# IFLA/ekz LIS Student Paper Award 2015

## Template for Paper Submissions

submitted for [title of IFLA Section and session]

First Name Surname

*Department of ..., XYZ University / LIS School, City, Country  
 \* email@adress.xy*

## Abstract

An informative structured abstract of up to 500 words should appear on the first page.

## Introduction

Contributed *full papers* should present original research contributions. Papers must be sent as an attachment to Dr. Petra Hauke, email: petra.hauke@hu-berlin.de. Valid document formats are Rich Text (RTF) or Microsoft Word (DOC), of which we prefer RTF because this tends to give fewer problems with formatting etc. Authors should ensure that their papers are printable on a standard printer. Charts and graphs should not rely on colour for clear interpretation since printing will be black and white only.

## Format

*Authors should follow the format of this text.* For full papers paper, length is limited to a maximum of 5000 words (including all figures, tables, bibliography and appendices). Papers should be in single column pages with a font size of 12 points (single line shifts) using Times New Roman font type. Papers should be formatted for A4 paper. All material on each page should fit within a rectangle of 24.75 x 16 cm centred on the page. Top, bottom and side margins should be 3 cm.

## Paper Style

Paper style should follow the forms given in the Publication Manual of the American Psychological Association (<http://www.apastyle.org/>). If possible, the background and purpose of the study should be stated first, followed by details of the methods, materials, procedures, and equipment used. Findings, discussion and conclusions should follow in that order. Appendices may be employed where appropriate.

## Paper Layout

### First Page

The first page must contain the title of the paper (16 point type, centred, Times New Roman font) and *only for accepted contributions* the author’s name, affiliation, mailing address, and email address, centred. Acknowledgements can be made in a footnote to the title; for other purposes endnotes should be used. An informative abstract of 500 words or less should be included on the first page.

### Subsequent Pages

Right margins should be justified, not ragged. Tables and figures should be incorporated in the text.

Figures, e.g., a diagram, must be entered as a pure ‘image’ using the Word ‘Insert special’ option in the ‘Editing’ menu. The image should be fixed in relation to the text body by using the ‘Image’ option in the ‘Format’ menu. From the ‘Image’ option one selects the ‘Layout’ entry, followed by the ‘In-line-with-text’ option and carriage return.

Table 1. Table captions should be centred and placed above the table.

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| --- | --- | --- | --- |
| **Table** | **Header** | **Header 2** | **Header 3** |
| Item 1 | Aaa | Bbb | Ccc |
| Item 2 | Ddd | Eee | Fff |

### Sections

Sections should not be numbered. First level section headings should be in **bold face** 12-point Times New Roman, bold face with subsections in 12-point italic Times New Roman.

## References and Citations

The accuracy and completeness of the references is the responsibility of the author. References to personal letters, paper presented at meetings, and other unpublished material may be included. The format for citations in text for bibliographic references follows the *Publication Manual of the American Psychological Association*. Citation of an author's work in the text should follow the author-date method of citation; the surname of the author(s), maximum three, and the year of publication should appear in text. For example, “Smith (1999) found that…”; “other researchers (Black, Duck & Tan, 2000) …”. Formats for citation of electronic references are given on the APA web site: <http://www.apastyle.org/elecref.html>.

References in 12-point type should be listed alphabetically at the end of the paper using an unnumbered style with a hanging indentation (see below).

Figure 1: Figure captions should be centred and placed below the figure.

## Tables and Figures

Tables and figures should be incorporated in the text as close to the reference as possible and should be in a form suitable for publication when printed with a good quality laser printer. Figures will be printed in black and white and should be readily interpreted without the use of colour. Captions should be Times New Roman 12-point, centred. Tables and figures should be sequentially numbered in separate series. Captions for tables should be above the table. Captions for figures should be below the figure.

**References**

Buckland, M., & Gey, F. (1994). The relationship between recall and precision. *Journal of the American Society for Information Science*, 45, 12-19.

Borgman, C.L. (Ed.). (1990). *Scholarly Communication and Bibliometrics*. London: Sage.

Bauin, S., & Rothman, H. (1992). "Impact" of journals as proxies for citation counts. In P. Weingart, R. Sehringer & M. Winterhager (Eds.), *Representations of Science and Technology* (pp. 225-239). Leiden: DSWO Press.

Hoppe, K., Ammersbach, K., Lutes-Schaab, B., & Zinssmeister, G. (1990). EXPRESS: An experimental interface for factual information retrieval. In J.-L. Vidick (Ed.), *Proceedings of the 13th International Conference on Research and Development in Information Retrieval* (ACM SIGIR '91) (pp. 63-81). Brussels: ACM.

Kling, R., & Elliott, M. (1994). Digital library design for usability. Retrieved December 7, 2001 from: http://www.csdl.tamu.edu/DL94/paper/kling.html.

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