



Library and Information Association of Zambia (LIAZ)

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

NOTES TO CONTRIBUTORS

LIAZ JOURNAL

The Library and Information Association of Zambia (LIAZ) Journal is a local journal that is published twice yearly by the association, it publishes peer reviewed articles on library and information science, Records Managements and Information Services. The Journal publishes research, case studies and essays that reflect the broad spectrum of the profession in Zambia.

SUBMISSION GUIDELINES

All submissions should be unpublished English papers in word format. A submitted full length manuscript should include the following:

- Title
- Author(s) names
- Official Title of Author (s) or Professional role
- Institution
- Abstract (250 words maximum)
- Key words
- Body paragraphs and references
- Short professional profile (five lines) of author

Papers should be between 10-12 pages long, in a Word file, Times New Roman, 12 point typeface and should have clear recommendations and references.

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Secretary: Mrs Mwanza Aggie Mumbi (B.A.LIS). Email: kaiteaggie@yahoo.com Tel: +260 211 292425-36 Mobile: +260 966-313475.

REFERENCES

All references to literature in the body of articles should be according to the American Psychological Association (APA) system. In-text citations should consist of only surnames of authors followed by year of publication.

LIAZ NEWSLETTER

The Library and Information Association of Zambia publishes a newsletter once a year. 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

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.

IMPORTANT NOTE

By submitting an article to the newsletter or Journal, you agree that the text which appears in the article will be publicly available. LIAZ reserves the right not to publish every submitted article. LIAZ also reserves the right to use an article in a later issue of the newsletter or journal 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. We are looking forward to receiving your submissions.

To view previous issues of the newsletter and journal follow the link below:
<http://libraryassociationofzambia.org/index.php/publications/>

THE REVIEW PROCESS

The Reviewing process for each paper starts with the Editor-in-Chief, and if it is considered suitable for publication, it is then sent to two reviewers. Based on their recommendations, the Editorial Board then decides whether the paper should be accepted as is, revised or rejected.

SUBMISSION

All articles for the newsletter and journal issues should be submitted to the Editor via liaz@zambia.co.zm and copy ephraimbanda.editor@gmail.com

DEADLINE FOR SUBMISSION

Journal articles: 28th May 2021

Newsletter articles: 21st May 2021

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