



# 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](mailto:daluang@walisongo.ac.id).
4. Manuscripts typed in Times New Roman (12 pt) with 1.5 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) 7<sup>th</sup> 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 (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.

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