Journal of Information Studies and Technology

Instructions for Authors and Style Guide

INTRODUCTION

Thank you for choosing to submit your paper to the Journal of Information Studies and Technology (JIST). Please follow these instructions as closely as possible to help process your paper through peer review, production and publication smoothly and publish as quickly as possible. We ask that these guidelines be followed, understanding that for every rule there are exceptions.

ARTICLE TYPES

JIST accepts the following articles:

- Original research
- Review papers

ARTICLE PROCESSING CHARGES

Authors do not pay submission charges or publication charges. The cost is covered by the Special Libraries Association-Arabian Gulf Chapter (SLA-AG).

SUBMITTING MANUSCRIPTS

Manuscripts to be submitted to the online submission system via https://www.editorialmanager.com/jis-t/default.aspx . You need to register first to the system. Before you submit your manuscript please read "Manuscript Format" and "Manuscript Structure" sections below. Please upload the main files in Word (except images or graphs files).

ETHICS IN PUBLISHING

HBKU Press is a member of the Committee on Publication Ethics (COPE) and adheres to its Code of Conduct (https://publicationethics.org/core-practices) and to its Best Practice Guidelines (https://publicationethics.org/about/our-organisation) (https://publicationethics.org/guidance/Guidelines). Authors should adhere to these publication ethics. Authors who are concerned about the editorial process may refer their concerns to COPE.

- Articles submitted should never have published before (unless in the form of an abstract or thesis), we check this upon receipt. Also, the article should not be submitted to another journal at the same time.
- Plagiarism means using another person's ideas, research processes, results, or text as one's own or citing the source but copying and pasting the source's exact wording. So please ensure that others' work is cited properly and accurately even if citing your own previously-published work (Self Citation). Also, when citing another work, the idea should be paraphrased in your own words. The editorial office uses the CrossCheck tool to check for plagiarism. If plagiarism is discovered the paper

will be rejected. The same applies to re-using others tables or images without citing the source.

- Authorship: must be limited to those who have made a substantial contribution to the manuscript (conception, design of the study, data collection, analysis, and drafted the manuscript or revised it critically for content). The corresponding author should confirm that all co-authors have approved the final version to be published. Authors who are concerned about the editorial process may refer their concerns to COPE. All authors are asked to complete a declaration of competing interests. A person should not be listed as an author if they do not fulfill all of the above criteria. Acquisition of funding, collection of data, or supervision of the research group are not enough to justify authorship alone, however these contributions to be listed in the acknowledgements section.
- Competing interests: All potential conflicts of interest must be listed in this section. Any personal or financial relationship with an individual or an organization which may influence your interpretation of the results should be disclosed.

OPEN ACCESS POLICY

JIST is an open access journal. All articles are free for users to access, read, download, copy, distribute, and adapt as long as the original work is attributed. We use the Creative Commons CC BY 4.0 license https://creativecommons.org/licenses/by/4.0/

COPYRIGHT

The copyright is retained by the author(s). Authors grant HBKU Press a license to publish the article and identify itself as the original publisher. The authors also grant any third party the right to use the article freely as long as its original authors, citation details and publisher are identified. Formal terms and conditions can be read at the Creative Commons website for Attribution Licences. http://creativecommons.org/licenses/by/4.0/legalcode

ARCHIVING

Journal articles are archived on multiple servers around the world by our archiving and preservation partners CLOCKSS (https://clockss.org/) and will be soon on Portico (https://www.portico.org/).

FUNDING INFORMATION

Details of all funding sources for the work in question should be declared in a separate section entitled 'Funding'. Funding abbreviations should be spelled in full. Agencies should be separated by a semi-colon (plus 'and' before the last funding agency).

PEER REVIEWING POLICY

JIST uses a double-blind peer-review system, where the identities of the reviewers and authors are not revealed to one another. After checking the submission for plagiarism and initial screening, the paper is reviewed by at least two reviewers who are independent researchers in the relevant research area. Based on the reviewers report, the Editor will reach a publication decision (reject, accept after revision, or accept). In most cases, reviewers submit their report with comments or corrections suggestions for authors to address. Based on this report, authors revise their original submission and re-submit the paper with a letter highlighting the changes they have made in light of the reviewers comments.

For more information about our peer reviewed policy
https://www.qscience.com/reviewer_guidelines

MANUSCRIPT FORMAT

General style

File Type:
The files to be uploaded to the system for the paper must be in Word format.

Language:
JIST accepts articles in Arabic or English. British or American spellings are acceptable, but must be used consistently.

English typography:
Size: Font sizes should be between 12 and 14 points, depending on the specific font.
Line spacing: Submitted articles should be double spaced.
Justification: Left-aligned; no hyphenation at line breaks.

Capitalisation:
Headings and titles: Capitalise only the initial word in a heading or title and any word that immediately follows a colon. Do not capitalize articles, conjunctions, or prepositions when they are four or fewer letters, unless they begin the heading or title, or immediately follow a colon.
Internet main page titles and URLs: Capitalise URLs and words in an internet main page title in accordance with the actual capitalization of the source.
Text: Nouns that identify specific persons, officials, groups, government offices, or government bodies.

Italics:
In citations: When citing exact wording from another source and should be inside quotation marks.
In main text: Full case names, titles of books, articles, and speeches.

Page numbers:
All pages, in footer, preferably at right.

