NOTE FOR CONTRIBUTORS

The journal accepts papers of original research in the field of Library and Information Science which are not under consideration by any other journal or conference proceedings etc. All papers are subject to blind peer review. The papers may be submitted preferably online on email id: *sumeersuheel@gmail.com*. The paper should include an abstract highlighting problem, methodology and findings with three to five keywords. The softcopy should be submitted in MS-Word and figures, if any, be submitted as a separate graphic file (GIF, JPEG, or PNG format). Authors should follow APA style (American Psychological Association) 6th ed for citation and references.

A. For Citation

Busha and Harter (1980) or (Busha & Harter, 1980)

B. For Reference

Book

Busha, C.H., & Harter, S.P. (1980) Research methods in librarianship: techniques and interpretation. New York: Academic Press.

Journal Article

Wei, J., Stankosky M., Calabrese, F., & Lu, L. (2008). A framework for studying the impact of national culture on knowledge sharing motivation in virtual teams. *VINE*, 38(2), 221-231. doi: 10.1108/03055720810889851

Essays or Chapters in Edited Books

Mangla, P.G. (1985). Library and Information Science in India. *In* Gupta, B.M., Guha, B., Rajan, T.N., and Satyanarayana, R. (Eds.), *Handbook of libraries, archives & Information centers in India* (p. 229-256). New Delhi: Information Industry

An internet document

Applegate, L. M. (2009). Building Businesses in Turbulent Times. *Working knowledge: A first look at faculty research.* Retrieved http://hbswk.hbs.edu/item/6159.html

The Editor
TRIM, Department of Library and Information Science
University of Kashmir, Hazratbal, Srinagar
India 190 006

EDITORIAL POLICY

Manuscript Selection Criteria

The principal criteria for publication of research papers (articles, reviews, etc.) in TRIM are that they:

- should report original scientific research (articles submitted to the journal should not have been published before or be under consideration for publication with another journal).
- are of excellent scientific significance.

Publication Decision

TRIM has policy to publish manuscripts that follow a rigorous editorial policy. Selection of papers goes through a number of editorial processes. The novelty and initial judgement of the manuscripts is first checked by the main editors which is not a reflection of the content selection. The papers lacking in the original thought and scientific importance are rejected at the editorial entry level.

The manuscripts selected by the main editors, route the papers to the reviewers, who are specialises for the respective papers. A double-blind peer review policy is followed thus avoiding bias in the selection of manuscripts. Referees comment on any evidence of scientific misconduct in papers they review. After the reports from the referees the pitfalls in the paper are reported to the respective authors via main editors which improve upon the shortcomings in the manuscripts. Once the content gets revised by the authors it is resent to the reviewers who have commented on the reviewed papers. Once the positive consent is shown by the respective reviewers, authors are intimated about the final selection. Some of the revised papers are also rejected because the referees have raised considerable technical objections and/or the authors' claim has not been adequately established. Under these circumstances, the editor's letter will state explicitly whether or not a resubmitted version would be considered. The paper is rejected with no offer to reconsider a resubmitted version.

Reduction in delays

To reduce the delays in the publication process, submissions and contacts are made online via electronic mail: *sumeersuheel@gmail.com*

Formatting and editing of selected papers

To ensure consistency and a common standard, language accuracy is maintained through a proof reading process. Rechecking of citations and references is also ensured.

Technical Outlook
The technical staff looks upon the technical layout of the journal content. Technical editor and layout editor maintain the technical and layout quality of the journal.

Open Access
The online version of TRIM is licensed under a Creative Commons License: CC Attribution-Noncommercial-No Derivative 3.0 Unported License, which permits unrestricted use, distribution, and reproduction in any medium, provided the original work is properly cited

Archiving Policy
Authors are encouraged to archive the Publisher's PDF version of their articles in institutional and subject repositories.

Publication Fee / Handling Charges
No fee, in any form, is levied on the authors for publication in this journal.