



# COLLEGE LIBRARIES

A Peer-reviewed Quarterly LIS Research  
Journal

## Publication Policy and Authorship Manual

Including  
**WBCLA Standard and Specification**  
(Version 1.0)

*Interested paper-contributors must comply with this  
Authorship Manual including Referencing Style and  
Standard as part of 'College Libraries' published by WBCLA*

**WEST BENGAL COLLEGE LIBRARIANS' ASSOCIATION**

Uday Villa, 4th Floor, Holding No. 59/1/4

51/33 Harakali Colony, Dum Dum

Kolkata-700074, West Bengal. India

Website:

March 2025

# Contents

## **1 Publication Policy**

### **1. Name of Journal**

*1.2 Introduction*

*1.3. Journal Frequency and Scope*

*1.4. Editorial Team and Functions*

*1.4.1 Duties and Responsibilities of Editors*

*1.5 Peer-Review Process*

*1.6 Copy Right Transfer Policy*

*1.7 Open Access Policy*

*1.8 Publication Ethics and Prevention of Malpractices*

*1.9 Correction and Retraction Policy*

*1.9.1 Erratum*

*1.9.2 Corrigendum*

*1.9.3 Retraction*

*1.10. Indexing and Abstracting*

## **2. General Requirements/ Information for Authors**

*2.1 Style and Form*

*2.2 Title Page*

*2.3 Title of the Paper*

*2.4 Authors*

*2.5. Authors Declaration*

*2.6 Abstract*

*2.7 Keywords and Article Type*

## **3 Technical Requirements**

*3.1 Size and Line Spacing*

*3.2 Restrictions on Italics*

*3.3 Restrictions on numerals*

*3.4 Headings of Sections and Subsections*

*3.5 Tables*

*3.6 Figures/Illustrations*

*3.7 Colour Restrictions*

## **4. Referencing Style and Citations**

## **5. Submission of Manuscripts**

## **6. Plagiarism Policy**

## **7. Copy Right Policy**

## **8. Editorial Treatment**

## **9.Disclaimer**

## **10.Format of Declaration and Copyright Transfer**

## **11. Checklist for Authors**

# **College Libraries**

## **A Peer-reviewed Quarterly LIS Research Journal**

*Publication Policy and Authorship Manual including*

### **WBCLA Standard and Specification**

**(Version: 1.0)**

#### **1. Name of Journal**

*College Libraries* (ISSN 0972-1975)

Published by *West Bengal College Librarians' Association (WBCLA)*

#### **1.2 Introduction**

The '*College Libraries*', a peer-reviewed quarterly research journal in the field of Library and Information Science (LIS), is committed to uphold the highest standards of publication ethics and all possible measures are taken against publication malpractices. This Publication Ethics Statement outlines the core principles that govern the responsibilities of the editorial board, reviewers, authors, and publisher, aligning with National and International best practices as recommended by the UGC (**Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions**) Regulations, 2018 and Committee on Publication Ethics (COPE) .

#### **1.3. Journal Frequency and Scope**

The main objective of the '*College Libraries*' is to publish original research papers that hold significance and value in the field of library and information science and services. It is published quarterly in **March, June, September, and December each year**. The full texts are available in printed issues (hard copies) and the soft copies of titles, author(s) details, abstract, keywords and list of the references of each article/paper is displayed in the WBCLA Website.

#### **1.4. Editorial Team and Functions**

After receiving the research papers, the Editorial Board along with the General Secretary who serves as the Jt. Editor and Convener, records each submission by assigning unique identification number (Paper ID). The manuscripts are meticulously verified and then the said reports are sent to the corresponding author mentioning reasonable modifications and shortcomings initially detected. Once the issues are resolved, the manuscript is forwarded to the Editor and the Editorial Board to initiate the double-blind refereeing process. For information about the Editorial Board members and the contact details of the Editorial Office, please visit: <https://wbcla.in/>.

#### ***1.4.1 Duties and Responsibilities of Editors***

- To ensure a fair, unbiased, and timely review process for all submissions through a **double-blind peer-review system**.
- To maintain full confidentiality regarding submitted manuscripts and not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, editorial advisors, or the publisher.
- To avoid any conflict of interest and ensure that decisions on manuscripts are based solely on their scholarly merit and relevance to the journal's scope.
- To use plagiarism detection tools as necessary and take steps to prevent and address potential cases of plagiarism, falsification, or other forms of misconduct.
- To publish corrections, errata, or retractions, where necessary, in accordance with the journal's amendment policy.

