



# The Library journal publishing guidelines



## I. General guidelines

Before sending the article to the editorial office, the author familiarizes himself with the Statement of **Publication Ethics and Publication Malpractice** and the following publishing guidelines of The Library journal.

Author sends the article together with the filled-out **contact form** electronically in a .doc, .docx or .odt format document to [zuzana.struharikova@snk.sk](mailto:zuzana.struharikova@snk.sk) or [redakcia@snk.sk](mailto:redakcia@snk.sk). If the article is written by several authors, each author fills out the contact form separately.

The scope of the main text of the article except for notes, references and appendices should not exceed 20 standard pages (1 standard page = 1,800 characters including spaces). The exception is articles whose topic does not allow the text to be significantly shortened, or articles that are not possible or desirable to be divided and published in different issues of the journal.

The editorial office reserves the right to make stylistic and language adjustments without author's permission. After language proofreading as well as after graphic processing, the article is sent to the author for authorization and approval of the proposed changes.

## II. Formal characteristics of articles

To distinguish headlines, it is recommended to use bold font of different sizes so that their hierarchy is clear. Italics should be used to highlight the titles of publications as well as quotations mentioned in the text. The preferred font is Times New Roman with 1.5 spacing. The text should be left-aligned.

Additional comments and notes are not situated in the footer, but between the main text and references.

Recommended font type and size for each part of the article:

**Title and subtitle of the article** (Times New Roman, 16 pt, bold)

**Chapter title** (Times New Roman, 14 pt, bold)

**Subchapter title** (Times New Roman, 12 pt, bold)

Text of the article (Times New Roman, 12 pt)

Notes, images, tables and graphs labeling (Times New Roman, 10 pt)

## III. Structure of articles

The article must contain the title, author's name, abstract and keywords. Research articles should also contain an introduction, theoretical background, methodology, results, discussion, conclusions and references.

The abstract length of informative articles should be in the range of 150 – 250 words. For research articles, the abstract may exceed the set limit of 250 words, but at the same time must have the following structure: purpose, methodology, results, conclusions.

Articles written in English must include an abstract and keywords in English. If the text of the article is written in a language other than English, the abstract and keywords must be written in both English as well as the language of the article.

#### Abstract of the research article:

**Purpose:** The purpose of the paper is to present the results of the studies' analysis devoted to the content and functional specifics of Online Public Access Catalog (OPAC) systems of academic and public libraries. The author explores changes in terms of applied standards and trends throughout the decade, with an emphasis on the transition from expert-oriented interfaces to user-friendliness.

**Methodology:** The study presented is a result of a content and comparative analysis of twenty studies carried out between 2008 and 2018, with an emphasis on common trends and differences arising from the institutional or geographical specifics of each web interface.

**Results:** The results are divided into two parts: a content part devoted mainly to metadata of bibliographic records and functional part focusing not only on the search options and manipulation of results, but also on Web 2.0 functions, which can be considered one of the main factors affecting user experience with web interface. The author points out shortcomings related to the obsolescence of web interfaces and user unfriendliness, but at the same time draws attention to several significant shifts towards the user. The results of the analysis are clearly presented via tables and graphs.

**Conclusions:** The analysis is one of the few devoted to this type of web interfaces, which has been largely overlooked to date. The author emphasizes the importance of adapting the content and functional elements of OPAC systems to the needs of library users. The study stresses the lack of user experience and the disinterest of the general public stemming from the lack of transparency and unintuitiveness of the system.

**Keywords:** Online Public Access Catalog, OPAC, digital library services, web 2.0, user experience

#### Abstract of other articles:

The paper presents the interview with Professor Jela Steinerová, who has been working at the Department of Library and Information Sciences of Comenius University in Bratislava since 1992. Her research and publication activities include a number of contributions to the field of information science, with a focus on theory and methodology, information behaviour, information ecology and ethical aspects of digital technologies. She participates in the creation of curriculum at the department and in the coordination of international cooperation within research projects. Her membership on editorial boards of foreign as well as Slovak academic journals, including *Information Research*, *ProInflow* and *ITlib* proves her exceptional international standing. In general, she can be regarded as one of the most influential personalities in the field of information science on international level.

**Keywords:** personalities, Jela Steinerová, information science, research, publication activity, interview, Department of Library and Information Science, Comenius University in Bratislava

## **IV. Peer-reviewed articles**

Authors interested in a peer-review should state this fact in the contact form. Peer-review process consists of the article review made by two or more independent reviewers. In case both reviews are positive, the article takes on the character of a peer-reviewed article. The peer-review process does not concern the language proofreading that all articles go through.

Articles for peer-review should be sent to the editorial office at least 6 months before publishing the issue in which they are to be published, given the time requirements of the review process.

The article included in a peer-review process should be sent to editorial office in two versions: (a) the version for the editorial office, which is in accordance with the general guidelines given in this document, and (b) the version for the peer-review deprived of author's identification data, acknowledgments or references to funding resources (anonymous version). If the author cites himself and refers to his own previous works, then the second version of the article must be written in the third person singular so that the author cannot be identified.

