Instructions for writing an article for LIR

The Occasion

Use this heading only to describe a prize entry, thesis description, related project, etc. (for example, if you are writing this paper as the result of winning a LIRG prize). Otherwise omit this heading. If this section would disclose identities of the authors please add this section to the coversheet document only.

Abstract

This is where the abstract should be placed. It should consist of a concise summary of the material discussed in the article below. It should be between 100 and 150 words in length. Structured abstracts are welcomed. It is preferable not to use footnotes in the abstract or the title.

Introduction

Here is where your introduction should be. For LIR Journal submissions are accepted on a rolling basis. When reviewers supply comments, they will be sent to the authors along with notification of the reviewers’ decision. Authors are asked to prepare a revised version of their papers according to these instructions and resubmit it to the journal on completion.

Methodology

As the focus of LIR is on LIS research, we encourage authors to report their research methods in full if you are submitting a refereed research article. Please include both successes and difficulties so that other researchers can learn from the experience.

**Manuscript Preparation**

Papers must be submitted in UK English using Microsoft Word. This instruction page is an example of the format and font sizes to be used.

The title of the paper is typed in Times New Roman (boldface 14pt) and is left-justified. The author’s name is typed in Times New Roman (italics 12pt) and also left-justified. In order to ensure a blind review the document containing the body of the text should be anonymised (for help with this please see the section below) Authors should also include a title page which include the abstract, all authors’ names and affiliations (if a student provide place of study). The principal author’s email address should also be supplied. A 100-150 word abstract is then required.

Manuscripts must be double spaced using 12 point in Times New Roman font. Indent the beginning of each paragraph. Only Times New Roman font is accepted for the text. Main headings in the paper must be in boldface, and subheadings must be in italics. The text should be left justified on an A4 page (21 cm x 29.7 cm). All margins should be 2.54 cm.

*Figures, tables, equations, and quotations*

Refer to <http://www.apastyle.org> or the *Publication manual of the American Psychological Association (latest edition)* for instructions on formatting figures, tables, equations, and quotations.

Submission of the Paper

Please submit your final manuscript to the journal website at <http://www.lirgjournal.org.uk>. You will need to register with the journal as an author first. Please complete the metadata and select the type of paper you are submitting (e.g. refereed research article, opinion, etc.) from the drop down list.

The procedure for submitting your paper requires you to agree to various statements regarding prior publication, copyright, typographic style etc. These constitute the terms of the agreement between you and the journal. When an article or report has more than one author, the submitting author is responsible for ensuring that all other authors agree to these terms. *Library and Information Research* authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under a Creative Commons Attribution License (CC-BY) that allows others to share the work with an acknowledgement of the work's authorship and initial publication in this journal. You may self-archive the preprint and postprint (accepted manuscript) of your work in your institutional repository.

**Ensuring files are anonymised**

To ensure the integrity of anonymous peer-review, every effort should be made to prevent the identities of the authors and reviewers from being known to each other. This involves the authors, editors, and reviewers (who upload documents as part of their review) checking to see if the following steps have been taken with regard to the text and the file properties:

The authors of the document have deleted their names from the text, with "Author" and year used in the references and footnotes, instead of the authors' name, article title, etc. The authors of the document have removed personal information from the file properties by taking the following steps:

*Microsoft Word for Windows:*

* Go to File
* Select Info
* Click on Check for Issues
* Click on Inspect Document
* In the Document Inspector dialog box, select the check boxes to choose the type of hidden content that you want inspected.
* Click Remove All
* Click Close
* Save the document

*Microsoft Word for MacOS:*

* Go to Tools
* Click Protect Document
* Select Remove personal information for this file on save
* Click OK and save the file

**Conclusion**

All authors are encouraged to conclude their paper with a section describing the practical applications of their research, i.e., answering the “so what?” question. What effect should your work have on the LIS practitioner or the research community? Is there anything the community should be doing differently as a result of your research? Have you identified areas for future research? If so, please state them here.

**References**

Refer to <http://www.apastyle.org> or the *Publication manual of the American Psychological Association (latest edition)* for instructions on formatting references.

Acknowledgements

Please acknowledge your research funding body and grant number as well as colleagues or organisations that have contributed to the research, if applicable. Full authors should, however, be named on the coversheet. If this section would disclose identities of the authors please add this section to the coversheet document instead. Please use no more than 50 words.