#### ***1.5 Peer-Review Process***

The double-blind peer-review process is followed in the case of our Journal 'College Libraries' for maintaining full confidentiality. A confidential list of referees is maintained for this purpose. Comments on each manuscript are sought normally from at least two referee(s) and the said matter is communicated to respective first /corresponding author for modification whenever necessary. The paper is accepted if found satisfactorily and suitable for publication, otherwise rejected and authors are communicated accordingly.

### ***1. 6 Copy Right Transfer Policy***

Author(s) of a research paper is(are) required to sign sequentially in the ‘**Format of Author’s Declaration and Copyright Transfer**’ which permit the Editor and the publisher of the journal ‘**College Libraries**’ to publish the paper and to reproduce it whenever necessary, and to archive it in any form and also to defend it against any improper use. The first author (or the corresponding author) is responsible for maintaining coordination among all co-authors in this regard and for managing all communication with the editorial office of the Journal. It’s to be noted that all correspondences regarding paper submission are to be treated as confidential.

Authors must maintain confidentiality regarding reports of the referees and other related matters which must not be publicized / posted on any website / social media / or otherwise without prior permission of the Editor.

### ***1.7 Open Access Policy***

- The journal provides partially **Open Access** to its published content. The full texts are available in printed issues (hard copies) and the soft copies of titles, author(s) details, abstract, keywords and list of the references of each article/paper is displayed in the WBCLA Website and also encourages authors to share final manuscripts for academic use after the embargo period of two years
- The journal archives printed issues and maintains digital backups to ensure permanent accessibility of published content.

### ***1. 8 Publication Ethics and Prevention of Malpractices***

WBCLA is committed to promote integrity in research and adhering to publication ethics. The publication policy for the WBCLA journal "**College Libraries** “has been designed in accordance with the guidelines consulted from various organizations, including the Committee on Publication Ethics (COPE) (<https://publicationethics.org>). This policy serves as a framework for authors, reviewers, members of the Advisory Board, the Editorial Board, and the publisher. The key points of the policy include:

- (i) All information related to submitted manuscripts/articles is kept confidential until publication.
- (ii) Submission or publication of the same article in more than one journal simultaneously is treated as breach of publication ethics.
- (iii) Each manuscript/article submitted for publication must include a plagiarism test report, demonstrating compliance with an acceptable similarity index according to **UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.**

The Editorial Board reserves the right to apply any appropriate software for plagiarism detection at any time. The journal is dedicated to prevent unethical practices, including violations of professional ethical codes and copyright agreements, submission of papers to multiple bodies for publication, false claims of authorship, or unauthorized changes in authorship. Such violations will call for significant penalties, as will be determined by the Executive Committee, WBCLA following the suggestions of Editorial Board.

*Publication Ethics and Prevention of Malpractices statement is available in the website separately at: <https://wbcla.in/> and <http://collegelibraries.in/index.php/CL>*

### ***1. 9 Correction and Retraction Policy***

A clear policy regarding the issuance of errata (publisher's errors), corrigenda (author's errors), and retractions (in cases of serious ethical violations) has been adopted in case of our Journal.

***1.9.1 Erratum:*** If any significant error is identified in a published article, an erratum notification will be published in the subsequent issue. This reflects the integrity of the publication record and the scientific validity of the paper.

***1.9.2 Corrigendum:*** When a major error is found out i.e. the responsibility of the author(s) affects the publication record or the scientific integrity of the paper, a corrigendum will be published in the subsequent issue of the journal.

***1.9.3 Retraction:*** If a published paper is found to be invalid, the author(s) will be asked to sign a retraction note that specifies the error and briefly explains how the findings and/or conclusions are affected. This note will be submitted for

publication. If the author(s) disagree with or decline to retract the paper, the Editor will seek advice from referees and will determine the most appropriate amendment while noting the authors' dissent in the retraction published.

All amendments will be made explicitly and will be clearly linked to the original article in both print and online formats. Any request to withdraw published or accepted articles will be handled on a case-by-case basis at the discretion of the Editorial Board and the Chief Editor.

The Editorial Board is the sole authority on the rationale for any amendments and their outcomes. Any amendments made will be formally announced as errata, corrigenda, or retractions, in order to maintain accurate publication records and to ensure the scientific accuracy of what has been published.

