Author Guidelines

Daluang: Journal of Library and Information Science publishes articles focusing on problems and issues concerning to library and information science. This journal provides opportunities for authors to present the results of original research articles, review articles, and best practice in: digital library and repositories, documentation system, information and media preservation, information policy, information services, library and information technology, library management, media and information literacy, organization of information, scholarly communication, scientometrics.

Online Submission Guidelines

Manuscripts must be sent online to the online portal of Daluang: Journal of Library and Information Science on page http://journal.walisongo.ac.id/index.php/daluang

Steps for submitting Manuscripts

- The author registers as an author (checking the author role) on the "Register" section on the page http://journal.walisongo.ac.id/index.php/daluang/user/register
- After the author logs in as an Author, click "New Submission".
- The stages of article submission consist of 5 stages:
  1. Step 1 - Starting the Submission
     Select the appropriate section of the journal, then check all checklists, and click save & continue.
  2. Step 2 – Uploading the Submission
     Please upload the article manuscript file in MS Word in this section. After that, click save & continue.
  3. Step 3 – Entering Submission's Metadata
     Enter the data of all authors and affiliates. If the author is more than one person, please click "add author", then fill in the author's data like the first author, and so on. Next, fill in the title, abstract, keywords, research methods, and bibliography in each of the available columns.
  4. Step 4 – Uploading Supplementary Files
     It is permissible to upload supporting files or cover letters or other documents.
  5. Step 5 – Confirming the Submission
     Please click "Finish Submission" if all data is correct.
- Author will be notified by email and will be able to view manuscript submission's progress through the review and editorial process by returning to the Active Submissions section of Author page.
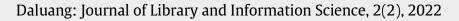
General Instructions

1. The manuscript is an original work (no plagiarism) and has never been published elsewhere.
2. During the review and editing process, the manuscript is not under consideration by another journal and all authors have approved the manuscript and agree with its submission to this journal.
3. All manuscripts must be submitted to Editorial Office using Open Journal System (OJS) at the following URL address: on http://journal.walisongo.ac.id/index.php/daluang/about/submissions#onlineSubmissions. who have other circumstances that prevent online submission must contact the Editors prior to submission to discuss alternative options email: daluang@walisongo.ac.id.
4. Manuscripts typed in Times New Roman (12 pt) with 1.15 spacing in Microsoft Word format with a page size A4 (210 x 297 mm). The length of the article ranged 2.500-6000 words, including pictures, graphs, and tables (if any).
5. The manuscript is written in Bahasa Indonesia or English using grammatical rules.
6. Manuscripts are formatted according to the writing pattern of the scientific journal. Writing articles follow the rules set out in Publication Manual of the American Psychological Association (APA) 7th Edition. It is mandatory to use Mendeley or Zotero reference management software." For an explanation of the APA Citation Guide, see http://www.apastyle.org/manual/index.aspx.

Particular Instructions

1. Title, provided that: a) the title is the formulation of a brief discussion of content, compact, and clear. May use the title of creative and attract readers (maximum 20 words). b) the title is written in English or Bahasa Indonesia. c) the title is typed in bold, use capital each word, except for conjunctions and prepositions.
2. Abstract written in English. The abstract should consist of 100-250 words summarizing the contents of the article. Abstract presented briefly and clearly. It also should be written structurally in four (4) subheadings: background/purpose; methods; results; and conclusions.
3. Keywords contains basic words in the study, can be drawn from the research variables, characteristics of the subjects, and the theory of the referenced (minimum three words or combinations of words, written in alphabetical order).
4. Introduction might contain background of the problems, summarize the "state of art", the gap analysis or novelties statement, objectives and benefits of the research, the literature review, and concludes with the hypothesis (if any).
5. Method might contain the identification of the variables, the research subjects, research instruments and methods including data analysis techniques .
6. Result and Discussion. The result should summarize (scientific) findings rather than providing data in great detail. Please highlight differences between your

results or findings and the previous publications by other researchers. Discussion contains an explanation of the results of research associated with the results of previous studies, critically analyzed and linked to relevant recent literature.

7. Conclusions and suggestions should be concise, clear, and compact based on the results of research and discussion.

8. Acknowledgement Recognizes those contributing in the research, including advisors, financial supporters, or other supporters, i.e. proofreaders, typists, etc. Do not acknowledge one of the authors names.

9. References are primarily taken from journals and in the last 10 years of publication. It is mandatory to use Mendeley or Zotero as a reference manager. Please ensure that every reference cited in the text is also linked in the reference list.

Publication Ethics and Malpractice Statement

Daluang: Journal of Library and Information Science is a peer-reviewed journal published by Unit Pelaksana Teknis (UPT) Perpustakaan Universitas Islam Negeri Walisongo. This statement clarifies ethical behavior of all parties involved in the act of publishing an article in this journal, including the author, the chief editor, the Editorial Board, the peer-reviewer and the publisher. This statement is based on COPE's Best Practice Guidelines for Journal Editors.

Ethical Guideline for Journal Publication

The publication of an article in a peer-reviewed Daluang: Journal of Library and Information Science journal is an essential building block in the development of a coherent and respected network of knowledge. It is a direct reflection of the quality of the work of the authors and the institutions that support them. Peer-reviewed articles support and embody the scientific method. It is therefore important to agree upon standards of expected ethical behavior for all parties involved in the act of publishing: the author, the journal editor, the peer reviewer, the publisher and the society.

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Publication Decisions

The editor of the Daluang Journal of Library and Information Science journal is responsible for deciding which of the articles submitted to the journal should be published. The validation of the work in question and its importance to researchers and readers must always drive such decisions. The editors may be guided by the policies of the journal's editorial board and constrained by such legal requirements as shall then be in force regarding libel, copyright infringement and plagiarism. The editors may confer with other editors or reviewers in making this decision.

Fair Play

An editor at any time evaluate manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.

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The editor and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

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Contribution to Editorial Decisions

Peer review assists the editor in making editorial decisions and through the editorial communications with the author may also assist the author in improving the paper.

Promptness

Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and excuse himself from the review process.

Confidentiality

Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorized by the editor.

Standards of Objectivity

Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments.

Acknowledgment of Sources

Reviewers should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

Disclosure and Conflict of Interest

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manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

Duties of Authors

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Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

Data Access and Retention

Authors are asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data (consistent with the ALPSP-STM Statement on Data and Databases), if practicable, and should in any event be prepared to retain such data for a reasonable time after publication.

Originality and Plagiarism

The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted.

Multiple, Redundant or Concurrent Publication

An author should not, in general, publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behavior and is unacceptable.

Acknowledgment of Sources

Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work.

Authorship of the Paper

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are

included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

Hazards and Human or Animal Subjects

If the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the author must clearly identify these in the manuscript.

Disclosure and Conflicts of Interest

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