Author Guidelines Palimpsest: Journal of Information and Library Science

Submissions must be original work and have never been previously published. Research manuscripts are preferred. This should be proved by sending the Author’s Statement through Supplementary Files in Open Journal Systems (OJS). The chief editor will not process the author’s submission (whether in e-mail or OJS submission menu) unless this statement letter is attached. The Author’s statement letter is available in this link: https://bit.ly/Palimpsest-StatementLetter.

Title
- Is written in two languages: English and Bahasa Indonesia.
- Avoids uppercase applied in the whole letters.

Abstract
Abstract consists of 150-350 words, written in one paragraph, continued by keywords. The abstract contains background, writing purposes, discussion, and conclusion. Submissions from research must include the research method and output. Abstract and keywords are written in two languages, English and Bahasa Indonesia.

Manuscript content
Manuscript content includes the introduction, research method, results and discussion, conclusion, and references. A sub-chapter on Literature Review is unnecessary.
- Relevant to the need for learning processes in the social and political sciences and humanities field.
- Closely related to or relevant with the authors’ mastery background, either theoretical writing, methodological writing, research summary, or scientific book review.
- Considering the content objectivity and scientific rules.
- The editors consider 4000-8000 words to be the preferable article length. The length of the manuscript should not exceed 8000 words, including text, all tables and figures, notes, and appendices intended for publication. A manuscript that exceeds the 8000-word limit will be returned without review.

Writing technique:
- Within the manuscript body, avoid using dot points, alphabetizing, or numbering as follows:
  1) ............
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  This model of writing is preferred: 1) ................., 2) ............
- Manuscript written in essay format, no numbering between chapter or part is allowed.
- The table and graph should be referred in the discussion.
- Make the tables or graphs as straightforward as possible. The table should contain table number, title, note, and information if needed (below the table to explain abbreviation in the table). Use only horizontal lines, and vertical lines are not allowed.
- Use running note instead of footnote or endnote; for example:
  ...... (Abolfotouh et al. 1993).
  ...... (Boas 1896 in Martin 1928).
- Avoid journal name abbreviation in referencing.
- Instead of using points, conclusion is written in paragraph format.
- Reference uses “name-year” system, accordance with alphabetical family name.
• In reference, mention all author’s name (not et al.); for example:

Author
• The author’s name should be spelled consistently. An academic degree is not necessary.
• The author fully responsible for manuscript content.
• Attaching Curriculum Vitae (CV) and Author’s Statement Letter in Supplementary Files.
• Submission must be adjusted with this journal referencing style (reference citing, footnote using, systematics, illustration, table, etc.).
• Submitting the manuscript (in English) and abstract (in English and Bahasa Indonesia). The manuscript typed by MS Word, font type is Times New Roman, spacing 1 in 15-20 pages of A4 paper.
• Signing an author’s statement letter stating that submission is not under consideration or peerreviewed or accepted for publication or in the press or published elsewhere. The manuscript should not be submitted to another journal during the review process by Palimpsest: Journal of Information and Library Science reviewers.
• Signing a statement letter stating that submission is plagiarism-free and fully obeying the citing rules (the author did not copy-paste, but paraphrase).
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• Editor reserves the right to edit the articles without changing the content and authors’ idea.
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Colvil SC (1680) The Mock poem, I-II [manuscript]. Brotherton Collection, MS Lt Leeds University Library, Leeds, West Yorkshire.

Blog
Family Name INITIAL(S) (Year) Title of blog entry. Date blog entry written. Title of Blog [Date accessed].

Book (printed, one author or more)
Family Name INITIAL(S) (Year) Title. City of publication: Publisher.
**Journal article**
Family Name INITIAL(S) (Year) Title of article. Journal title. Volume (issue number): page number of your quotation.

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**Law report**
Law reports do not form part of the Harvard system of citations, the examples below are accepted ways of referencing law reports.
If the year is crucial to identify the report, enclose it in square brackets e.g.
Jones v. Smith [1934] All ER 123.
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**Map**
Originator’s Surname INITIAL(S) (Year) Title, scale. City: Publisher.
Mason J (1832) Map of the countries lying between Spain and India, 1:8,000,000. London: Ordnance Survey.

**Microform**
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Newspaper (Year) Title of article. Newspaper title, date, page number.
**Theatre performance (devised production)**
Family Name INITIAL(S)/Production Company (Year) Title, performer, director. International tour: Theatre company.

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Family Name INITIAL(S) (Year) Title, director, theatre: theatre company. First performance: Date performance started.

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**Web page (no author)**
Title of website (Year as appearing on site) [Date accessed].

**Web page (organisation as author)**
Organisation (Year) Title of web. [Date accessed].

**Wikis**
Wiki Name (Date) Title of article [online]. [Date accessed].

**YouTube video**
Screen Name (Year) Title [online]. [Date Accessed].