

# Instructions to the author for IJLSIT Journal

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## Overview

Innovative Publication is a publisher of [open-access journals](#). All submitted manuscripts are managed by **Manuscript Peer-Review Process** called **MPRP** as a rapid and rigorous double-blind peer-reviewed, manuscript handling, and editorial process. In this platform, all authors, reviewers, editors, and editorial office works on a single platform.

## Submission Checklist

A manuscript submission checklist is necessary during the final submission of an article before sending it to the journal for the peer-review process.

- One author should be designated as the Corresponding author with complete contact details.
- The author should check the **Aims and Scope** of the journal.
- Use the MS Word template to prepare your manuscript.
- An author should ensure about **Authorship Criteria, Research and Publication Ethics, Manuscript Preparation**, Authorship, Copyright, Format, Figure, Data, and reference format have been appropriately considered.
- The author has approved the content of the submitted manuscript.
- All necessary files have been uploaded, and contain Keywords, figures, and captions, all tables (including title, description, and footnotes).
- The manuscript has been spell-checked and grammar-checked.

The author has obtained copyright material permission.

## Manuscript Submission Guidelines

### Manuscript Submission Process

All manuscripts must be submitted online at [www.mprp.in](http://www.mprp.in). The submitting author, who is generally the corresponding author, is responsible for the manuscript during the submission and peer-review process. The submitting author must ensure that all eligible co-authors have been included in the author list read the [authorship qualify criteria](#) and that they have all read and approved the submitted version of the manuscript, To submit your manuscript, first-time users click the [register](#) button from the submission portal. On successful registration, you will receive an email verification mail and after confirmation, you will be able to log in as an author you can directly log in by using your credentials (Username-Registered mail ID & Password) or you can directly Sign in with Google or ORCID ID.

After successful registration, log in as an author and post your manuscript for further processing. While submitting, the author is required to provide information on payment and possible funder agreements. During submission of the funder, details ensure you meet all your funder requirements.

## Manuscript Preparation

1. **Title Page Information:** Manuscripts must be prepared in accordance with Manuscript Title, Author list, affiliations, abstract, and Keywords.
2. **Original Research Manuscript:** Introduction, Materials and Methods, Results, Discussion, Figures, Tables, Conclusions, etc.
3. **Author Ethical Responsibilities:** The author should provide Supplementary Materials, Acknowledgements, Author Contributions, Conflicts of Interest, Funding, Data Availability Statement, and Citations.
4. **Presentation and Format:** Spacing, Margins, Page Numbering, Words limit, etc.

## Cover Letter

Cover Letters must be included with each manuscript submission and it should be concise and explain why the content of the paper is significant and find the context of existing work. It should explain the manuscript is suitable for the scope of the journal. The cover letter should prove the following details:

1. Manuscript Title
2. Type of Manuscript
3. Authors full names (First name, Middle Name, and Last Name)
4. Complete Affiliations (in sequences)
5. Contact no and email id
6. ORCID ID/Researcher's profile

## Title Page Information

The Title page should carry

1. The title of your manuscript should be concise, specific, relevant, and informative that contain the major keywords, formulae, and abbreviations avoided.
2. Running title or short title, not more than 6 words.
3. Authors' first and last names must be provided. The initials of any middle name can be added. The standard format used for affiliations is complete address information including city, pin/zip code, state, and country. The affiliations should be given as 1, 2, and 3 but **not** marked with symbols.
4. Clearly indicate who will be the Corresponding author and handle all stages of communication for pre-publication and post-publication of the manuscript. Ensure that the name address, phone number, and e-mail address of the contributor responsible for correspondence about the manuscript. Contact details must be up to date and the institutional e-mail address and contact number of the corresponding author. Please read the [Authorship qualify criteria](#).

## Article Type And Formatting

### Original Research Article

**Structured Abstracts:** The abstract should be provided with a maximum of 150 -250 words with

subheadings: Background, Methods, Results, Conclusion, and Keywords.

**Background:** The background for the study should state the study's purpose, basic procedures, main findings and principal conclusions. It should emphasize new and important aspects of the study and observation.

**Methods:** Methods describe briefly the main methods or treatments applied and include relevant preregistration numbers and species and strains of any animals used.

**Results:** Results are presented in logical sequence in table, text, and figures, giving the main and most important findings. Emphasize or summarise only the most important observations, do not use replicate all the data, tables, figures, and text. Summarize the article's main findings only.

**Conclusion:** conclusion indicates the interpretations with the goal of the study but avoids unqualified statements and the abstract should be an objective representation of the article. It must not consider results that are not presented and substantiated in the main text and should not exaggerate the main conclusions.

