Author Guidelines

Manuscripts should be
Submitted only via the online submission system. You should register/log in and select your role as "Author" to start submission of your manuscript.

The authors are kindly asked to follow the Author Guidelines. If guidelines have not been followed, the paper may be returned with a request for changes. The editorial review process will not start unless the paper has been revised to meet the author guidelines. The JMLIS publishes original/research articles, review articles, letters to the editor, commentary, and case report. Other types of articles are also accepted.

The authors must confirm the instruction below.

Title page

The title page should be supplied and submitted as a separate file. Please include the following:

- Full article title should not normally exceed 15 words.
- A running title not more than 40 characters, including spaces.
- Each author’s complete name, institutional affiliation(s), e-mail, and ORCID ID (if available).
- Corresponding author (name, address, phone/fax, e-mail, ORCID ID)
- The declaration including acknowledgements, conflicts of interest, ethical statement, funding and support, and authors’ contributions

Manuscript

- The manuscript should be written in English (American).
- The manuscript should be in Times New Roman12 pt. considering the font style and size.
- The titles should be in Times New Roman, size 12 pt. and bold typeface.
- Indent the first word of each paragraph (0.5 inch).
- Insert a double-spaced blank line between all titles and paragraphs.
- Use single line spacing in the text (1.0).

Tables

Tables should be

- Integrated into the submitted manuscript at the proper place.
- Captioned above the table in Times New Roman11 pt., with half-single line spacing (0.5).
- Used font size 11 for table captions, legends and entries according to the caption.
- Submitted as Word/RTF Table. Do not copy tables from other software (SPSS, Excel, …).
- Numbered consecutively.
- Cited in the text as (Table 1).
Figures, photos, illustrations

Figures, photos, illustrations and so forth should be

- In (JPEG) format of reproducible quality that have a minimum resolution of 300 dpi.
- Integrated into the submitted manuscript at the proper place.
- Numbered consecutively.
- Presented with metric units.
- Captioned below the figures in Times New Roman11 pt., with half-single line spacing (0.5).
- Cited in the text as (Figure 1).

Guidelines for article types:

Original/Research Article

Original/Research articles employ any type of quantitative or qualitative method of analysis. Examples include surveys, content analyses, qualitative case studies, bibliometric, and scientometric analyses. The word count in an original article must be between 3500 -5500 words, including abstract and references. Up to 8 figures and/or tables are included in the main text; additional figures and/or tables can be included as supplemental appendices. The abstract is a short structure resume (not exceeding 250 words) of the paper, including Introduction, Methods, Results, and Conclusion. Up to eight essential words, Medical Subject Heading (MeSH) keywords are recommended. The original/research article should be presented in the Introduction, Methods, Results, Discussion, and Conclusion sections.

Review Articles

Review articles include categories of a systematic review, meta-analysis, meta-synthesis, narrative review, and scoping review. This type of article summarizes the current state of understanding on a topic. Review articles have a short, structured abstract (not exceeding 250 words), including Introduction, Methods, Results, and Conclusion. The word count in reviews must be up to 5,000 words, including abstract and references. Up to eight figures and/or tables are included in the main body of the manuscript; additional figures and/or tables can be included as supplemental appendices. The review articles should be presented in the Introduction, Methods, Results, Discussion, and Conclusion sections.

A systematic review uses a well-planned rigorous methodology to answer specific research questions. It uses a systematic and explicit methodology to prevent shortcuts and bias in conducting a review. Meta-analysis is a statistical method to integrate the results of the selected studies included in a systematic literature review. The authors must briefly describe the characteristics of the literature searched and included in the review, following the PRISMA reporting guidelines. In addition, a completed PRISMA checklist (http://prisma-statement.org/prismastatement/Checklist.aspx) should be submitted for the items completed that apply to systematic reviews (the checklist items that apply to meta-analyses do not need to be completed for systematic reviews without meta-analysis). The checklist will be used during the review but will not be published. A PRISMA-style flow (http://prisma-statement.org/documents/PRISMA%202009%20flow%20diagram.pdf) diagram should also be
included as an online-only supplement. The title should identify the report as a systematic review, meta-analysis, or both.

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Commentaries represent viewpoints on topics of interest to health sciences libraries and health information experts. A commentary may draw attention to current advances and speculate on future directions of a certain topic and may include original data as well as state a personal opinion. The author of a commentary probably has in-depth knowledge of the topic and is eager to present a new and/or unique viewpoint on existing problems, fundamental concepts, or prevalent notions, or wants to discuss the implications of a newly implemented innovation. Commentaries have an unstructured abstract of up to 200. The main body of the manuscript should comprise no more than 2,000 words and six references. Up to two figures and/or tables are included in the main text; additional figures and/or tables can be included as supplemental appendixes.

Letter to the Editor

Letter to the Editor contains constructive criticism on recent JMLIS's articles. Letters should use a respectful tone. Letters are sent to the authors of the original article to request a response. A letter should convey its message shortly and definitively. Letters should include no more than 500 words and contain up to 6 references.

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Case Reports are peer-reviewed articles describing the development, implementation, and appraisal of a new service, program, or initiative. They are different from case studies (published as original articles); they do not employ restrict qualitative case study methodology. The word count in a Case report must be up to 3,000 words, including abstract and references. Up to four figures and/or tables are included in the main body of the manuscript; additional figures and/or tables can be included as supplemental appendixes. Case reports should be presented in the Introduction, Case Presentation, and Discussion sections.

Declarations

The declaration including acknowledgements, conflicts of interest, ethical statement, Funding and support, and authors’ contributions should be mentioned in title page and should be in Times New Roman, size 12 pt. and bold typeface and font size 10 for the subtitles.
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All contributors who do not meet the criteria for authorship should be listed in an Acknowledgements section. Examples of those who might be acknowledged include a person who provided purely technical help, or a department chair that provided only general support. Please supply any personal acknowledgements separately to the main text (in the title page) to facilitate anonymous peer review.

In case the article is previously approved by an organization, the approval number and the funding organization have to be mentioned in the acknowledgement. In case the article is a part of an educational proposal, the educational rank, the name of the university, the faculty, and the related department have to be mentioned. In case the authors have received no specific funding for their work, they should state it.

Conflict of Interest

Conflicts of Interest may include any commercial associations or sources of support that might influence the manuscript. JMLIS requires a declaration of any Conflict of Interest to be included in the manuscript upon submission.

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