

## Instruction for Authors

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### Scope

Open Information Science (OIS) is a new, open access, cross-disciplinary, single-blind peer-reviewed journal that presents original research on all areas of Library & Information Sciences, and Media Studies. It aims to publish the research papers on the most recent issues and developments in the field. OIS is particularly interested in the dissemination of the intellectual efforts of the global academic community in this field. This journal is going to be helpful for researchers, specialists, teachers and practitioners of librarianship. Scope of the journal includes, but is not restricted to:

- ♣ Library & Information Science – Theory & Practice
- ♣ Management of Library and Information Systems
- ♣ Organization of Knowledge
- ♣ Information Technology
- ♣ Research Methods
- ♣ Information Behavior
- ♣ Information and Media Literacy
- ♣ Health Information Seeking Behavior
- ♣ Information Management
- ♣ Information Governance
- ♣ Digital Libraries & Information Systems
- ♣ School & Academic Libraries
- ♣ Scholarly Communication
- ♣ Bibliometrics
- ♣ Library Education
- ♣ Public Libraries
- ♣ Archival Science
- ♣ Cultural Heritage
- ♣ Preservations
- ♣ Media Studies
- ♣ Media Education
- ♣ Social Media
- ♣ e-Infrastructures
- ♣ Electronic communications
- ♣ Mass communication
- ♣ Networking
- ♣ Open Access

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When authors submit a manuscript, they are responsible for recognizing and disclosing financial and/or other conflicts of interest that might bias their work and/or could inappropriately influence his/her judgment. If no specified acknowledgement is given, the Editors assume that no conflict of interest exists.

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Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be named in an Acknowledgement section.

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Effective December 2020, the journal requires authors to follow data sharing policy. Research data should be made widely available to the research community in order to demonstrate the robustness and validity of the research presented in the journal, to encourage replication of the results, and to provide the community with opportunities to learn. By publishing in the journal authors are required to provide a data availability statement (DAS) in their articles. Authors are encouraged to share their data but not required to. The decision to publish will not be affected by whether or not authors share their research data.

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This journal publishes only original manuscripts that are not also published or going to be published elsewhere. Multiple submissions/publications, or redundant publications (re-packaging in different words of data already published by the same authors) will be rejected. If they are detected only after publication, the journal reserves the right to publish a Retraction Note. In each particular case Editors will follow [COPE's Core Practices](#) and implement its advice.

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### **Publication Formats**

**Open Information Science** considers submissions of:

- Research Article – The default format for reporting research results. There is no length restriction.
- Review Article – Used to submit literature reviews on a topic of interest. The article should contain a broad, balanced and fair perspective of the topic, identifying trends and/or gaps in the literature or providing a new

synthesis of existing literature. Reviews should be scientifically sound and should describe the most relevant and recent contributions.

- Mini-Review Article – A shorter form of a Review Article intended for a brief analysis of a focused topic on advances in the field. It discusses recent experimental research, highlights recent developments in fast-moving areas and suggests areas that require additional research.
- Communication – This format is intended for the presentation of brief observations that do not warrant full-length papers. An empirical report resulting from analysis of collected data to address one or more research questions and/or hypotheses.

### Electronic Formats Allowed

We accept submission of text, tables and figures as separate files or as a composite file. For your initial submission, we recommend you upload your entire manuscript, including tables and figures, as a single PDF file. If you are invited to submit a revised manuscript, please provide us with individual files: an editable text and publication-quality figures.

- Text files can be submitted in the following formats:
  - ❖ MS Word – standard DOCUMENT (.DOC)
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Post-acceptance, text files of the revised manuscript and tables are required for use in the production. Authors should clearly indicate the location(s) of tables and figures in the text if these elements are given separately or at the end of the manuscript. If this information is not provided to the editorial office, we will assume that they should be left at the end of the text.

### First-Time Submission of Manuscripts

It is important that authors include a cover letter with their manuscript. Please explain why you consider your manuscript to be suitable for publication in *Open Information Science*, why your paper will inspire the other members of your field, and how will it drive academic discussion forward.

