

**EDITORIAL POLICY OF
THE JOURNAL OF UNIVERSITY LIBRARIANS ASSOCIATION
OF SRI LANKA**

UNIVERSITY LIBRARIANS ASSOCIATION (ULA) OF SRI LANKA

July 2021

EDITORIAL POLICY

JOURNAL OF THE UNIVERSITY LIBRARIANS ASSOCIATION OF SRI LANKA (JULA)

1.0 Introduction

The Journal of the University Librarians Association (JULA) of Sri Lanka is the official double-blind, peer-reviewed journal published twice a year by the University Librarians' Association (ULA) of Sri Lanka. The journal contains research outcomes in the field of Library and Information Science. JULA welcomes Original Research Papers, Book Reviews, Short Papers, Descriptive Articles and Commentaries. Priority will be given to the original research articles, which are not published elsewhere before. All contributions to JULA will be reviewed by two independent experts in the field of Library and Information Science depending on the contents of the article submitted. Any submission and inquiries could be sent to the Editor of the Journal.

1.1 Mission of the JULA

Publishing research outcomes of Library and Information Sciences discipline with the view of setting new trends.

1.2 Approved Title, Abbreviation and Publisher

Title: Journal of the University Librarians Association of Sri Lanka

Abbreviation: JULA

Publisher: University Librarians Association of Sri Lanka (ULA)

1.3 ISSN

ISSN of JULA (hard copy) is 1391-4081 and e-ISSN: is 2579-2253.

1.4 Disclaimer statement

“Facts and opinions published in the JULA express solely the opinions of the respective authors. Authors are responsible for sources that are cited and the accuracy of the references”.

1.5 Indexing and Abstracting

All articles published in the JULA are deposited with Cross Ref, hosted by SLJOL and indexed in LISA and EBSCO.

1.6 Open Access Policy

JULA is an Open Access journal which provides immediate access to the full text of its content once published on-line on the principle “making research freely available to the public and support global exchange of knowledge”. This is under the “Creative Commons Copyright License”.

1.7 Contributors, types and word limits of articles

Contributors

Priority will be given to the ULA members and of the total articles, minimum 60% should be from the members of ULA. Corresponding author or one of the co-author/s should be a member of ULA. Rest of the articles is may be from local/foreign non-members of ULA within the scope of LIS discipline based on the given guideline.

Types of articles and word limits

Research article	4000 to 7000 words
Review paper	6000 to 10000 words
Short communication	2000 to 4000 words
Descriptive Articles and Commentaries	1000 to 2000 words

1.8 Composition of the Editorial Board

The Editor and the Editorial Board are responsible for the overall standard and publishing the journal.

Editor - The Editor shall be appointed through nominations or electing at the Annual General Meeting of each year by the members of ULA.

Editorial Board - The Executive Committee of ULA appoints the members of the Editorial Board with the consent of nominees.

Composition of the Editorial Board

- 3 LIS professionals or LIS scholars from outside Sri Lanka

- 2 LIS professionals or LIS scholars from the Executive Committee as follows
 - ULA President - 1
 - JULA immediate past Editor - 1
- 5 ULA members from the University Librarians Association of Sri Lanka.

Total number of Editorial Board members is 10. All selections to the Editorial Board shall be approved by the Executive Committee of ULA on the recommendation of the Editor. Appointment period for a member is one (01) year. At the end of one year, the committee shall be reconstituted. Editorial Board should meet once a month and keep the minutes of the meeting for reference. Extracts of the minutes should be discussed at the ExCo meetings.

1.9 Panel of Reviewers

The panel of reviewers should be appointed by the Editorial Board based on the submissions upon recommendation of the Editor. Once the review process is completed for both issues of JULA during a year, formal letter of appreciation signed by the President of ULA will be sent.

