INSTRUCTIONS TO AUTHORS

Journal of the Association for Information Science and Technology

Editorial Notes

The Journal welcomes excellent work of an empirical, experimental, ethnographic, conceptual, historical, socio-technical, policy-analytic, or critical-theoretical nature that is positioned at the intersection of three dimensions: information, systems, and users. The ideal manuscript for JASIST would combine at least two of these critical dimensions in a novel, replicable, and generalizable way. Given the dynamic nature of the information science field, it is imperative to be overtly prescriptive about specific topical areas. However, manuscripts with themes that cover information representation, information organization, information production/interaction, and the impact of information use at individual and group levels are especially welcome. JASIST also encourages the submission of manuscripts that focus on methodological innovations. However, a manuscript must demonstrate how the proposed method is unique, why it is significant, and what evidence the method may yield. It must be possible to uncover new methods. Empirical studies concentrating on specific tools or techniques are welcome as well. A tool or a technique oriented paper, however, must demonstrate clearly how it is a new software or a novel methodological technique. (2) the study must include comparisons across multiple systems, techniques, or approaches, and finally, (3) the study must demonstrate that the core findings go beyond mere observations about a tool or a technique and it should provide conclusions that have broad implications. It is expected, in most cases, a tool or technique oriented paper, will include rigorous examination of the tool or technique in terms of the potential impact on others, organizations, or communities. In-depth reviews of scholarly contributions in print and other media are also welcome (see "ASIS Review" and "Book Review" sections).

Types of Manuscripts and Word Counts

JASIST (typically publishes) works of various lengths and scopes. Only articles that have not been published previously will be considered. Manuscripts in excess of twenty-five (25) manuscript pages in excess of the maximum word limit size. Depending on the extent of revision demanded by reviewers, sometimes it can be extremely difficult or impossible to address all the critical revisions without exceeding the word count limit. If such a situation arises, then a revised manuscript which goes beyond the maximum word count limit by no more than 10-15% may be submitted. It is of utmost importance, however, that the author, in the cover letter to the editor, indicate this special situation and provide clear rationale for the need for additional content.

Research Articles

JASIST primarily publishes full-length (6000-8000 words) manuscripts. While empirical or theoretical, a research paper should be grounded in theory, include substantive evidence from the literature for critical points raised in the submission, and other original and significant contribution to information science.

Guidelines for revising a conference paper for submission to JASIST:

Manuscripts submitted to JASIST should include new data collected from additional rounds of experiments as well as revised analysis which incorporates the additional data/experiments. Literature review should be deepened to cover more material and broader discussion of different studies and perspectives. Finally, the conclusion and implications should be substantially expanded.

While any manuscript that is within word count range for its genre will be given consideration, authors are advised to leave some room for future revisions. Reviewers frequently ask for more detail or explanation. It can be helpful to write a guideline for the original manuscript in order to achieve the maximum word limit size.

Research Articles

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Research Articles

If any portion of a submitted article has appeared elsewhere, in any other language, or in another language, the author must clearly indicate this in the manuscript. It is the author’s responsibility to obtain written permission to reproduce any copyrighted material that appears in another publication.

The first page of the manuscript must bear the title of the paper and the full names of the authors. In addition, both their affiliations and their full addresses, telephone and fax numbers, and e-mail addresses. In the case of multiple authors, please indicate which author is to receive correspondence and proofs.

The manuscript text must be double-spaced, with one-inch margins on all sides. Author names and affiliation information must be included within the text of the manuscript. The first page of the manuscript must bear the title of the paper and the full names of the authors; Year; Dataset title; Data repository or archive; Version (if any); Persistent identifier (e.g. DOI)

References and in-text citations should follow APA format (consult latest APA manual) and maintain consistent formatting throughout the document. In-text citations should be numbered consecutively in the order in which they are cited, and should provide sufficient information (i.e., the author(s), year, title of the source, page numbers, etc.) for the reader to access the cited work. Citations should be formatted consistently throughout the manuscript. The first page of the manuscript must bear the title of the paper and the full names of the authors; Year; Dataset title; Data repository or archive; Version (if any); Persistent identifier (e.g. DOI)

File Formats and Types

JASIST submissions should be prepared in MS Word or LaTex formats.

Instructions for MS Word Submissions:

Acceptable file formats - .doc, .docx, .rtf.

Files:

Two main documents:

- The first Manuscript Document should contain all the text, captions, tables, and figures. When submitting the manuscript, only the first Manuscript Document should be uploaded. The figure and table should be placed in the manuscript after the paragraph in which they are first mentioned. The second Manuscript Document should be text only (no figures or tables). In the appropriate place in your MS Word file, please type "Figure n" (where n is the figure number) or "Figure n" (where n is the figure number).

Captions:

- Captions should be text only (no figures, schemes or tables). They should all be included in a single MS Word file.

Tables:

- Tables should be created using the Table tool in MS Word. Tables can all be included in a single MS Word file.

Instructions for LaTex submissions:

Acceptable file formats - .tex, .bbl, .bib, .aux, etc. as well as .pdf (for review only).

For review purposes you should upload a single .pdf that you have generated from your source files, fonts included, or T5 fonts allowed. The figures and tables should be placed in the manuscript after the paragraph in which they are first mentioned. You must use the File Designation "LaTeX PDF Main Document" from the dropdown box. In addition, you must upload your LaTeX source files. For all your source files you must use the File Designation "TeXLaTeX Source Files". Images should be uploaded as individual files with "Image" file designation. For acceptable image file formats see "Figures" under the MS Word submission instructions above.

Conflict of Interest Declaration

To ensure the highest level of integrity and consistency in the review process, it is important to avoid conflict of interests. During the manuscript submission process, editors, reviewers, and authors are encouraged to declare any potential conflicts. Authors are strongly encouraged to take advantage of this option and declare the potential conflicts. One type of conflict which is more likely to be common is the source of funding of the study. If the funding source is a private or for-profit organization, the authors should declare the names of the sources. Another type of conflict, which is likely to be more common, is the relationship of the author(s) with other scholars or academics that is likely to produce a biased or less than objective review (e.g., PhD mentors). Authors should strive to point out the names of individuals that should not be selected as reviewers to avoid such potential conflicts.

Important Note

JASIST authors assume that submissions to this journal strictly follow all the guidelines as outlined above. Compliance with author guidelines and submission rules specified here is the responsibility of the author(s).

ORCID iD

Authors submitting to JASIST have an option to associate their ScholarOne account with ORCID, a unique and persistent identifier. This is a one-time action for each ScholarOne account holder and
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