**Keywords:** Keywords need to be added after the abstract and we recommended that the keywords are specific to the article and within the subject discipline. Keywords are used for indexing purposes and abbreviations established in the field may be eligible.

**Acknowledgements:** Acknowledgement of grants, funds, person, and support in a separate section at the end of the article before the reference and include them on the title page as a footnote to the title or otherwise.

**Introduction:** The introduction should be briefly placed in a broad context and highlight why it is important. It should define the purpose of the work and its significance including specific and previous studies in the area. The current state of the research clearly described the purpose of the study, the tested hypothesis, and its aim and scope. Finally, briefly mention the main aim of the work and highlight the main conclusions. Keep the introduction comprehensible to scientists working outside the topic of the research paper.

**Materials and Methods:** The Methods section should only include information that was available at the time the study was planned or the protocol written; all information obtained during the conduct of the study belongs to the results section. New methods and protocols should be described in detail while well-established methods can be briefly described and appropriately cited. Give the name and version of any software used and make clear where the computer code used is available. A statement indicating that the research was approved by an independent local, regional and national level.

**Results:** Provide a concise and precise description of the experiment results and data on all primary and secondary outcomes, identified in the materials and method part and do not include methods, discussion and conclusions. All Charts, figures, and Tables are cited in text in numerical order and include a brief description, consider using supplement material to use and major findings.

**Discussion:** The author should discuss the results and how they can be interpreted from the perspective of previous studies and of the working hypotheses. The finding and their implications should be discussed in the broadest context possible and limitations of the work highlighted and further research directions may be mentioned. Explore the implications of findings for further research and policy and combined them with results.

**Conclusions:** This section is crucial and required as it summarize the key points and findings of your paper. It determines overall conclusions of the study and the future research directions.

Manuscripts submitted to the **IP Indian Journal of Library Science and Information Technology** that is not original articles must come into one of the following categories:

1. Review Articles
2. Case Report/Case Series
3. Letter-to-Editor
4. Short Communication/Commentary
5. Editorial/Others

## **Review Article:**

It is expected that review articles are written by individuals who have done substantial work on the subject or are considered experts in the field. Review articles should address a focused topic, issue, or question. They should be balanced and up-to-date. They should not simply restate the literature but rather interpret and integrate the findings to provide a framework for understanding the literature on a particular topic. A short summary of the work done by the authors in the field of review should accompany the manuscript. The author submitting a review article should include a section describing the methods used for locating, selecting, extracting, and synthesizing data. Methods should be summarized in the form of an abstract.

**Structure:** Abstract, Keywords, Introduction, Discussion, Conclusion and References

The discussion part of the review should be managed into sub-division headed by informative sub-titles. We welcome review articles on journal subjects but the above topics' content should be discussed with the Editors prior to submission indicating how this manuscript would be different from recent review manuscripts in the field.

## Letter-to-Editor:

Letters to the editor should be focused on news or on an article that has been published in a journal within the previous year. The letter should focus on an important aspect of the paper that is in the author's opinion and its comments.

**Editorial, Short Communication, Commentary, and other:** as mentioned below.

Article Types:	Detail Descriptions
<b>Original Research Article</b>	<p><b>Words limit:</b> 2000-4500 (Excluding references)</p> <p><b>Structured Abstracts:</b> Aim &amp; Objective, Background/Introduction, Material &amp; Methods, Results, Conclusion, and Keywords (150 -250 Words)</p> <p><b>Keywords:</b> (3-10)</p> <p><b>References:</b> Minimum - 15 and Maximum - 70</p> <p><b>Maximum Number of Figures:</b> 8 (Quality: Pixel 300 DPI)</p> <p><b>Maximum No of Table:</b> 8</p> <p><b>Article explanation:</b> Introduction, Materials and Methods, Results, Discussion, Conclusions</p>
<b>Review Article</b>	<b>Words limit:</b> 2500-6000 (Excluding references)
	<b>Headings:</b> Abstract, Keywords, Introduction, Discussion, Conclusion, and References
	<b>Maximum Number of Figures:</b> 8 (Quality: Pixel 300 DPI) <b>Maximum No of Table:</b> 8
	<b>References:</b> Minimum - 15 and Maximum - 100
<b>Case Report/Case Series</b>	<b>Words limit:</b> 1000- 2500 Excluding references
	<b>Main Headings:</b> Abstract, Introduction, Case Presentation/Series, Discussion, Conclusion, and Reference
	<b>Figures:</b> 5-15 (Quality: Pixel 300 DPI) <b>Table:</b> 3-8
	<b>References:</b> In between 8-25
<b>Letter-to-Editor</b>	<b>Words limit:</b> Up to 300-600 words
<b>Short Communication/Commentary</b>	<b>Words limit:</b> Up to 600-1500 <b>References:</b> In between 5-15
<b>Editorial/Guest Editorial/others</b>	<b>Words limit:</b> Up to 300 - 1000
<b>Author Ethical Responsibilities</b>	Provide Supplementary materials, Acknowledgements, Conflicts of Interest, Funding Source, Data Availability Statement, and Citations, Acknowledgments

