



**SRI LANKA LIBRARY ASSOCIATION
AUTHOR GUIDELINES FOR SUBMISSION OF MANUSCRIPTS TO
SRI LANKA LIBRARY REVIEW (SLLR)**

ABOUT SLLR

Sri Lanka Library Review (SLLR) is published by Sri Lanka Library Association (SLLA) since 1962. SLLR provides a platform for researchers and professionals in the Library and Information Science field to impart and share their knowledge in the form of high-quality **research papers, case studies, literature reviews, concept papers** and **book reviews**.

It is an open-access research journal published biannually starting in 2020. It is available via Sri Lanka Journals Online (SLJOL) <https://sllr.sljol.info/>

REVIEWING PROCESS

The editorial board of SLLR will conduct a double-blind peer review to comply with quality protocols.

MEDIUM

Authors are encouraged to submit high-quality papers written in English, Sinhala and Tamil. Those who wish to submit their articles in Sinhala or Tamil are requested to translate the abstract into English.

TECHNICAL REQUIREMENTS

Use Microsoft Word to type out the manuscript on ISO A4 (212 x 297 mm), with margins of at least 25 mm (1 inch). Number pages consecutively, beginning with the title page and put the page number in the lower right-hand corner of each page.

- **Length of paper:** Authors are expected to present their works approximately in 5000 words.
- **Font Type:**
 - For English medium papers - Times New Roman, 12-point (Body text)
 - For Sinhala medium papers - Sinhala Unicode, 12-point (Body text)
 - For Tamil medium papers - Tamil Unicode, 12-point (Body text)
- **Line Spacing:** 1.5 in all parts of the manuscript

PREPARATION OF MANUSCRIPT

Articles should contain title, author/s' details, abstract, keywords, body text, and list references/bibliography. Body text is usually (but not necessarily) divided into sections with the headings Introduction, Objectives, Methodology, Results and Discussion, Conclusions and Recommendations. Articles also may need subheadings within some sections (especially the Results and Discussion sections) to clarify their content.

Title:

The title of the article should be concise but informative. The main title should begin from the top edge of the page, centered, and in 14-point, bold.

Author Name(s) and Affiliation(s):

Author names should be aligned left beneath the title and printed in 12-point, bold.

Example:

Nishath, S.S.¹, and Somaratna, H.M.D.S.D.²

Author label(s) should appear in the footnote section of the first page of the paper with his/her designation, affiliation, email address, and ORCID and 10 in font size.

Example:

¹Senior Assistant Librarian, Main Library, University of Colombo, Sri Lanka <https://orcid.org/0000-0003-2634-1682>

²Senior Assistant Librarian, Science Library, University of Colombo, Sri Lanka <https://orcid.org/0000-0003-1128-1330>

Abstract:

An abstract of the article should contain no more than **250 words**. The abstract should state the purposes of the study or research, objectives, basic procedures (selection of study subjects; observational and analytical methods), main findings (giving specific data and their statistical significance, if possible), and the principal conclusions. It should emphasise new and important aspects of the study or observations.

Keywords:

Authors should furnish, and explicitly label as such, 3 to 5 keywords or brief phrases below the abstract. These keywords aid indexers in effectively cataloguing the article and can also be published alongside the abstract

Introduction:

State the purpose of the article and summarise the rationale for the study or observation. Give **only strictly pertinent references** and do not include data or conclusions from the work being reported.

Objectives:

Define the main objective and specific objectives (if relevant) of the study clearly.

Methodology:

Describe your selection of the population and sample clearly. Identify the methods and procedures in sufficient detail to allow other workers to reproduce the results. Provide references and brief descriptions for methods (including statistical methods) that are not well known.

Results:

Arrange your findings in a coherent order within the text, tables, and illustrations. Avoid duplicating all data present in the tables or illustrations within the text. Instead, focus on highlighting significant observations and provide emphasis or summaries for crucial points. Tables and Figures should be introduced in the text before their presence.

Tables and Figures: Tables and Figures should be clear and intelligible and kept to a minimum and should not repeat data available elsewhere in the paper. Any reproduction of illustrations, tabulations, pictures, etc. in the manuscript should be acknowledged.

- **Tables:** Position triple-line tables in close proximity to the text they pertain to, ensuring they are centered in alignment. Label each table with the term **Table**, along with a sequential number for reference. Maintain consecutive numbering for tables. If data is sourced from an external origin, indicate a note of acknowledgment below the Table.

Example:

Table 1: Performance levels of the library

Variables	Weight	Score*
Library Efficiency	0.24	3.239151240
Library Core People Process	0.05	3.258510115
Library Environment	0.09	2.877867013
Library User's Satisfaction	0.37	3.061115404
Library Adaptability	0.13	3.071015402
Library Capacity	0.14	3.315221338

Source: Author's' calculations

* 1 = Very Low Performance, 3 = Moderate, 5=Very High Performance

- **Figures:** Position visual elements such as photos, graphs, charts, or diagrams in immediate proximity to the relevant text, ensuring they are centered. Label these elements as "Figure" (without abbreviation), followed by a sequential number for proper referencing. Place the label below the figure. For consistency, maintain consecutive numbering for figures. Select grayscale figures that exhibit distinct contrast between adjacent regions and labels. Colour diagrams/images/plates can be included, in the web-based publication.

