**Manuscript requirements**

Please prepare your paper before submission, using the following guidelines:

**Format**

The file should be provided in Microsoft Word format. A PDF text file type should be accompanied by the source file.

**Length**

Papers should be between 3000 and 6000 words in length.

**Article Title**

Should be the same as of the proposal and included in the conference program.

**Author details**

For each contributing author, the full name, the affiliation and a correct email address should be supplied.

**Biographies and acknowledgements**

A brief professional biography of 100-200 words should be supplied for each named author, at the end of the paper, together with acknowledgements.

**Abstract**

Authors must supply an abstract in their submission of 200-300 words, that should be taken from the proposal and include some appropriate and short keywords.

**Headings**

Headings must be concise, with a clear indication of the distinction between the hierarchy of headings.

The preferred format is for first level headings to be presented in bold format and subsequent sub-headings to be presented in medium italics.

**Footnotes**

Notes should be used only if necessary and must be identified in the text by consecutive numbers.

**Figures and tables**

All figures (charts, diagrams, screenshots…) and tables should be of high quality, numbered consecutively with Arabic numerals and clearly labelled.

**References and citations**

References to other publications should be in Harvard style and carefully checked for completeness, accuracy and consistency.

All references should be cited in the text (Dupont, 2012) using the first named author's name or (Dupont & Michel, 2010) citing both names of two, or (Dupont et al., 2015), when there are three or more authors. At the end of the paper a reference list in alphabetical order should be supplied. Examples:

**For journal articles**

P. Jacsó (2011). `The h-index, h-core citation rate and the bibliometric profile of the Scopus database'. *Online Information Review* 35(3):492-501. [doi:10.1108/14684521111151487](http://dx.doi.org/10.1108/14684521111151487)

L. Czerniewicz & S. Goodier (2014). `Open access in South Africa: A case study and reflections'. *South African Journal of Science* 110(9/10):1-9. [doi:10.1590/sajs.2014/20140111](http://dx.doi.org/10.1590/sajs.2014/20140111)

A. A. Zuccala, et al. (2015). `Altmetrics for the humanities'. *Aslib Journal of Information Management* 67(3):320-336.  [doi:10.1108/ajim-11-2014-0152](http://dx.doi.org/10.1108/ajim-11-2014-0152)

**For books**

M. Conner (2014). *The new university library: four case studies*. American Library Association, Chicago IL.

P. Hernon & J. R. Matthews (eds.) (2013). *Reflecting on the future of academic and public libraries*. American Library Association, Chicago IL.

**For book chapters**

S. Whittemore, et al. (2013). `The JISC Business and Community Engagement Programme'. In D. Baker & W. Evans (eds.), *Trends, Discovery, and People in the Digital Age*, pp. 186-203. Chandos Publishing, Oxford.

**For published conference proceedings**

J. Schöpfel & H. Prost (2014). `Degrees of Openness. Grey Literature in Institutional Repositories'. In *GL16 Sixteenth International Conference on Grey Literature. Grey Literature Lobby: Engines and Requesters for Change. December 8-9, 2014, Library of Congress, Washington D.C., USA*, pp. 75-85, Amsterdam. TextRelease.

**For unpublished conference proceedings**

L. Dobusch (2011). `The digital public domain: relevance and regulation'. In *1st Berlin Symposium on Internet and Society, October 26th – 28th, 2011*, available at <http://www.dobusch.net/pub/uni/Dobusch%282011%29The_Digital_Public_Domain-Relevance_and_Regulation.pdf> (accessed 23 March 2016).

Whenever available, the DOI or full URL should be supplied at the end of the reference, as well as a date that the resource was accessed.

Standalone URLs, i.e. without an author or date, should be set as a footnote.