Reviewers will be selected by considering the followings:

- Reviewers should be renowned scholars in the subject area.
- Well experience as a Reviewer/Editor
- Reviewers should be experienced in reviewing articles (request for evidence) and preference will be given to those who have experience in the peer-reviewing process of refereed journals.
- Considerable number of publications in reputed (indexed, peer reviewed) journals
- Possessing a good quality academic career/ academically updated character
- Priority will be given to the ULA membership

1.10 Quality Controlling

The Editorial Policy of JULA is based on five quality assurance elements.

1. Editorial Quality
2. Content Quality
3. Presentation Quality
4. Printing and Publication Quality
5. Journal Promotional Quality (Based on INASP's Criteria=5Q).

2. Physical Description and formatting of the JULA

Professional appearance of the JULA has to be maintained always by adhering the followings:

2.1 Journal quality (print)

Paper size: B5

Cover: 260gsm Art Board, 4 color print with matt lamination

Inner: 80gsm gloss art paper- black and white

Perfect binding

2.2 Number of articles per issue

It is better to include 5-15 articles per issue. If the minimum number of articles (5) could not be achieved, the total number of pages should be exceeded 100 pages.

2.3 Cover and preliminary pages

Paperback printed according to the following description. (Annexure 1)

Front Cover

Color	Four color (Black, White, Black and Blue)
Top left	Logo of ULA ISSN, e-ISSN, Volume no., Issue No., Time period covered
Top right aligned	Journal title in three lines
Bottom	“Publication of University Librarians Association, Sri Lanka”

Preliminary Pages

Verso Cover page	Name, affiliation and address of the Editor and the names and affiliations of Editorial Board, Scope, Disclaimer statement, Subscription rates, Indexing details
Title page with contents	Title of the journal in three lines (Top Right hand Corner), Volume No. Issue no. ISSN and e-ISSN (left aligned)

Titles of articles in bold, Names of contributors (left aligned) and page numbers (right aligned)

Spine Title of the Journal, Volume no. Issue no. Month/Year

Back cover

Color White

Bottom QR/Barcodes and ISSN should be above the QR/ Barcode

2.4 Formatting of inner pages

APA Formatting and Referencing Manual 7th edition is adapted to format the articles of the JULA and the deviations are mentioned in Annexure 2. Text pages are printed in black and plates are printed in color.

3. Article selecting, evaluation and reviewing

3.1 Calling for articles

An e-mail will be sent by the Editor to the entire membership for collecting articles at the beginning of the desired time period. One/Two week/s extension will be given if necessary. During the article collection period, article acceptance will be published on the ULA website for the notice of non-members.

All the submissions should be presented in the prescribed format (Author Guideline-Annexure 3), and submitted as an electronic copy in the MS Word format.

Responsibility of checking plagiarism lies with the Author. Plagiarism rate of paper should be equal or less than 15%.

3.2 Mechanism of selecting and evaluation of articles

Any kind of article types shown in section 1.7 will be double-blind peer reviewed before considering for publishing in JULA.

If the authors do not respond for one month when communicating with the Editor regarding revisions to the manuscript, the manuscript will be considered as withdrawn and removed from the agenda.

Once an article is submitted, an author should not withdraw it for the next 6 months.

The final version of the manuscript if accepted for publication should be submitted in **camera-ready format**.

3.4 Role of the Editor/Editorial Board in selecting and evaluating manuscripts

The Editor and the Editorial Board are responsible for the selection of manuscripts according to the scope of the journal and contribute considerably to the discipline. If not the Editor/Editorial Board could take a decision to reject manuscripts.

The Editor needs to go through the manuscripts submitted to JULA to fact-check information in manuscripts, for the accuracy, quality and currency for getting the final decision in what is published and what isn't by leading the authors.

If the given Author Guidelines are not followed by author/s, the Editor can take the decision on rejecting the manuscripts.

Initially, if the similarity index of the article is greater than 15%, the Editor will send the manuscript back to the author/s to revise it within 15%. Again the Editor will check the similarity report and send to the reviewers. After completion of the review process (before sending to the language editor) the editor will check the verbatim and send to author/s for revisions if the plagiarism rate is greater than 15%.

