

# ***Bulletin of the National Central Library Submission Guideline***

Revised on January 26, 2015

- I. BNCL is a peer-reviewed academic journal that accepts papers on theoretical and practical topics related to library and information science.
- II. As a semiannual publication, new issues come out every June and December, both in print and digital form. Submissions are welcome year-round.
- III. All submissions must be original, unpublished work. Manuscripts that were previously presented at a conference must provide a letter certifying that no conference proceedings will be published. Concurrent multiple submissions to various journals is not allowed.
- IV. Guidelines for submissions:
  1. Chinese and English manuscripts are welcome.
  2. Submissions in Chinese should be no more than 15,000 characters, while submissions in English are limited to 8,000 words.
  3. Microsoft Word format is preferred; other pure text files are also accepted.
  4. Submissions should follow the APA style guide (6th edition). Submissions that fail to do so will be rejected.
  5. Graphs, pictures, and other illustrations should be included in an email with the submission.
  6. Papers written in Mandarin Chinese must supply the below information in both Chinese and English.
    - (1) title;
    - (2) author name
    - (3) abstract (300 words/character);
    - (4) keywords;
  7. Submissions should also include a brief introduction of the submitter in both Chinese and English (including name of institution, department, and position title, highest degree and school at which it was earned). In

addition, please include mailing address, telephone number, and email address.

- V. Reviewing submissions: BNCL uses a double-blind review process. Submissions that meet formatting requirements will be sent to two or more anonymous reviewers. The editorial committee will review the decision of the reviews before notifying the submitter.
  1. Revisions: Authors notified of a request for revisions should revise their submissions and resubmit them by the indicated deadline. They should include an itemized response to reviewers on what changes were made or reasons for not changing a certain part.
  2. Proofreading: While BNCL has an inherent obligation to assist authors in proofreading content and format, after papers are typeset, authors are responsible for proofreading content. BNCL is only responsible for formatting.
- VI. Authors retain moral rights to their works, but BNCL claims property rights. BNCL agrees that authors can allow the collection of the work by institutions or the author's person. After publication, except for inclusion in the author's anthology, no person is allowed to reproduce, reprint, translate, and etc. for any reason without the express written permission of BNCL.
- VII. Once a manuscript is accepted for publication, the author agrees to give permission to NCL and cooperating partners to compile, reproduce, translate, publicly transmit, and include in databases for users to read, download and print, based on the stipulations in the authorization agreement. The author also agrees to allow NCL to publish the manuscript in print and in digital form to promote scholarly research.
- VIII. BNCL reserves the right to edit and shorten submissions. Opinions to the contrary should be so stated when submitting papers. No submissions will be returned; authors are encouraged to keep a copy.
- IV. Manuscripts accepted for publication will be issued an honorarium based on government and NCL guidelines. Three copies of the current issue will also be provided. The honorarium includes any form of compensation. Authors

cannot request additional compensation or honoraria. BNCL will deduct taxes before issuing the honorarium.

- X. Please respect other's rights and adhere to ethical standards. Should submissions be found guilty of plagiarism, reproducing other's work, or infringing on others rights, the author will be subject to legal action. BNCL is not liable for any intellectual property issues.
- XI. Please send submissions to [nclpublish@ncl.edu.tw](mailto:nclpublish@ncl.edu.tw), or mail them to *Bulletin of the National Central Library Editorial Committee, No.20, Zhongshan S. Rd., Zhongzheng District, Taipei City 10001, Taiwan (R.O.C.)*.