



Canadian Journal of Information and Library Science / Revue canadienne des sciences de l'information et de bibliothéconomie

Submission Guidelines for Authors

Subject Matter and Scope

The [*Canadian Journal of Information and Library Science / Revue canadienne des sciences de l'information et de bibliothéconomie \(CJILS/RCSIB\)*](#) continues the *Canadian Journal of Information Science* and is published by the [Canadian Association for Information Science \(CAIS\)](#). Its purpose is to contribute to the advancement of information and library science in Canada. The Journal is published on a quarterly basis in print format and is also available online on [Project MUSE](#). The journal publishes research papers, scholarly opinion papers, reviews of research, and reviews of books and other media.

Peer Review Process

Blinding

[CJILS/RCSIB](#) uses a double-blind peer review process. Blinding a manuscript entails removing all identifying information (i.e., references to authors, specific research facilities, acknowledgements, names of ethics review boards, or any other information that could identify the authors, including references to previous work). To blind your manuscript, substitute your name (and any coauthors' names) in the text in any reference that would identify you with Xs. 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 all as follows in the references:

Author (XXXX)

"Author" is then inserted into the reference list with the other "A" references.

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. To do this go to the document and click on "file," scroll down to "properties" and delete any identifying information. If you are sending a PDF please remove your information before you create the PDF version of the article.

Manuscripts that have not been blinded will be returned to the authors for blinding before they are sent out to the reviewers; this will delay the publication process.



Manuscript Submission Process

All articles must be the author's original work, previously unpublished, and not being reviewed for publication with another journal.

After you submit your article, it will be evaluated. Based on this evaluation, you will receive one of the following responses: accepted as is, rejected, or returned for further revisions.

Upon initial submission, all supporting files including figures and illustrations, tables, and images must be submitted within the main file. They are to appear at the end of the file. Once the article is accepted for publication, you may be required to resubmit supporting images as high resolution files.

Manuscript Requirements

Submission of manuscripts

Manuscripts should be submitted as e-mail attachments in Word or RTF format to Editor Valerie M. Nessel at vmneset@buffalo.edu. A tentative title and abstract of 50 to 100 words (preferably in both English and French) should be submitted with the manuscript.

Preparation of copy

Use italics rather than underlining where applicable. Use endnotes rather than footnotes.

References

Overall style should conform to that outlined in *The Chicago Manual of Style*, 16th ed., p. 785–810 (Chicago: University of Chicago Press, 2010).

All references to sources are to be identified in the text by the surname of the author(s), year of publication, and page number(s) where applicable. Examples: (Greenberg 2008, 48); (Olson 2006, 19–21); (Fogel 2004a). The references list should be placed at the end of the main text, and ordered alphabetically by author and by year of publication. Examples follow.

Book

Fogel, Robert William. 2004a. *The Escape from Hunger and Premature Death, 1700–2100: Europe, America, and the Third World*. New York: Cambridge University Press.

Greenberg, Joel, ed. 2008. *Of Prairie, Woods, and Water: Two Centuries of Chicago Nature Writing*. Chicago: University of Chicago Press.

Minow, Newton N., and Craig L. LaMay. 2008. *Inside the Presidential Debates: Their Improbable Past and Promising Future*. Chicago: University of Chicago Press.

Chapter in edited book

Samples, John. 2006. "The Origins of Modern Campaign Finance Law." Chap. 7 in *The Fallacy of Campaign Finance Reform*. Chicago: University of Chicago Press.

Journal article

Olson, Hope A. 2006. "Codes, Costs, and Critiques: The Organization of Information in *Library Quarterly*, 1931–2004." *Library Quarterly* 76 (1): 19–35.



Journal article online

Fogel, Robert William. 2004b. "Technophysio Evolution and the Measurement of Economic Growth." *Journal of Evolutionary Economics* 14 (2): 217–21. doi:10.1007/s00191-004-0188-x.

Online source

IFLA. "IFLA's History", <http://www.ifla.org/en/history>.

Additional Elements for Submission

Contact Information

Please provide a separate cover sheet with full contact information.

Abstract, Keywords and Acknowledgements

Abstract

Your abstract must be 50 to 100 words.

Keywords

Following your abstract, include a list of up to 5 keywords that will enhance the discoverability of your article online.

Acknowledgements

Major contributors to the work should be identified in the Acknowledgment section.

Reviewer List

In a blinded supplementary file, authors may suggest up to five potential reviewers for the manuscript and provide their e-mail addresses. Potential reviewers should be considered experts, have published in the area of research, and not be in a position of conflict. Authors must not suggest individuals from the same institutions or individuals whom they have collaborated or published with in the past. If necessary, authors can find potential reviewers by reviewing the reference list to their manuscript.

Tables and Figures

Tables and figures should be numbered separately and placed together at the end of the document or sent in separate files. Insert a location note at the appropriate place in the text (e.g., "Insert Table 2 here").

Tables

Tables must be created using the Tables function in Microsoft Word and provided with a title. Key and tab tables as simply as possible.

Figures

Figures must be sharp and clear and must fit within the text area of a journal page (115 mm × 175 mm). Please make sure the font used for figures is legible.

For previously published figures, written permission from both the author and the original publisher must be submitted at the time of manuscript acceptance.



While images appear in black and white in the print journal, the online version can accommodate colour images, video, and audio. Provide a separate EPS (the preferred format), PostScript, JPEG or TIFF file (resolution at 300 dots per inch) in black and white for each figure; glossy photographic prints at publication size or larger are acceptable, especially for complex graphics.

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- Microsoft Photo Editor: Go to File/Properties/Resolution
- Photoshop: Go to Image/Image Size/Document Size

Captions

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Queries

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“[How to Alienate Your Editor: A Practical Guide for Established Authors](#)”, written by Stephen K. Donovan and published in the [Journal of Scholarly Publishing](#), is an excellent article on classic mistakes made during the submission process. Also useful is “[Surviving Referees' Reports](#)” written by Brian Martin and also published in [Journal of Scholarly Publishing](#).

Questions relating to any of the above details may be directed to the [CJILS/RCSIB](#) Editor at the address below:

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