### ***1.10. Indexing and Abstracting***

The Journal, “**College Libraries**” is **indexed/abstracted** in Indian Library Science Abstracts (ILSA) published by the Indian Association of Special Libraries and Information Centres (IASLIC)

## **2. General Requirement/ Information for Authors**

### ***2.1 Style and Form***

- i. Authors should write the full paper with a maximum of 3,000 words, using Times New Roman font. The margins should be set to 2.5 cm on all sides, with a line spacing of 1.5. The title should be in bold, font size 14, while all other sections of the article should be in font size 12. The submission must include the details of the authors, an informative abstract that does not exceed 250 words, and maximum of eight keywords.
- ii. Authors should preferably use “I” and “we” (except in the abstract) instead of “the author(s),” and should favor the active voice over the passive voice. Authors should avoid mixing “I” and “the author” in the same paper.
- iii. Abbreviations should not be introduced without prior explanation. When an abbreviation first appears, the full name or title should be provided, followed by the abbreviation in parentheses (e.g., “Open Educational Resources (OER)”). After the first mention, the abbreviation can be used alone. However, commonly known acronyms may be used independently.

- iv. All contributions must be original research paper and not published earlier or submitted elsewhere for publication simultaneously.
- v. Language will be in English and subject of writing is limited to Library and Information Science (LIS) filed only.
- vi. All papers are evaluated according to the reviewers' recommendations. Papers are accepted after doubled-blind peer-reviewed process. The review process may take 5-6 months to be completed.
- vii. Article Processing Fee (APF): Article processing fee will be charged to the author(s) after his/her paper being accepted for publication as follows: For WBCLA Life Member Rs 1,500/- and for others Rs 2000/-
- viii. All these relevant documents should be sent to [collegelibraries1983@gmail.com](mailto:collegelibraries1983@gmail.com)

Authors are requested to follow the '**Author Guidelines**' available in website of WBCLA (<https://wbcla.in/>)

### ***2.2 Title Page***

The manuscript/article must be submitted with a separate title page that includes the title of the article, the name(s) of the author(s), the address for correspondence (including PIN code), phone number, and email address and ORCID or Vidwan ID for prompt communication. Only the title of the research paper should be displayed on the first page of the manuscript.

### ***2.3 Title of the Paper***

- i. The title should be clear and informative. Avoid vague phrases such as "Contribution to the knowledge of ..." or "Some considerations on ...". Subtitles should only be used when necessary.
- ii. It is preferable to use 'title case' style for the titles of papers submitted for publication.

### ***2.4 Authors***

- i. The names of the authors should be mentioned after the title in the order they have decided, along with their respective affiliations, addresses, phone numbers, and email addresses.
- ii. Once a paper is submitted, no changes to authorship—such as additions, deletions, or rearrangements—are allowed.

- iii. The first author (or corresponding author) is responsible for coordinating and managing all communication with the editorial office of the journal and among the co-authors.

### ***2.5. Authors Declaration***

The **Author Declaration Form** is available on the WBCLA website (<https://wbcla.in/>) and must be signed by the corresponding author as well as co-authors, if any.

### ***2.6 Abstract***

The abstract should be informative and clearly convey the following elements: ***Purpose, Design/Methodology/Approach, Findings, and Originality/Value***. Each of these elements should be clearly labeled as sub-headings within the abstract. The abstract should preferably not exceed 350 words and must be understandable on its own, without referring to the main text. Avoid information in the abstract that is not mentioned in the paper.

### ***2.7 Keywords and Article Type***

- i. Keywords should be standardized bold according to a recognized Subject Headings List and should be placed immediately after the abstract under the subheading **“Keywords:”**.not more than eight keywords, separated by semicolons (;), that represents the main subjects of the paper.
- ii. Author(s) should categorize their research articles into one of the following broad categories: Experimental, Survey-Based, Project-Based, State of the Art Report (SOTAR), Trend Report, or any other relevant category. This classification should be stated under the subheading **“Article Type:”** immediately following the keywords.
- iii. A well-crafted title, abstract, and appropriate keywords are essential for helping secondary information services to promote the work effectively and to facilitate future retrieval.

## **3 Technical Requirements**

### ***3.1 Size and Line Spacing***

A full-length research paper, preferably limited to 3,000 words, should be typed on A4 size paper with a left-hand margin of approximately 3 cm. The pages should be numbered consecutively. Use one-and-a-half line spacing for the text, including the abstract, references, tables, etc.

