



**Guidelines for Paper Submitted for  
Sarawak Annual Librarian Colloquium (SAL.co 2022): Virtual**

**Theme:  
Post COVID: Sarawak Libraries Way Forward**

**Title of Paper**

**Author 1**

Institution, City, Country,  
Email address

**Author 2**

Institution, City, Country,  
Email address

**Abstract:**

*An abstract of **no more than 250 words** should be provided here as shown. The text should be left justified and should use Times New Roman 12 point italic. The text should follow the same margins as the rest of the text. The word 'Abstract' should be made **bold**.*

***Keywords:** (give **five** keywords in italics)*

**Formatting your Paper**

This document is an example of the preferred style to be used to format your Paper for submission to **Sarawak Annual Librarian Colloquium (SAL.co 2022): Virtual Event**. Follow the directions given in the document below. The paper will be published exactly as you submit it, so please follow the guidelines carefully. The paper should be between **3000 and 4000 words in length**, including Title, Abstract, Main Text, Tables and References.

### ***Preferred file format***

The preferred file format for submission of your Paper is Microsoft Word.

### ***Page setup***

Use A4 paper size settings and use 2.5cm margins all around, that is: Top 2.5cm, Bottom 2.5cm, Left 2.5cm, Right 2.5cm. Leave the Gutter at 0 cm. The paper should be in twocolumn format as shown.

### ***Headers, footers and page numbers***

Ensure that your document does not include headers, footers or page numbers, as these will be added later for the publication.

### ***Footnotes***

Footnotes can be included but do not use endnotes.<sup>1</sup> Use Times New Roman 10 point (Footnote Text)

## **The structure of the Paper**

### ***Title of the Paper (Heading level 1)***

The Title should be in Arial font 16 point bold, centred, in sentence case (only the first word and proper nouns capitalised). Leave 4 blank lines after the title.

### ***Author details***

Author details are centred and should include 3 lines for each author. The first line should have the name of the author in Arial 11 point bold (style: Author). The second line should give the university, city and country of the author in plain text, Times New Roman 11 point (style: Affiliation). The third line should give the author's email address also in plain text, Times New Roman 11 point. There should be one blank line after each author, and two blank lines between the last author and the abstract.

### ***Abstract***

The Abstract should be no more than 250 words, and is Times New Roman, 12 point italic, fully justified, in single spacing (style: Abstract). The word 'Abstract' should be first in bold (not italic), followed by a colon and then the text of the Abstract. There should be one blank line after the word 'Abstract', and one blank line after the text of the Abstract.

### ***Keywords***

Keywords use the same style as the Abstract. Five words or phrases should be provided to facilitate indexing and refereeing. Leave two blank lines after the Keywords.

### ***Body text***

Body text is Times New Roman 12 point, single spaced with no paragraph spacing provided before or after. Text is fully justified. Leave one blank line between paragraphs.

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<sup>1</sup> 1 Here is a footnote.

## ***Heading level 2***

Heading level 2 is Arial 12 point bold with no paragraph spacing before or after. Leave one blank line before and after a Level 2 heading. (NB. Level I heading is used only for the title of the paper.)

## ***Heading level 3***

Heading level 3 is Arial 11 point bold italic with no paragraph spacing before or after. Leave one blank line after (but not before) a Level 3 heading.

## ***Heading level 4***

Heading level 4 is Arial 10 point bold with no paragraph spacing before or after. Leave one blank line after (but not before) a Level 4 heading.

### **Figures and Tables: Captions and Titles for Figures and Tables**

Figures and Tables should be centred. Use **Heading level 4** for captions and titles for Figures and Tables, leaving one blank line before and after.

### ***Citations***

The whole citation should follow the APA style (7<sup>th</sup> Edition), enclosed within parentheses (author surname, year) if not a natural part of the surrounding sentence; the year should be enclosed within parentheses if the names do form a natural part of the surrounding sentence.

Citations of works by two authors should have 'and' (not an ampersand) between the names. Citations of works by three or more authors should have the first author followed by *et al* in italics with no trailing stop.

In-text lists of references should be listed in chronological order (e.g. author1, 2002, author2, 2004, author3, 2008). Publications by the same author(s) in the same year should be identified with a, b, c (e.g. 2008a, 2008b) closed up to the year.

When a cited work has three or more authors in the text, the form (main author *et al.* year) is used (Don't forget to italicize *et al.*).

A reference list should appear at the end of the paper under the heading "References". All the references should be arranged in alphabetical order. Please follow the examples below (cf. References).

