Submission Guideline

Please read the guidelines below then visit the Journal's submission site https://www.grelis.com.ng to upload your manuscript. Please note that manuscripts not conforming to these guidelines may be returned.

Only manuscripts of sufficient quality that meet the aims and scope of *Global Review of Library and Information Science* and developed in line with the Author guide as contained in the Instruction for Authors segment will be reviewed.

As part of the submission process you will be required to warrant that you are submitting your original work, that you have the rights in the work, and that you have obtained and can supply all necessary permissions for the reproduction of any copyright works not owned by you, that you are submitting the work for first publication in the Journal and that it is not being considered for publication elsewhere and has not already been published elsewhere. Please alert the Editorial Office when submitting (contact details are at the end of these guidelines).

Submission Centre

Information required for completing submission

Checklist: What to Include

Submitting Your Paper

> ***Third party submissions***

Information on Progress of your article

Further information

Submission Centre

Visit **https://www.grelis.com.ng** to login and submit your article online.

An author will be required to register with the journal before submitting papers for publication. Please check whether you already have an account in the system before trying to create a new one. If you have reviewed or authored for the journal in the past year it is likely that you will have had an account created.

Information required for completing your submission

You will be asked to provide contact details and academic affiliations for all co-authors via the submission system and identify who is to be the corresponding author. These details must match what appears on your manuscript. The affiliation listed in the manuscript should be the institution where the research was conducted. If an author has moved to a new institution since completing the research, the new affiliation can be included in a manuscript note at the end of the paper. At this stage please ensure you have included all the required statements and declarations and uploaded any additional supplementary files (including reporting guidelines where relevant).

Checklist: What to Include

1. **Author details.** All authors of a manuscript should include their full name and affiliation on the cover page of the manuscript. Where available, please also include ORCiDs and social media handles (Facebook, Twitter or LinkedIn). One author will need to be identified as the corresponding author, with their email address normally displayed in the article PDF and the online article. Authors' affiliations are the affiliations where the research was conducted. If any of the named co-authors moves affiliation during the peer-review process, the new affiliation can be given as a footnote. Please note that no changes to affiliation can be made after your paper is accepted.
2. An unstructured abstract of not more than 250 words.
3. Between 3 and 5 **keywords**.
4. **Data availability statement.** If there is a data set associated with the paper, please provide information about where the data supporting the results or analyses presented in the paper can be found. Where applicable, this should include the hyperlink, DOI or other persistent identifier associated with the data set(s).
5. **Figures.** Figures should be high quality (1200 dpi for line art, 600 dpi for grayscale and 300 dpi for color, at the correct size). Figures should be supplied in one of our preferred file formats: EPS, PDF, PS, JPEG, TIFF, or Microsoft Word (DOC or DOCX) files are acceptable for figures that have been drawn in Word.
6. **Tables.** Tables should present new information rather than duplicating what is in the text. Readers should be able to interpret the table without reference to the text. Please supply editable files.

Submitting Your Paper

Submit only original articles that have not appeared elsewhere, and which are not currently submitted elsewhere. Please be careful to cite sources that are used in the article, and to identify direct quotations using quotation marks or a blockquote. All manuscripts are checked using Turnitin software before they are sent for peer review.

Submit articles at: **https://www.grelis.com.ng** This journal uses Editorial Manager to manage the peer-review process. If you haven't submitted a paper to this journal before, you will need to create an account in Editorial Manager. Please read the guidelines above and then submit your paper following the Guideline for authors.

Please note that by submitting your paper to *Global Review of Library and Information Science*, you are agreeing to originality checks during the peer-review and production processes.

On acceptance, we recommend that you keep a copy of your Accepted Manuscript.

Third party submissions

Where an individual who is not listed as an author submits a manuscript on behalf of the author(s), a statement must be included in the Acknowledgements section of the manuscript and in the accompanying cover letter. The statements must:

- Disclose this type of editorial assistance – including the individual's name, company and level of input
- Identify any entities that paid for this assistance
- Confirm that the listed authors have authorized the submission of their manuscript via third party.
- Where appropriate, the Editor of *Global Review of Library and Information Science* reserves the right to deny consideration to manuscripts submitted by a third party rather than by the authors themselve*s*.

Information on Progress of your article

The Production Editor of GRELIS will keep you informed as to your article's progress throughout the production process. Proofs will be sent by PDF to the corresponding author via our editing portal or by email, and corrections should be made directly or notified to us promptly. Authors are reminded to check their proofs carefully to confirm that all author information, including names, affiliations, sequence and contact details are correct. Please note that if there are any changes to the author list at this stage all authors will be required to complete and sign a form authorising the change.

Further information

Any correspondence, queries or additional requests for information on the manuscript submission process should be sent to the *Global Review of Library and Information Science* editorial office as follows:

Austin Mole
Associate Professor of Library and Information Science
Department of Library and Information Science
University of Nigeria, Nsukka

Enugu State, Nigeria

Email: austin.mole@unn.edu.ng