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Resubmitted manuscripts should be accompanied by a letter outlining a point-by-point response to Editor's and reviewers' comments and detailing the changes made to the manuscript. A copy of the original manuscript should be included for comparison if the Editor requests one. If it is the first revision, authors need to return the revised manuscript within 28 days; if it is the second revision, authors need to return the revised manuscript within 14 days. Additional time for resubmission must be requested in advance. If the above mentioned deadlines are not met, the manuscript will be treated as a new submission.

For resubmitted manuscripts, please provide us with an editable text and publication-quality figures. Supply any figures as separate high-resolution, print-ready digital versions.

In addition to the editorial remarks, authors are asked to take care that they have prepared the revised version according to the Journal's style.

### Organization of the Manuscript

We draw particular attention to the importance of carefully preparing the title, keywords and abstract, as these elements are indicators of the manuscript content in bibliographic databases and search engines.

#### Title

We suggest the title should be informative, specific to the project, yet concise (75 characters or fewer). Please bear in mind that a title that is comprehensible to a broad academic audience and readers outside your field will attract a

wider readership. Avoid specialist abbreviations and non-standard acronyms. Titles should not be presented in title case (words should not be capitalized). Please also provide a brief "running title" of not more than 50 characters.

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### **Abstract**

The abstract should not exceed 200 words. The abstract should give a summary of the content of the paper. Mention the main findings without going into methodological detail and summarize briefly the most important items of the paper. Because the abstract will be published separately by abstracting services, it must be complete and understandable without reference to the text.

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List keywords for the work presented (maximum of 5), separated by commas. We suggest that keywords do not replicate those used in the title.

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### **Author's Statements**

This section should describe:

- any funding information, including the role of the study sponsor(s), if any, in study design, collection, analysis, and interpretation of data, writing the paper and decision to submit it for publication;
- authors contribution - if required;
- conflict of interest;
- Data Availability Statement (if applicable).

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We use **APA 6<sup>th</sup> edition formatting style** for citations. Therefore citations should be put within the text in parentheses, eg. (Dionne, Schneider, 2002).

References should be listed in the alphabetical order in the end of the paper. A complete reference should give the reader enough information to find the relevant article. Please pay particular attention to spelling, capitalization and punctuation.

Please use the following style (**APA 6<sup>th</sup> edition**) for the reference list:

#### Published Papers

Kulig, P., Zabel, B. A., Dubin, G., Allen, S. J., Ohyama, T., Potempa, J., Handel, T. M., Butcher, E. C., Cichy, J. (2007). Staphylococcus aureus-derived staphopain B, a potent cysteine protease activator of plasma chemerin. *Journal of Immunology*, 178, 3713-3720.

#### Accepted Papers

Kulig, P., Zabel, B. A., Dubin, G., Allen, S. J., Ohyama, T., Potempa, J., Handel, T. M., Butcher, E. C., Cichy, J. (in press). Staphylococcus aureus-derived staphopain B, a potent cysteine protease activator of plasma chemerin. *Journal of Immunology*.

#### Electronic Journal Articles

Dionne M. S., Schneider D. S. (2002). Screening the immune system. *Genome Biology*. <http://genomebiology.com/2002/3/4/reviews/1010>.

#### Books and book chapters

Sambrook, J., Russell, D. W. (2001). *Molecular cloning - a laboratory manual* (3rd ed.), New York: Cold Spring Harbor Laboratory Press.

#### Theses

Agutter A. J. (1995). Analysis of sigma factors in *S. aureus* (PhD thesis). Edinburgh: Edinburgh University.

#### Conference proceedings

Smith J., Brown P. (2007, July 11-13). Reference style guide, In: M. Scott (Ed.). *Proceedings of Biochemical Society Conference*. Paper presented at Biochemical Society Conference, (Warszawa, Poland), Warsaw: Versita, 1335-1791.

#### Newspaper articles

Sherwin, A. (2007, July 16). The post-genomic era. *The Times*, 170 (3), 1-2.

Dzierzanowski, M. (2007, July 8). *Horyzonty*. Wprost, 18 (in Polish).

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