

# INFORMATION ABOUT THE NEWSLETTER

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## GUIDE TO CONTRIBUTORS

### Types of Contributions

The newsletter publishes articles in all discipline of library and information science including library services and facilities, library collection, material search guide, information resources whether it is printed, digital or other medium. We will publish all types of articles/studies including work on the borders of library, librarianship services and strategy, while strengthening our expertise in traditional library services fields, as well as articles about researchers / research at UPM or other locations and relevant information or current issues to support learning, teaching and research.

### Format

Manuscripts should be written in English language.  
Length: 200 - 1000 words.  
Page layout: A4 size.  
Margin: 1 inch on all sides.  
Font type: Calibri 11 pt.

The first page of the manuscript should contain the following information:  
Title of article, Name(s) and affiliation of author(s), Complete address, including telephone and fax numbers, and e-mail address.  
The second page of the manuscript is the content of the manuscript.  
Author(s) are encouraged to submit manuscripts using Microsoft Word.

### Accuracy of Material

Author(s) is responsible for the accuracy of all data, statements and references.

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### Tables, Figures and Illustrations

Tables, figures and illustrations should be provided within the text.

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