### ***3.2 Restrictions on Italics***

Avoid italicizing common Latin expressions or abbreviations, such as *a priori*, *et al.*, *ca.*, *cf.*, *e.g.*, *i.e.*, *viz.*, and *etc.* Use italics for emphasis, when introducing new terms, for words in foreign languages, and for titles of journals.

### ***3.3 Restrictions on numerals***

Author(s) should avoid using Roman numerals unless it is inevitable.

### ***3.4 Headings of Sections and Subsections***

Headings for sections and subsections should be formatted as follows:

- i. Section headings, subheadings, and sub-subheadings must be clearly mentioned and numbered using decimal subdivisions (e.g., 3, 3.4, 3.4.1, etc.) in Arabic numerals.
- ii. The main section headings should be in bold lowercase Roman numerals, except for the first letter, and in cases that require capital letters, such as proper nouns and abbreviations.
- iii. Subheadings should be in bold italic lowercase letters, with the first letter in uppercase when necessary.
- iv. Sub-subheadings should be in italic lowercase letters, with the first letter capitalized when applicable.

### ***3.5 Tables***

Tables should be formatted according to the following guidelines:

- i. Each table must have a serially numbered with title at the top.
- ii. Table headings should be clear, concise, and self-explanatory.
- iii. Use double line spacing between rows and ensure distinct lines within the tables.

- iv. Keep the number of tables to a minimum. They should be as small and simple as possible. Avoid using unnecessary or irrelevant tables, as well as overly lengthy tables, to prevent disqualification of the paper.
- v. The use of color in tables is not permitted.

### ***3.6 Figures/Illustrations***

Figures and illustrations should be submitted according to the following guidelines:

- i. Submit figures/illustrations in their original format.
- ii. Figure legends should not rely on color; instead, they should be distinct, legible, self-explanatory, and concise.
- iii. A serially numbered description of the figure should be placed at the bottom of each figure.
- iv. Avoid repeating unnecessary graphical annotations unless they add significant value to the research findings.

### ***3.7 Colour Restrictions***

Color in text, illustrations, tables, graphs, or photographs is not allowed rather should be presented in black and white only.

## **4. Referencing Style and Citations**

WBCLA has not established a specific referencing style for its journals; however, it adheres to the guidelines outlined in the Publication Manual of the American Psychological Association (APA), 6th edition. Consequently, all references must be arranged alphabetically in the Reference section at the end of the paper. In-text citations should also conform to the standards set by the APA, 6th edition.

## **5. Submission of Manuscripts**

- i. Manuscripts must be prepared in strict accordance with the WBCLA Journal Publication Policy and Authorship Manual; otherwise, manuscripts will not be considered formal submissions. A Unique Article Registration Number will not be assigned until the manuscript is properly formatted and corrected by the author(s).
- ii. Manuscripts must be written in standard English. It is strongly recommended that author(s) thoroughly review their work to eliminate grammatical errors, inconsistencies, and violations of submission guidelines prior to submission.

- Author(s) may consider having a qualified individual review the manuscript critically, which can facilitate the subsequent refereeing and editorial review processes, speed up editorial treatment, and shorten the publication timeline. Manuscripts written in poor English may be disqualified.
- iii. Author(s) are required to conduct a plagiarism test using reputed plagiarism detection software and to attach a detailed report along with the manuscript upon submission.
  - iv. One legible copy of the manuscript, printed on one side of A4-sized paper, including clear copies of all illustrations, must be submitted to the Editor's Office when the Editorial Board requests it following a satisfactory physical verification. Author(s) should retain duplicate copy of the manuscript/article to safeguard against any unforeseen loss.
  - v. Author(s) must ensure that the submitted paper has not been published previously and is not simultaneously under consideration for publication elsewhere. Additionally, author(s) must submit a duly signed copyright transfer form and a declaration regarding the originality of the manuscript. A **'Format of Author's Declaration and Copyright Transfer'** template is provided below.
  - vi. Two copies of the manuscript, composed in MS Word (.doc or .docx format), along with a PDF version, must be sent as attachments to collegelibraries1983@gmail.com, along with the plagiarism test report and the author's declaration.
  - vii. Authors should refrain from using persuasive language in attempts to influence the publication of their articles.

