



Library and Information Association of Zambia (LIAZ)

“Linking People with Information”
P.O. Box 50183
Ridgeway
Lusaka, ZAMBIA.

CALL FOR NEWSLETTER ARTICLES

The Library and Information Association of Zambia is calling for newsletter articles to be published in forth coming edition of the newsletter for 2020. Please consider providing a short item of news, or an in depth article related to Libraries, Records Managements and other Information Services.

Newsletter articles must be a short story, article or an announcement that can fit in the following structure:

- News items and announcements – Short, topical, news oriented
- Major Articles – In depth discussions of topics of interest related to libraries, records management and other information services
- Updates related to information services.

Newsletter articles are required to include section headings and must be submitted in Word format with the following specifications;

- Front type must be Times New Roman; font size must be size 12 with 1.5 line spacing
- Illustrations, pictures, tables, sidebars are encouraged to emphasize the message

Please ensure that you send maximum of 2 pictures of high resolution separately not exceeding 1MB. PLEASE DO NOT ATTACH PHOTOS WITHIN THE DOCUMENT.

Word count:

- News items – 50 to 200 words
- Major articles - 500 to 1500 words
- Updates - 350 words or less

The deadline

Please send your contributions to liaz@zambia.co.zm and copy ephraimbanda.editor@gmail.com by Friday, 26th March 2020. No articles will be considered after the deadline.

Kindly note: If an article has been previously published, the Editor requires approval of the Author and the Publisher and requires a Word version of the article without graphics so the article can be issued within the LIAZ Newsletter in the same style as other articles. If you want to see what others have written so far, please refer to the past LIAZ Newsletters and Bulletins.

Important Note: By submitting a contribution to the newsletter or bulletin, you agree that the text which appears in the newsletter will be publicly available. LIAZ reserves the right not to publish every submitted story in the LIAZ Newsletter. LIAZ also reserves the right to use a story in a later newsletter instead of the current one. Authors will be informed about these decisions. Furthermore, we may make minor editorial changes or correct spelling mistakes. To establish the identity of the authors, your name will be published with your article.

To view a previous copy of the newsletter follow the link below;
<http://libraryassociationofzambia.org/wp-content/uploads/2019/10/Newletter-2018-edition.pdf>

Should you have any questions or need additional information, please do not hesitate to contact the Editor at ephraimbanda.editor@gmail.com. We are looking forward to receiving your submissions.



Banda Ephraim

LIAZ - Editor

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