**Manuscript Presentation and Formatting:** All manuscript content should follow the given formatting style

- Manuscripts should be submitted in Microsoft Word (Ms-Word) only, No PDF or other format is allowed.
- Use normal plain font (e.g. 12-point, Times New Roman) for text.
- Use double-space for all text, including abstract, table, reference, footnotes, and figure legends.
- Use italics for emphasis
- Page margins 1.00 from all four sides
- Page numbers at the bottom
- Keywords (3-10)
- Reference according to the journal instructions, punctuation marks checked

- Submission of the manuscript without track changes
- If any brand name is cited, provide the brand name, address, city, etc.
- Use the table function in Word, not Spreadsheet/excel, to create a table
- All tables (including title, description, and footnotes)
- Sharp and clear Figures/graphics
- All figure captions
- Save your file in Docx format (Ms-word 2007 or higher)
- All scientific names should be written in italics

## Preparation Of Figure, Table, And Artworks

- Files for figures and tables must be provided during submission in a single zip/WinRAR file and archives and at a clear and high-resolution pixels width/height, or a resolution of 300 dpi (Dots Per Inch) or higher. Standard formats are accepted and preferred as TIFF, JPEG, EPS, and PDF.
- Authors are encouraged to prepare tables and figures in colour (RGB at 8-bit).
- Figures include photographs, radiographs, or micrographs and include only essential figures and use composite figures containing several panels of photographs.
- All Figures, tables, and artworks should have a short explanatory title and caption and all table columns should have an explanatory heading. To facilitate the copy-editing of large tables smaller fonts may be used. The author should use the Table option of Ms-Word to create a table.
- Tables always are cited in text in consecutive numerical order and each table supplies a table caption (title) explaining the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption. All experiment samples and controls used for one comparative analysis are run on the same pattern.
- You should check figures for duplications and ensured the figures are clear and accurate.

## Author Ethical Responsibilities

**Supplementary Materials:** It describes any supplementary material published online alongside the manuscript (figure, table, spreadsheet, video, etc.). The author should indicate the name and title of each element as follows Figure S1: title, Table S1: Title, etc.

**Funding and Acknowledgments:** This may include administrative and technical support or donations in kind of people, grants, funds, etc. should be placed in a separate section on the title page of the manuscript and repeated before references.

In addition please provide the funding information in a separate step while submitting of manuscript process. If the funding institution you need is not listed, it can be entered as text. Funding information will be published as searchable metadata for the accepted article, where acknowledgments are published on the page.

**Author Contributions:** Authors are required to include a statement of responsibility, to have made substantial contributions to the conception or design of the work, or the acquisition, analysis, or interpretation of the data or drafting the work and substantively revising it. Authorship must include and be limited to those who have contributed substantially to the work.

**Data Availability Statement:** Provide details regarding where data supporting reported results can be found, including links to publicly archived datasets analysed or generated during the study or you might choose to exclude this statement if the study did not report any data.

**Conflicts of Interest:** Authors must disclose any financial and personal support or interest that may be recognized and determine the representation or interpretation of reported research results. Potential conflicts of interest include employment, consultation, ownership, honorarium, patent application, testimony, etc. Any project funded by the industry must pay special attention to the full declaration of funder involvement. If there is no role, please state the sponsors had no role in the design, execution, recognition, or writing of the study. For more details visit [Conflict of Interest](#).

The statement should reflect all the collected potential conflict of interest disclosures in the form. If no conflicts exist, the authors should state.

**Conflicts of Interest:** The authors declare no conflicts of interest.

**References:** Reference must be numbered in order of appearance in the text (including figure, captions table, and legends) and listed individually at the end of the manuscript. The reference style can be learned from reading past issues of this journal. Text citation of the reference in number at the end of a sentence or at the end of a clause that requires a literature citation. Original research is limited to 35 references and there are no limits in the number of references for review articles. We recommended preparing the reference with bibliography software like [Zotero](#), [EndNote](#), etc. to avoid typing mistakes and duplicated references. We encourage citations to data, other citable and research material.