The Editor and the Editorial Board should approve the journal's layout, design, style and tone;

The Editor and the Editorial Board should review manuscript content for spelling, grammar and reference errors.

The Editor and the Editorial Board is responsible to revise the Editorial Policy of JULA if necessary with the approval of ExCo.

The Editor and the Editorial Board are responsible to select well suited reviewers according to the scope of the manuscript by considering the expertise of the reviewers, get the reviewers' consents and approval of the ExCo.

Based on the reviewers comments final decision should be taken by the Editor and the Editorial Board for sending the manuscript to the third reviewer whenever necessary.

The Editor should attend ExCo meetings to discuss issues and plans of the matters incline to JULA.

3.5 Review process

The Editor will prepare a table of suitable reviewers for each article (2 per each) and submit the proposal to Editorial Board for deliberation and approval. Editor will consult potential reviewers and get their consent informally.

Once the approval of the Editorial Board is granted, the Editor will contact the reviewers and will send an invitation letter to work as a reviewer. Then the manuscript is sent with review form (Annexure 4) and reviewers guidelines (Annexure 5). The article will be sent to 2 reviewers who are not from the institute of the author/s.

Decision on publishing will be based on the reviewers' decisions as given below.

No	Decision of reviewer 1 or 2	Decision of reviewer 1 or 2	Decision of the Editor
1	Accept	Accept	Will be Accepted
2	Accept	Minor Corrections	Accepted subjected to corrections
3	Accept	Major Corrections	Accepted subjected to corrections & will be sent to the Reviewer/s who suggested major corrections.
4	Minor Corrections	Minor Corrections	Provisionally Accept
5	Minor Corrections	Major Corrections	Accepted subjected to corrections & will be sent to the Reviewer/s who suggested major corrections
6	Minor Corrections	Reject	Send to a third Reviewer
7	Accept	Reject	Send to a third Reviewer with Original Article submitted by the author
8	Major Corrections	Major Corrections	Re-send to the same Reviewers after addressing the suggested revisions
9	Major Corrections	Reject	Reject
10	Reject	Reject	Reject

Review process will be continued for several rounds until the manuscript is accepted by the Reviewers.

The manuscripts accepted by the Reviewers after the review process, will be sent to the authors to get the final copy of the articles incorporating final comments given by the Reviewers.

The initial screening and the author/s' revision according to reviewers' comments will be evaluated by the Editorial Board in terms of the following conditions:

1. Whether the reviewer's recommendations are incorporated into the manuscripts
2. Whether the article is presented according to the approved format

All reviewed articles and their decision including review reports should be tabled at the Editorial Board meeting for deliberation and final approval. All approved articles will be published by the Editor/ Editorial Board in JULA.

The decision regarding the acceptance or rejection would be informed author/s at the end of the review process. (Annexure 6-Specimen letter of acceptance; Annexure 7- Specimen letter of rejection)

Finalized articles should go to the Language Editor before publishing.

If the Editor is not in a position to incorporate the comments of the language editor in a particular manuscript, the particular section/part of the manuscript should be sent to the author/s for the revision.

The Editor should prepare the camera ready copy according to the JULA- Article Formatting Guideline.

The Editor will communicate with National Science Foundation of Sri Lanka which is responsible for the administration of SLJOL to get DOI for each article before publishing.

3.6 Role of Reviewers in reviewing manuscripts

The Reviewers are responsible for following things:

Reviewers are responsible for the reviewing process until the manuscript accept or reject.

Reviewers must check the manuscript for the originality and ensure the correctness of the research process, literature review, research methodology, analysis etc.

Reviewer should send the completed review form and the manuscript with the comments made in the first reviewing cycle to the Editor

Reviewers are accountable for the changes they make in manuscripts

Reviewers are allowed to take only two weeks for each reviewing cycle.

Reviewer shall submit the manuscript before the deadline allowing time for the rest of the process.

