what we did to find out more,
- this is what we found, and
- this is why it matters for LIS educators.

Papers should have a strong theme that deals with the implications of the research to LIS education (that is, why your work matters and what impact can it have on LIS education, and later, on the skills of the practitioners we teach). This implications theme should be clearly stated in the abstract and be strongly evident throughout the paper.

Most papers are now read after a potential reader finds them in online databases. With this stand-alone environment in mind, your writing should have all the context it needs outside the scope of the journal. Do not presume that your reader has any knowledge of *JELIS* (or ALISE) at all.

Papers in *JELIS* are read by an international audience. Please provide geographical and situational context for your work, as your work will be read by an international audience. For instance, if your problem statement is related to LIS education in the North American context, readers in other countries may not understand your context. Include references to appropriate literature, and note if there are similar concerns in other countries or regions.

Your work should add new information or deepen the understanding of a significant problem or issue. It should use appropriate data and/or analysis to make a compelling argument about why your work matters.
Queries

Questions relating to any of the above details may be directed to the JELIS Editor at the address below:

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