**Citation:** Reference and Citation in supplementary files are permitted and provided that they also appear in the main text and in the reference list in order

## Supplementary Materials, Data Submission

Journal is committed to accepting open scientific exchange and enabling our authors to achieve best practices in sharing and archiving research data.

### Publication data policies

Before submission of research datasets as electronic supplementary material, authors should read the journals. We encourage research data to be archived in data repositories wherever possible. The author should ensure that the data shared are in accordance with the consent provided by participants on the use of confidential data. Availability of data statement provided regarding where the data reporting and supported result can be found including publically archived dataset analyzed and generated during the study.

Data availability and suggested statements are mentioned below:

- Journal encourages authors to provide articles with an external database that helps to build a better understanding of time to explain the research.
- Publicly available data accessible in the repository

Data presented in the study are openly available in (repository name e.g. Fig Share) at (DOI), reference number (reference number).

- Datasets are assigned DOI

A data repository may be cited in the reference list. Data citations should include the minimum information recommended by DataCite: Authors, title, publisher (repository name), and identifier.

- Available data on request due to restriction e.g. Ethical or privacy

Presentation of data in this study is available on request from the corresponding author, the data are not publicly available due to (mention the reason).

- Third-Party Data

Restrictions apply to the availability of these data. Data were obtained from (third party) and are available (from the authors/website) with the permission of (third party).

- Data sharing is not applicable

New data sharing was created or analyzed in this study is not applicable to the article.

#### **Data Citation:**

- (dataset) Authors. Year. Dataset title, repository data or archives, Version (if available); Persistent identifier (e.g., DOI).

#### **Supplementary Material and References**

While submission of the manuscript additional data and files can be uploaded as "Supplementary Files". Supplementary files will also be available to the referees as part of the peer-review process. Any additional files and format is acceptable. We recommend that non-proprietary and common formats are used where possible. References and citations in supplementary files are permitted provided that they also appear in the main text and in the reference list.

#### **Unpublished and Research Data Policy**

Data restrictions availability should be noted during submission and in the manuscript. Authors are encouraged to publish all observations related to the submitted manuscript as supplementary material as Unpublished data. Data submission to the journal implies that materials described in the manuscript, including all relevant raw data, will be freely available to any researcher wishing to use them for non-commercial purposes, without breaching participant confidentiality. We encourage authors to ensure that their datasets are either deposited in publically available repositories or presented in the main manuscript or additional supporting files.

Journal accepts all sequence names and the accession numbers provided by the databases must be



provided in the material and methods section of the article.

## Publication Ethics Statement

The journal will follow the [COPE guidelines](#) on how to handle the potential acts of misconduct of publication ethics.

Authors must follow the **submission guidelines** of the journal.

- Authors must ensure that the work they are submitting as their manuscript is entirely original. Authors must certify that the manuscript has not previously been published elsewhere. Authors sign a declaration stating that the manuscript and the illustrations within are original, or that he/she has taken all necessary steps to avoid breach of copyright.
- Submitting the same paper to more than one journal constitutes unethical publishing practice. The author submitting the manuscript to the journal ensures that all contributing co-authors and no uninvolved person(s) are included in the author list.
- Authors must notify the editors of any conflicts of interest that may be construed to influence the manuscript. Authors are obliged to provide retractions or corrections of mistakes at any point in time if the author(s) discovers a significant error or inaccuracy in the submitted manuscript.
- Data and methods used in the research need to be presented in sufficient detail in the paper so that other researchers can replicate the work.
- A single study should not be split up into several parts to increase the number of submissions and submitted to various journals or to one journal.
- Results should be presented clearly, and honestly, without any falsification or fabrication of data.
- Plagiarism manipulation and data fabrication are not allowed.

## Plagiarism

Plagiarism is not acceptable including copyright, text ideas, image from another source, or even from your own published content without giving any credit to the original source. To steal and pass off the ideas or words of another as one's own, use another's production without crediting the source" or "present as new and original an idea or product derived from an existing source". We consider "self-plagiarism" as a form of plagiarism. Self-plagiarism would be when an author borrows from his or her own previously published work without the proper citation within the newly submitted manuscript. We use [iThenticate](#) software to check plagiarism. If plagiarism is found or noticed from other sources, the editorial board should check the status. If the plagiarism is confirmed as an intentional thing, then the following actions will be carried out. This should be reported to the editorial board, authors and corresponding authors and all authors' names will be marked as the blacklist.