4. Printing and Distribution details of JULA

Printing and distribution of JULA issues will be continued as follows:

4.1 General information

Publication frequency	Bi-annual (January- Issue I and June – Issue II in each year)
Article collection period for Issue I	From 25 th September to 25 th October
Review process for Issue I	From 25 th October to 25 th December
Date of online publishing in SLJOL- Issue I	Before 31 st January each year
Article collection period for Issue II	From 25 th Feb to 25 th Mar
Review process for Issue II	From 25 th Mar to 25 th May
Date of online publishing in SLJOL- Issue II	Before 30 th June each year
Printing and Distribution:	Print before the AGM of ULA and distributed at the AGM to the membership
Number of copies printed	Decided by the Executive Committee of ULA
Archival	Archival issues in pdf format should be included in SLJOL as well as the ULA Website

4.2 Sale and publication exchanges

Treasurer of ULA will be the in-charge of sale and exchange strategies of the journal.

4.3 Price of a printed issue

SLR 500 or USD 50. The price includes the cost per copy and postage fees. The price might vary based on the printing cost and the decisions on price will be taken at the ULA AGM.

References

Manuscript submission guidelines. (2015, May 19). SAGE India. <https://in.sagepub.com/en-in/sas/manuscript-submission-guidelines>

Smart, P. (2018, February 23). Handbook for journal editors. INASP. <https://www.inasp.info/sites/default/files/2018-04/INASP%20-%20Editors%20Toolkit%20-%20DIGITAL.pdf>

The Editor of the first draft has been referred to the Draft Editorial Policy of the Kelani Journal, University of Kelniya

Revised final draft

Compiled by the Editor-2021, G D M N Samaradiwakara, PhD with the comments of the Editorial Board-2021

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First Draft

Compiled by the Editor-2019/2020, Dr. S. K. Illangarathne with the comments of the Editorial Board-2019/2020

Editorial Board-2019/2020

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Annexure 1

Cover and preliminary pages of JULA



JOURNAL OF THE

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Editor

Name,
Qualifications,
Designation,
Affiliation with address
Email: slulaeditor@gmail.com

Editorial Board

1. Name, Designation, Affiliation (No address)
2. Name, Designation, Affiliation
3. Name, Designation, Affiliation
4. Name, Designation, Affiliation
5. Name, Designation, Affiliation
6. Name, Designation, Affiliation
7. Name, Designation, Affiliation
8. Name, Designation, Affiliation
9. Name, Designation, Affiliation
10. Name, Designation, Affiliation

Journal of the University Librarians Association of Sri Lanka (JULA) is a double-blind peer reviewed refereed journal which is published biannually by the University Librarians Association of Sri Lanka. In addition, there can be special issues published as decided by the Executive Committee of the Association.

Views expressed in this journal not necessarily reflect the views of the University Librarians Association of Sri Lanka. Direct your manuscripts, comments, suggestions and all other correspondence to the Editor of the journal.

Facts and opinions published in the JULA express solely the opinions of the respective authors. Authors are responsible for sources that are cited and the accuracy of the references

Subscription Rate

SLR 500 or USD 50. The price includes the cost per copy and postage fees.



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JULA is also available online at <http://www.slula.org>, <http://sljol.info> and

<http://www.ebscohost.com/public/library-information-science-source>

[JULA is indexed in Library & Information Science Abstracts \(LISA\)](#)

Cover back



(ISSN should be indicated.)

Annexure 2

Formatting and referencing articles of JULA with APA 7th Edition

Section of the Article	APA 7 Format	JULA Format
Page Margin	Top, Bottom, Left, Right – 1 inch	Adopted APA 7 th Edition
Line Spacing	Double-Spaced for entire document	1.5 Space for entire document
Spacing	No space before or after the lines	One space before the headings
Paragraph	Each Paragraph 0.5 intended	Adopted APA 7 th Edition
Page Header (Running Head)	Shorten Title (Left, All Capital) & Page Number (Right)	Starting from the first page of the article, on every other page, title of article with abbreviated title of the Journal, Volume number, Issue number, Year, Pages e.g. (20-34) and the DOI should appear on the header (left aligned) of the page. On remaining pages, author/s name/s should be appeared in the same place.
Page Footer	Blank	Page numbers
Fonts	Times New Roman – 12 for entire document	Adopted APA 7 th Edition
Page Alignment	Left	Justify