## **References**

### **References [please choose reference list]**

#### **[For an article in a printed journal]**

APA format structure:

Author, A. (Publication Year). Article title. Journal Title, Volume (Issue), pp-pp.

APA format example:

Nevin, A. (1990). The changing of teacher education special education. *Teacher Education and Special Education: The Journal of the Teacher Education Division of the Council for Exceptional Children*, 13(4), 147-148

#### **[For an article in an online journal]**

APA format structure:

Author, A. (Publication Year). Article title. Periodical Title, Volume(Issue), pp-pp. doi:XX.XXXXXX or Retrieved from URL

APA format example:

Jameson, J. (2013). E-Leadership in higher education: The fifth “age” of educational technology research. *British Journal of Educational Technology*, 44(6), 889-915. doi: 10.1111/bjjet.12103

#### **[Book]**

APA format structure:

Author, A. (Year of Publication). Title of work. Publisher City, State: Publisher.

APA format example:

Finney, J. (1970). *Time and again*. New York, NY: Simon and Schuster.

#### **[Magazine - Print]**

APA format structure:

Author, A. (Year, month of Publication). Article title. Magazine Title, Volume(Issue), pp.-pp.

APA format example:

Tumulty, K. (2006, April). Should they stay or should they go? *Time*, 167(15), 3-40.

#### **[Magazine - Online]**

APA format structure:

Author, A.A.. (Year, Month of Publication). Article title. Magazine Title, Volume(Issue), Retrieved from <http://xxxx>

APA format example:

Tumulty, K. (2006, April). Should they stay or should they go? *Time*, 167(15) Retrieved from <http://content.time.com/time/magazine/article/0,9171,1179361,00.html>

#### **[Newspaper article in print] APA**

format structure:

Author, A. (Year, Month Date of Publication). Article title. Newspaper Title, pp. xx-xx.

APA format example:

Rosenberg, G. (1997, March 31). Electronic discovery proves an effective legal weapon. *The New York Times*, 1-2

### **[Newspaper article online]**

APA format structure:

Author, A. (Year, Month Date of Publication). Article title. Newspaper Title, Retrieved from newspaper homepage URL APA format example:

Rosenberg, G. (1997, March 31). Electronic discovery proves an effective legal weapon. *The New York Times*, Retrieved from <http://www.nytimes.com>

### **[Citing a general website article with an author] APA**

format structure:

Author, A. (Year, Month Date of Publication). Article title. Retrieved from URL APA

format example:

Simmons, B. (2015, January 9). The tale of two Flaccos. Retrieved from <http://grantland.com/thetriangle/the-tale-of-two-flaccos/>

### **[Citing a general website article without an author]**

APA format structure:

Article title. (Year, Month Date of Publication). Retrieved from URL APA

format example:

Teen posed as doctor at West Palm Beach hospital: police. (2015, January 16). Retrieved from <http://www.nbcmiami.com/news/local/Teen-Posed-as-Doctor-at-West-Palm-Beach-Hospital-Police288810831.html>

### **[Citing a film/Citing a movie] APA**

format structure:

Producer, A. (Producer), & Director, A. (Director). (Release Year). Title of motion picture [Motion Picture]. Country of Origin: Studio.

APA format example:

Bender, L. (Producer), & Tarantino, Q. (Director). (1994). *Pulp fiction* [Motion Picture]. United States: Miramax.

### **[Citing a film from YouTube] APA**

format structure:

Author, A. [screenname]. (Year, Month Date of Publication). Title of video [Video file]. Retrieved from URL

APA format example:

Smith, Rick. (2013, September 20). Favre to Moss!. [Video file]. Retrieved from [https://www.youtube.com/watch?v=gOP\\_L6hBjn8](https://www.youtube.com/watch?v=gOP_L6hBjn8)

## **Acknowledgements**

Acknowledgements can be made after the References. Use **Level 3 Heading** and Body text style. Leave one blank line after the Acknowledgements.

## **Copyright statement**

A copyright statement should be included at the end of the paper. It can follow the same style and format as the sample below and the authors' names should be inserted where appropriate:

Sample:

Copyright © 2022 Names of authors: The authors assign to Pustaka Negeri Sarawak a nonexclusive license to use this document for personal use and in courses of instruction provided that the article is used in full and this copyright statement is reproduced. The authors also grant a non-exclusive license to Pustaka Negeri Sarawak to publish this document in full on the World Wide Web (prime sites and mirrors) within the **Sarawak Annual Librarian Colloquium (SAL.co 2022): Virtual Event**. Any other usage is prohibited without the express permission of the authors.