MANUSCRIPT STRUCTURE

When submitting your manuscript to the submission system, please have the following separate files ready. The cover file and main manuscript files **should be in Word files** not PDF. The system will convert them to PDF as a last step before your approval.

Cover Page File in Word not PDF:

This file should have the following information
• Full title of manuscripts
• Author(S) details. For each author:
  - Name
  - Affiliation
  - Town and Country
  - Email
  - Telephone
  - Postal Address

Main Article File (in Word file not PDF)
This file can contain the full article but without the authors names and affiliations (without the information in the cover page file). This file will go to peer reviewers and is not supposed to reveal identity of authors. The article should not exceed 8,000 words and please refrain from lengthy repeated explanations, be concise as much as you can. If the article contains many images, then it is recommended to upload images/graphs as a separate supplementary file(s). The manuscript should be divided into the following headings:

Title
Concise and directly relate to the research topic of your article. If applicable mention the period of the study (years) and location (e.g. country or city name).

Abstract
A statement between 200 and 500 words summarizing why you conducted the study (BACKGROUND), the question(s) you aimed to answer (OBJECTIVES), how you performed the study (METHODS), what you found (RESULTS: major data, relationships), and your interpretation and main consequences of your findings (CONCLUSIONS). Abstract and title translation in Arabic is required.

Key Words
Please provide three to six keywords to help readers find your article in English and Arabic.

Headings and subheadings (in a numbered format)
Please help your readers to navigate easily through your article by dividing paper into clearly defined numbered headings and subheadings. All heading levels should be numbered (up to three levels) as explained below. Abstract and Keywords are not numbered. Please look at any article published in a recent issue to follow style.

- First-level headings: All caps and bold (e.g. **1. INTRODUCTION**, **5. CONCLUSION**).

- Second-level headings: All bold with first letter of first word is in capital letter and for any proper nouns. Numbered as 1.1., 1.2 etc.

- Third-level headings: Bold and numbered: (1.1.1., 1.1.2 etc).

- Fourth-level headings: Bold with bullet points if suitable, in a separate line followed by its paragraph underneath.

- Fifth-level headings: Bold and italics with a full stop or other punctuation mark then text follows immediately.

1. FIRST LEVEL HEDING

1.1 Second level heading

1.1.1 Third level heading

Fourth level heading:

Paragraph…..

Fifth level heading: Paragraph text….

1.2 Second level heading

Tables and Illustrations
Tables: should be numbered in order inside the text (Table 1, Table 2, etc) and each should have a caption above the table. If not your table, they you should mention the source of the table.
Illustrations: should be numbered inside the text (Figure 1, Figure 2, etc) and each individual figure should have a caption below it with its own figure number. Images should be in high resolution (300 pixles) and if taken from other sources should have its source details below the illustration/image.

Acknowledgments (if applicable)
All persons who have made substantial contributions in the manuscript (e.g., data collection, analysis, or writing or editing assistance), but who do not fulfill authorship criteria, should be named with their specific contributions.
Note: All persons named in this section should have provided the corresponding author with written permission to be named in the manuscript.

References
All references should be in American Psychological Association (APA) style. Please look at any of the recent published articles to get an idea of how to format references in APA style.

In the body of article: Just include the name of the author and year of publication only (i.e. Smith 2012) before or after the cited part. Numbering system is acceptable.

At the end of the paper: List all the references in English first then followed by a list of the Arabic references (if any). Each list should be in alphabetical order. In-text citation in a

numerical system would not be accepted anymore. Titles of journals should be provided in full and not abbreviated.

Authors are responsible for checking the accuracy of all references and provide them in details. They will be returned to them for corrections and delay the publication. For formatting the references should be formatted as follows:

Author last name, author initial. (year of pub). Title of article. Journal Title in full, volume number (issue no.) page numbers (if available) or URL of the article or DOI number.

If the author's name is Michael Bat Wooldridge and Jennifer J. Shapka

Example:
Wooldridge, M.B. & Shapka, J. (2012). Playing with technology: Mother-toddler interaction scores lower during play with electronic toys. Journal of Applied Developmental Psychology, 33(5), 211-218. https://doi.org/10.1016/j.appdev.2012.05.005.

If authors are more than 7:

List the first six authors and then use ellipses (……) after the sixth author's name. After the ellipses, list the last author's name of the work.

Example:
Johnson, M. C., Carlson, M., Hanover, L. E., Chan, X. H., Smith, J. N. H., Kim, H. B., ... Watson, J. M.

Referencing a website:

Providing only the name of a website as a reference is not acceptable. Try to find out as much information from the website to include in the reference entry. Full details are required including the title of the website article, author name of the piece, date of the publication (if no date found, put n.d.). Then the full website address of the article. The date of accessing the website is not required unless it is a website that is likely to change like Wikipedia. Example below:

Feminism. (n.d.). In Encyclopedia Britannica online. Retrieved from https://www.britannica.com/EBchecked/topic/724633/feminism.

Citing a book (in print):

Last, F. M. (Year Published). Book Name. City, State: Publisher.

Example:

James, H. (1937). The ambassadors. New York, NY: Scribner.

Citing a book (Online book):

Last name, F. M. (Year Published) Book title. Retrieved from URL/or put the DOI number including the http before DOI

You can look up your reference in Google Scholar and click APA style to show you the reference in the desired style.

AUTHOR INQUIRIES