Section of the Article	APA 7 Format	JULA Format
Major paper sections	Title Page, Abstract, Main Body, and References.	No Title Page
Headings	Heading “Introduction” is not allowed. Instead, complete title of the research	Heading “Introduction” included
Level 1 Heading	Bolded, centered, and title case	Adopted APA 7th Edition
Level 2 Heading	Left, bolded, and title case	Adopted APA 7th Edition
Level 3 Heading	Left, Bolded, title case, and italicized	Adopted APA 7th Edition
Level 4 Heading	Bolded, written in title case, and punctuated with a period. Indented and written in-line with the paragraph.	Adopted APA 7th Edition
Level 5 Heading	Bolded, written in title case, italics and punctuated with a period. Indented and written in-line with the paragraph.	Adopted APA 7th Edition
Tables	Tables are numbered sequentially (i.e., 1, 2, 3)	Adopted APA 7 th Edition
Table Number	Top of the Table- Left, bold, and title case	
Title	Below the Table Number – Left, Title Case, Italic	
Body of the table	Line spacing – 1, 1.5 or 2	
Color	Black	
Lines	Only horizontal lines – In Header & Bottom of the table. No vertical lines to separate columns	
Column Headings	Centered, Sentence case	
Body	Left most Column- Left aligned, Other Columns -Centered	

Section of the Article	APA 7 Format	JULA Format
	Columns with long text – Left aligned, Indent the 2 nd line	
Figure	Figures are numbered sequentially (i.e., 1, 2, 3)	Adopted APA 7 th Edition
Figure Number	Top of the Figure - Left, bold, and title case	
Title	Below the Figure Number – Left, Title Case, Italic	
Table and Figure Note	Below the table & figure (Notes are optional)	Adopted APA 7 th Edition
	Table and figure notes are preceded by the label "Note." written in italics. General notes that apply to the entire table or figure should come before specific notes (indicated with superscripted lowercase letters that correspond to specific locations in the figure or table)	
Reference List	Start in a new page. The word "References" should appear bolded and centered at the top of the page.	Adopted APA 7 th Edition.

Annexure 3

Author Guidelines

Information for Authors (Author Guidelines)

The Journal of the University Librarians' Association of Sri Lanka (JULA) is the official peer reviewed journal published twice a year. The journal contains articles based on original research in LIS with special reference to Sri Lanka. JULA welcomes Original Research Papers, Reviews, Short Papers, Descriptive Articles and Commentaries. All correspondence relating to editorial matters should be addressed to Editor / JULA (editor@ulasl.lk).

AUTHOR GUIDELINES

General

1. Research Articles:

These should describe new and carefully confirmed findings. Experimental procedures should be given in sufficient detail for others to verify the work. Authors are recommended to keep their papers within the words limit 4000 to 7000 words. The paper should comprise the following sections

- **TITLE** It should be concise and reflect the research work
- **AUTHOR(S) NAME(S) AND AFFILIATION(S) WITH ORCID ID(S)**
- **ABSTRACT** of not more than 250 words
(Summarize the research focus, methodology, results/findings of the research and the main conclusions and recommendations, if any.)
- **KEYWORDS** Maximum 5 (should select most appropriate ones which helps in indexing and information retrieval)
- **INTRODUCTION**
(This should cover the background of the study/ Literature review, research problem and objectives/ research questions)
- **METHODOLOGY/ METHODS/RESEARCH DESIGN**
(This should include the research strategies/ sampling techniques/population and the sample/ the analytical techniques and tools)
- **RESULTS / ANALYSIS AND FINDINGS OF THE STUDY**
- **CONCLUSIONS/ DISCUSSION AND RECOMMENDATIONS**
- **FUTURE RESEARCH IMPLICATIONS**

- **ACKNOWLEDGEMENTS** One paragraph is suggested, with acknowledgement of financial support listed at the end.
- **REFERENCES**

2. Review papers:

Review papers submitted for publication should be critical analyses of a body of standard literature already available. It should examine a specific domain of an academic discipline and is expected to have a very clear and concise title, abstract, introduction, text, conclusion and a list of references, preferably in less than ten manuscript pages or in less than 10,000 words. The forgoing requirements are the prerequisites needed primarily.