## 6. Plagiarism Policy

- i. ***“College Libraries”* has zero tolerance for plagiarism** and strictly has followed the **UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.**
- ii. Manuscripts found to contain plagiarized content at any stage of the review or publication process will be rejected or retracted, and the concerned authors may be blacklisted.
- iii. Plagiarism detection software may be employed at any time by the Editorial Board to verify originality.

- iv. Each paper must be accompanied with plagiarism test report with less than 10 % similarity index (tested with good plagiarism test software like Turnitin/ DrillBit/ iThenticate)

## **7. Copyright Policy**

Once the article is published, the copyright of the article will be transferred from the author(s) to the publisher.

## **8. Editorial Treatment**

- i. When the Office of the Editor receives a manuscript, an acknowledgment of receipt is sent. The manuscript then undergoes primary verification process to ensure whether the manuscript has conformed author guidelines of the Journal ‘College Libraries’
- ii. The manuscript is subsequently sent to referees for a double-blind review. Following this review and editorial evaluation, the manuscript may be accepted, rejected, or returned to corresponding author for revisions. Once the revisions meet the satisfaction of the referees and the Editorial Board, the manuscript is accepted and provisionally assigned to a specific issue of the “**College Libraries**” Journal. Manuscripts that are rejected will not be returned to the authors; instead, the decision will be communicated to them.

## **7. Disclaimer**

The Editor, Editorial Board, Advisory Board, and Publisher are not responsible for any opinions expressed by the authors or for any consequences resulting from the use of information contained in this journal.

**This Publication Policy and Authorship Manual is subject to periodic review and update by the Editorial Board and Advisory Board including Executive Committee of WBCLA to ensure alignment with evolving National and International standards.**

*This Policy Document has been prepared by the General Secretary, Dr. Sanat Kumar Biswas on behalf of the West Bengal College Librarians’ Association,(WBCLA)*

# COLLEGE LIBRARIES

## Format of Declaration and Copyright Transfer

(To be filled-in by author(s) and to be signed sequentially)

I/We, ....., hereby declare that the manuscript entitled ....., authored by ....., is an original research work prepared in accordance with the Journal's Publication Policy and Authorship Manual, including the APA (6th Ed.) Standards and Specifications. This work has not been published previously and is not currently under consideration for publication elsewhere in any form.

Furthermore, I/We, ....., agree not to submit this manuscript for publication elsewhere without the formal permission of the Editor of College Libraries. We will strictly adhere to the Publication Ethics and Prevention of Malpractice Statements of WBCLA, as well as its publication policy.

I/We certify that proper citations for previously reported works have been included, and no data, tables, or figures have been quoted verbatim from other publications without appropriate acknowledgment or permission from the original authors. The manuscript has been tested with Plagiarism Test Software, and the report is attached here.

I/We hereby transfer the copyright of this paper to the WBCLA, Kolkata, granting permission to edit, publish, circulate, reproduce, archive, and defend the aforementioned paper against any improper use.

Signature(s) in proper sequence:  
WBCLA Membership Number (if any)  
Address:

# COLLEGE LIBRARIES

## Checklist for Authors

### To be submitted along with manuscript

*Authors must adhere to the following checklist when completing the submission process and submit it along with the hard copy of the declaration. Please check (√) the appropriate box to confirm compliance with each item:*

1. Has Physical Verification of manuscript has been completed?
2. Whether you have sent your manuscript to the prescribed journal email Id: collegelibraries1983@gmail.com.
3. Has the 'Declaration and Copyright Transfer' form been duly signed by all authors and submitted in original form along with your manuscript to the Editor?
4. Is the 'Plagiarism Test Report' included and within the acceptable limits less than 10% similarity index, submitted along with your manuscript to the Editor?
5. Are the text, tables, charts, illustrations, etc., prepared in black and white?
6. Is the abstract presented clearly with the following orders- Purpose, Methodology, Findings, Originality/Value, and Article Type (e.g., Experimental, Survey Based, Project Based, Review Paper Based, State of the Art Report (SOTAR), or specify any other)?
7. Whether all the references related to in-text citation only should be arranged alphabetically at the end of paper under reference section, strictly following the APA 6<sup>th</sup> Edition.
8. Has the manuscript copies in MS Word and PDF version within 3000 words, plagiarism test report, author declaration and copyright transfer form been sent to the email collegelibraries1983@gmail.com?
9. Has the paper been prepared by strictly following the Journal's guidelines available at: <https://wbcla.in/>