The editorial office reserves the right to refuse the inclusion of the article in the peer-review process, unless it meets its qualitative requirements. The author also takes note of the potentially negative reviews, when he/she can decide whether to include the article only to the language proofreading process, to request an review made by another reviewer(s), or not to publish the article in The Library journal at all. If the incorporation of proposed changes or the review of another reviewer(s) exceeds the set time schedule, the editorial office reserves the right to include the article in one of the following issues of the journal.

## **V. Images, tables, graphs and appendices**

If the article contains images, tables, graphs or other graphical attachments, they should have a minimum resolution of 300 dpi and should be sent in adequate quality.

Graphical attachments are sent as separate files in .jpg format. In addition, they are not included in the article, but the author marks in the article where they should be placed in the following form:

- Fig. 1 Image Title (Image Source)
- Tab. 1 Table Title (Table Source)
- Graph 1 Graph Title (Graph Source)

The designation of the graphical attachment in the article must match the file name of the given attachment.

The appendix at the end of the article contains all parts of the article that are not included in the main text, with their numerical designation and title, perhaps source. The author should refer to the annexes in the article by indicating the number of the annex. The numbers of the annexes in the article and in the appendix must not differ.

## VI. Citing and references

References must be complete and placed after the main text of the article, or the notes. They are sorted alphabetically by the author's surname or by the title of the cited document, if the author is unknown.

If the author refers to several publications of the same author, the references that refer to them are sorted by the year of publication from the latest to the oldest one. If the author refers to several publications of the same author published in the same year, in the text as well as in the references after the year of publication, he adds the designations a, b, c, etc. (e.g. Hanakovič 2013a, Hanakovič 2013b,...).

The data in the references are presented in the language of the cited document, with the exception of data obtained from a resource other than the cited document – in that case, they are presented in square brackets and in the language of the text of the article.

The method of presenting the authors' names in the references depends on the number of authors of the cited document:

- If the publication has 1-5 authors, all of them are listed – first author in the form “SURNAME, First name“, others (except for the last author) separated by a semicolon in the form “First name SURNAME“ (e. g. RICHTER, Vít; Hana LANDOVÁ; Irena PRÁZOVÁ; Pavlína MAZÁČOVÁ and Hana FRIEDLAENDEROVÁ)
- If the publication has 6 or more authors, only the first author is listed with the abbreviation et al. (e. g. RICHTER, Vít et al.)

When referring to the document in the article, the author/date method (Harvard referencing style) is used, while the form of referencing depends on the citation method.

### Paraphrasing:

- At the end of the sentence: (Hanakovič 2013)
- As a part of the sentence: Hanakovič (2013) claims that...

### Quoting:

- At the end of the sentence: (Hanakovič 2013, p. 3)
- As a part of the sentence: Hanakovič (2013, p. 3) claims that...

Citing in The Library journal is based on the current STN ISO 690 standard from 2021, while the references schemes for each type of document are as follows:

### Printed book, monography, proceedings

HANAKOVIČ, Štefan. 2013. *History of the Slovak National Library: historical assumptions, conditions of its creation and operation until 1960: reflections and testimonies*. Martin: Slovak National Library.

RICHTER, Vít; Hana LANDOVÁ; Irena PRÁZOVÁ; Pavlína MAZÁČOVÁ and Hana FRIEDLAENDEROVÁ. 2023. *Czech children and youth as readers during the 2021 pandemic*. Brno: Host.

#### **Chapter of a printed book, monography, proceedings**

HANAKOVIČ, Štefan. 2013. Acquisition process. In: *History of the Slovak National Library: historical assumptions, conditions of its creation and operation until 1960: reflections and testimonies*. Martin: Slovak National Library, p. 45 – 65.

#### **Online book, online monography, online proceedings**

LICHNEROVÁ, Lucia. 2016. *Writing and habilitation of theses: university scripts for students of the Comenius University in Bratislava*. Online. Bratislava: Stimul. Available on: [https://fphil.uniba.sk/fileadmin/fif/studium/student/bakalar\\_magister/Pisanie\\_a\\_obhajoba\\_zaverecnych\\_prac.pdf](https://fphil.uniba.sk/fileadmin/fif/studium/student/bakalar_magister/Pisanie_a_obhajoba_zaverecnych_prac.pdf). [displayed 2024-02-15].

#### **Chapter of an online book, monography, proceedings**

LICHNEROVÁ, Lucia. 2017. Import versus production. In: *German printed book on Slovak territory until the end of the 17th century (1477 – 1699): publishing-functional construct*. Online. Bratislava: Stimul, p. 63 – 66. Available on: [https://stella.uniba.sk/texty/FIF\\_LL\\_nemecka\\_tlacena\\_kniha.pdf](https://stella.uniba.sk/texty/FIF_LL_nemecka_tlacena_kniha.pdf). [displayed 2024-02-15].

#### **Printed thesis**

BUZOVÁ, Katarína. 2012. *Credibility as a qualitative attribute of websites*. Dissertation thesis. Soňa MAKULOVÁ (supervisor of the thesis). Comenius University in Bratislava.