3. Short communications:

A short communication should not exceed 4000 words including figures, tables, etc. and is suitable for recording the results of complete small investigations or giving details of new methods of techniques and apparatus. Progress reports are not acceptable.

4. Descriptive Articles and Commentaries

The descriptive article should describe a particular experience in something: object, person, place, experience, emotion, situation etc. Commentaries would present criticism on a previously published article, book, or any other report, frequently using the findings as a call to action or to highlight a few points of wider relevance to the field. Commentaries do not comprise original data and are greatly reliant on the author's perspective or anecdotal evidence from the author's personal experience to support the argument. These are very short articles of around 1000-2000 words. These can include no abstract, 1-2 tables and figures and a few references. Authors are free to structure the article as s/he feels. Broadly, these types of articles have an introduction, a few body paragraphs, and a conclusion.

Preparation of Manuscripts

All manuscripts must be in English and typewritten on **B5** size papers (7.17"x10.12").

Font style is Times New Roman, size is 12 and 2.0 line spacing. All page margins are 1 inch. All the pages must be numbered consecutively.

Title of the paper (font-12, bold, Title Case, centered)

(If the title is longer than 8 words, please also provide a running title for the header)

Author(s) name(s) (font-12, bold, Title Case, left-justified)

Author(s) Affiliation(s) (font-12, bold, Title Case, left-justified)

Write the Names and Postal Addresses of All Institutions in Full. Include the Email address of the Corresponding author.

Body Text and References

Authors should follow the 7th Edition of APA Formatting and Referencing Guide for formatting, in-text citations and referencing.

Equations

Equations that are important, long, complex, or referenced later in the paper are set off from the text (displayed) and may be numbered consecutively with right-justified Arabic numbers within parentheses (1), (2), (3), etc.

Abbreviations and Units

Scientific names of microorganisms, plants and animals relevant to the subject must be used in accordance with the international rules of nomenclature and given in full. SI units and symbols should be used for physical properties.

Submission of Manuscripts

Authors are requested to submit their manuscripts as an Open Office or Microsoft Word file with the similarity index.

Plagiarism Rate: Equal or less than 15%

Annexure 4 - Reviewer's form

JULA Review Form year/year

Article reference No.:

Name of the Reviewer:

Date of reviewed:

After completion the review process, please answer following questions:

Do you recommend the article for publication in the JULA? **(Mark only one)**

- Yes, publish in its present form.
- Yes, publish after minor revisions.
- Yes, publish after major revisions.
- No, do not publish with complete re-writing/re-organization as comments given.
- No. It is rejected. Do not publish. I have provided suggestions below for improving this manuscript and/or the author's research/writing approach for future efforts

Review Feedback Evaluation	Score (0-5)	Comments (If any)
1. Title/Topic reflects the study		
2. Abstract summarizes the study accurately		
3. Introduces the purpose of the study and/or the research problem		
4. Adds new information to or deepens understanding of a significant problem or issue		
5. Has a clearly stated problem, or hypothesis		
6. Uses appropriate research methods for the research problem presented		
7. Findings are given with supporting data and have done		

proper analysis		
8. Discussion/Conclusion addresses the research problem		
9. Further development/ explorations are suggested.		
10. Cites the relevant literature		
11. Reference list is according to the APA 7 th edition		
12. Is organized logically and clearly		
13. Formatting, spelling , grammar are correct		
14. Uses tables and figures appropriately		
15. Is appropriate to the scope and readership of JULA		

Additional comments to Authors (Write down your comments in the given space to be sent to authors)

Comments to Editor

Thank you for spending your valuable time to help JULA!