## Reviewer Suggestions

After submission of a manuscript, please suggest any two potential reviewers with the appropriate expertise to review the manuscript. The editors will not necessarily approach these referees. Please provide details information after the completion of the manuscript submission like Name, E-mail id, contact number and homepage. The proposed reviewer should be from a different institution to the authors or the author may identify appropriate Editorial Board members of the journal as potential reviewers. You may suggest reviewers from among the authors that you frequently cite in your paper.

## English Language Corrections

It is necessary that the submitted manuscript is grammatically correct in the English language. We suggest authors facilitate proper peer-reviewing of your manuscript. If you need help with writing in English or are not a native English speaker, we suggest that you have your manuscript professionally edited before submission or read by a native English-speaking colleague. Using a professional English language editing service where editors will improve the English to ensure that your meaning is clear and identify problems that require your review. These services can be carried out by Innovative Author Services. Professional editing will enable reviewers and future readers to easily read and assess the content of submitted manuscripts. All accepted manuscripts undergo language editing, however, a fee will be charged to the author if very extensive English correction must be made by Editorial Office: Pricing is according to the [services](#).

## Author Appeals

The author has the right to send an appeal to the editorial office of the journal by sending an e-mail. The appeal must provide a detailed justification, including all point-by-point responses to the reviewer's and or Editor's comments. Expert advisory recommendations on the manuscript may recommend acceptance, for further peer review, or uphold the original rejection decision. A reject decision at this stage is final and cannot be reserved.

Once the manuscript gets accepted, will process for a professional copy-editing team, English editing, proofreading by the authors, final correction, pagination and publication on the journal website [www.ijlsit.org](http://www.ijlsit.org)

## Editorial Process And Peer-Review

### Primary Scrutiny

All submitted manuscripts received by the manuscript submission portal will be scrutinised by the Editorial office to determine whether they are properly prepared and whether they follow the editorial policies of the journal, taking care of human, animal and plant experimentation. The manuscript that does not suitable with the journal's ethics policy or does not meet the standards of the journal will be rejected before peer review. The manuscript that is not properly prepared will be returned to the authors for revision and resubmission. After these checks, the Managing Editor will consult the journals, Editor-in-Chief or Associate Editors to identify whether the manuscript is suitable for the scope of the journal and whether it is scientifically acceptable. There is no judgement on the potential impact of the work that will be made at this stage.

### Peer-Review

When the submitted manuscript crosses primary scrutiny, the editorial office team assigned to at least two independent experts for peer review. In the case of regular submissions, in-house assistant editors will invite experts, including recommendations by an academic editor. Potential reviewers suggested by the authors may also be considered. Reviewers should not be published with any of the co-authors during the past three years and should not currently work or collaborate with any of the institutions of the co-authors of the submitted manuscript.

All the submitted manuscripts, reviews and communication are managed by the Pre-Publication Portal of

the journal/peer-review system. The manuscript peer-review process receives at least two reviews. The editorial office team will communicate the decision to editors and inform the author.

All review comments should be responded to via the pre-publication portal. When the author disagrees with a reviewer, they must provide a clear response.

### **Peer-Review Duration**

The Journal follows the ideal average duration between the submission and publication of an article. The first decision after submission will be taken within 1-5 days and will be informed to the authors. We generally take 7-24 days for the peer-review process. Apart from this, the publication time is 45-60 days after the submission of an article by an author. It may vary on the basis of many factors like article type, the journal's internal process, and the availability of peer-reviewers along with authors, reviewers, and editorial staff communications.

### **Print Copy**

The corresponding author will receive one print copy of the issue. If the corresponding author or any other authors are looking for an additional hard copy they can order from the editorial office at the Individual price of a single issue. The publisher and the society are not responsible for providing additional copies if the original is lost.

### **Author Support**

To support the Author in the submission of articles, please visit the journal homepage. For details instructions on preparation of the submission of the manuscript. Please visit <https://www.ipinnovative.com/contact-us>, contact details for a query after acceptance of an article visit [www.mprp.in](http://www.mprp.in), you can check our author FAQ at <https://www.ipinnovative.com/content/FAQs/313> or write us: [support@ipinnovative.com](mailto:support@ipinnovative.com) visit for [Training and Support](#)

### **Personal Assistance**

If you need assistance with the submission of your manuscript at our online submission portal, please contact [editorialoffice@ipinnovative.com](mailto:editorialoffice@ipinnovative.com).