#### **Online thesis**

BUZOVÁ, Katarína. 2012. *Credibility as a qualitative attribute of websites*. Dissertation thesis; online. Soňa MAKULOVÁ (supervisor of the thesis). Comenius University in Bratislava. Available on: <https://alis.uniba.sk/storage/dpg/dostupne/FI/2012/2012-FI-37322/46214v1.pdf>. [displayed 2024-02-15].

#### **Proceedings paper (printed)**

HRDINÁKOVÁ, Ľudmila. 2023. Ethical dilemmas of the integration of digital technologies in education. In: Jela STEINEROVÁ (ed.). *Library and Information Science XXX*. Comenius University in Bratislava, p. 121 – 152.

#### **Proceedings paper (online)**

HRDINÁKOVÁ, Ľudmila. 2023. Ethical dilemmas of the integration of digital technologies in education. In: Jela STEINEROVÁ (ed.). *Library and Information Science XXX*. Online. Comenius University in Bratislava, p. 121 – 152. Available on: [https://fphil.uniba.sk/fileadmin/fif/katedry\\_pracoviska/kkiv/Publikacie/kiv30/kiv30\\_hrdinakova.pdf](https://fphil.uniba.sk/fileadmin/fif/katedry_pracoviska/kkiv/Publikacie/kiv30/kiv30_hrdinakova.pdf). [displayed 2024-02-15].

#### **Journal article (printed)**

VALKO, Juraj. 2023. The Road to Independence. *Golden Thread*, vol. 6, iss. 1, p. 8 – 24.

#### **Journal article (online)**

POLÁKOVÁ, Ivana. 2023. Fraňo Štefunko – from woodcarving apprentice to university professor. *The Library*. Online. vol. 24, iss. 4, p. 24 – 31. Available on: [https://snk.sk/images/Edicna\\_cinnost/Casopis\\_Kniznica/2023/komplet\\_Kniznica\\_04\\_2023.pdf](https://snk.sk/images/Edicna_cinnost/Casopis_Kniznica/2023/komplet_Kniznica_04_2023.pdf). [displayed 2024-02-15].

### **Newspaper article**

BÖHMER, Kristína. 2024. *I have talked to Slovaks living abroad: What would attract qualified people back home?*. DENNÍK N. Online. 2024-01-29. Available on: <https://dennikn.sk/3791659/odliv-mozgov-je-jednou-z-najvacsich-brzd-rozvoja-slovenska-tak-preco-tu-kvalifikovany-m-ludom-nevieme-dat-moznost-uplatnit-sa/?ref=list>. [displayed 2024-02-15].

### **Webpage**

DIKDA. Online. Available on: <https://dikda.snk.sk/>. [displayed 2024-02-15].

### **Presentation, lecture**

ČERNÝ, Michal. 2023. *A new conceptualization of the phenomenon of information literacy in the context of the development of generative artificial intelligence*. Presentation. 2023-11-24.

ŠPÁNIOVÁ, Marta. 2023. *Ethics of cataloging: code of ethics and ethical dilemmas of the cataloger in practice*. Lecture. 2023-11-24.

### **Manuscript**

LICHNEROVÁ, Lucia. 2022. *Bibliographic communication*. Manuscript.

### **Private manuscript correspondence (printed)**

STRMEŇ, Karol. [1944]. [*Karol Strmeň's letter to Janko Silan, manuscript sample*]. Letter. In: Slovak National Library – Literary archive. Signature: 210 AP 30.

### **Private manuscript correspondence (online)**

MARCHINGTON, William. [1560-01-13]. [*Letter to Bess of Harwick*]. Letter; online. In: Bess of Harwick's Letters. Available on: <https://www.bessofhardwick.org/letter.jsp?letter=47>. [displayed 2024-02-15].

### **Exposition**

*Transformations of the Muse or Women of the New Age II*. Exposition. In: Literary museum SNL, Martin. 2022-11-11 – 2023-05-14.

### **Painting**

MEDNYÁNSZKY, Ladislav (painter). *The bend of the Poprad river near Strážky*. Painting; canvas. 34 cm × 49 cm. 1878 – 1879. In: Slovak National Gallery, Bratislava.

### **Sculpture**

RODIN, Auguste (sculptor). *The Thinker*. Sculpture. 1907. In: Ca' Pesaro, Venice.

### **Podcast**

SKALICOVÁ, Jana. 2023. *Podcast with Ľudmila Hrdináková*. Podcast. Slovak National Library, 2023-11-09. Available on: <https://open.spotify.com/show/1R9byxFiHzBv9wnUnsEVlb>. [displayed 2024-02-15].

### **More information on citation methods:**

LICHNEROVÁ, Lucia and Beáta BELLÉROVÁ. 2023. *New ISO 690 citation guidelines from 2021*. *ITlib*. Online. vol. 2023, iss. 3 – 4, p. 10 – 22. Available on: [https://itlib.cvtisr.sk/wp-content/uploads/2024/01/10-22\\_Lichnerova-%E2%80%93-Bellerova.pdf](https://itlib.cvtisr.sk/wp-content/uploads/2024/01/10-22_Lichnerova-%E2%80%93-Bellerova.pdf). [displayed 2024-02-15].