Annexure 5
Guideline for Reviewers

A Brief Guide for Reviewers
Journal of the University Librarians Association of Sri Lanka

Only original and unpublished research papers as well as review articles written in English are accepted for publication in the JULA. In reviewing a manuscript, you are requested to consider whether it contains significant scientific contribution to the knowledge base.

Your recommendation whether the manuscript should be (i) accepted in its present form, (ii) accepted with minor/major revisions, or (iii) rejected is essential. In the case of rejection, please provide a brief explanation why the manuscript should be rejected to communicate with the author/s.

The reviewers are kindly requested to review the manuscript by considering the following facts.

1. Is the title of the manuscript appropriate?
2. Does the abstract summarize the work?
3. Is the work new and original?
4. Does it give adequate reference to the prior work?
5. Does it contain any material used for the study which should be omitted? If so please give reasons.
6. Is the methodology adequately described and suitable for the study?
7. If relevant, is the sample size calculation clear, and is the sample adequate?
8. Are the results relevant to the focus/hypothesis?
9. Are the analysis, interpretation, discussion and conclusions comprehensive and justified by the data?
10. Are the conclusion drawn warranted from the data and its interpretation?
11. Have the recommendations been drawn based on findings?
12. Are illustrations and tables acceptable in the present form?
13. Is the manuscript clearly presented and well organized?
14. Is the language satisfactory?
15. Is the referencing style in accordance with APA 7th edition?

After completion of the review process, reviewer should answer the following questions.

- Do you recommend the article for publication in the JULA? (**Mark only one**)
 - Yes, it's in present form.
 - Yes, with minor revisions.
 - Yes, with major revisions.
 - No, with complete re-writing/re-organization.
 - No. It is rejected.

- Article should be published as a;
 - A standard research article
 - Short communication
 - Review article

Please provide detailed comments to the Author(s) and/or to Editor, if any, on the given space of the review form. In the case of rejection, please provide an explanation why the manuscript is rejected. This will be communicated to the authors by the Editor.

Please note that you are responsible for the reviewing process until the manuscript accept or reject and for the changes you make in manuscripts. You should send the completed review form and the manuscript with the comments made in the first reviewing cycle to the Editor within two weeks of time allowing time for the rest of the process.

Thank you so much for accepting the invitation for reviewing manuscripts of JULA.

Annexure 6

Specimen Letter for the Acceptance of a Manuscript

Letter Head

Reference No. JULA-Volume No.-Issue No.-Article No.

Date (date month year)

Name of the corresponding author

Official Address

Dear Prof/Dr/Mr/Mrs/Ms Name

Acceptance of the manuscript submitted to publish in the JULA-Volume No. Issue No.

This is to inform you that the following manuscript submitted by you has been accepted to publish on JULA, Volume No., Issue No., year.

“.....**Title of the manuscript**.....”

Thank you for submitting an article for JULA.

Yours sincerely,

Name

Editor/JULA

Annexure 7

Specimen Letter for the Rejection of a Manuscript

Letter Head

Reference No. JULA-Volume No.-Issue No.-Article No.

Date (date month year)

Name of the corresponding author

Official Address

Dear Prof/Dr/Mr/Mrs/Ms Name

**Decision on publishing the manuscript submitted to publish in the JULA-Volume No.
Issue No.**

Thank you for submitting a manuscript for the JULA **Volume No. Issue No.**

I regret to inform you that your manuscript titled “.....” has not been accepted for publication in the JULA **Volume No. Issue No., year** based on the recommendations of the reviewers.

The comments of the reviewers are enclosed for your information and they will be helpful in possible future revisions.

Thank you again for your interest in publishing in JULA and the Editorial Board sincerely believes that you will consider submitting your future research for publication in this journal.

Thank you

Sincerely

Name

Editor/JULA