Example:

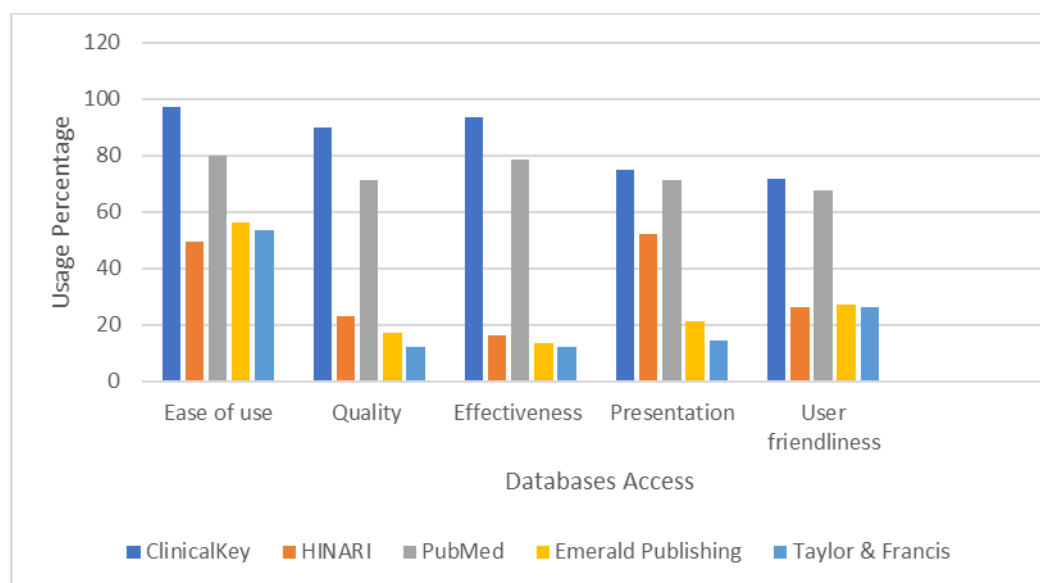


Figure 3: Postgraduate medical trainees' perception of using the online database

Discussion:

Highlight the novel and significant facts of your research. Refrain from duplicating extensive data or materials already covered in the Introduction or Results. Address the consequences stemming from your findings and acknowledge any limitations that were encountered. Establish connections between your observations and relevant studies previously conducted.

Conclusion:

Express your conclusions using clear and straightforward language. Avoid repetition of your results or their discussion. Instead, synthesize the arguments presented in your paper to demonstrate how they collectively address the research problem and fulfill objectives. Highlight the potential avenues for future research if necessary.

Acknowledgment:

List all contributors who do not meet the criteria for authorship such as technical or writing assistance. Financial support could also be acknowledged.

Abbreviations and Symbols:

Use standard abbreviations. Avoid abbreviations in the title and the abstract. The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.

References:

Author(s) must adopt the latest American Psychological Association (APA) style in referencing. To learn more about APA style, please visit:

<https://www.isu.edu/media/libraries/student-success/tutoring/handouts-writing/using-sources/APA7-Style.pdf>.

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Avoid citation in the abstract. Reference lists should be listed in alphabetical order and then further sorted chronologically (if necessary).

All citations in the reference list must be in the Hanging Indent Format with the first line flush to the left margin and all other lines indented.

Example:

Nishath, S. S., & Somaratna, H. M. D. S. D. (2023). University Librarians' Perception on the Marketing of Library Services in Sri Lanka: An Attitudinal Survey. *Sri Lanka Library Review*.
<https://doi.org/10.4038/sllr.v37i2.61>

PAPER SUBMISSION

Authors should submit an electronic copy (in MS Word format) of their manuscript to the SLLA Publication Officer's email address: po@slla.lk or dilhani@pgim.cmb.ac.lk

Authors are requested to submit their works after completing all types of formatting and complying with author guidelines, in order to prevent delays in the processing of the article. Authors will be asked to revise the paper (if necessary) after the double-blind review process and to send a camera-ready copy to the Publication Officer of SLLA in accordance with the instructions provided.

IMPORTANT NOTE TO THE AUTHOR(S)

Policy on Plagiarism:

Authors should ensure that the work described is entirely original. If authors use the work and/or works of others, it should be acknowledged. The manuscripts will be checked in Plagiarism Detecting Software to avoid potential infringement of intellectual property rights. The Similarity Rate should be equal to or less than 20% for acceptance.

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