

## University Development and Administration: Developing and Administering the University Library

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## **Guidelines for Authors**

Dear Author,

These **Guidelines for Authors** have been compiled to help you prepare your contribution to the volume *University Development and Administration: Developing and Administering the University Library.* Please take some time to read them while preparing to submit your chapter.

The title is conceived as a comprehensive reference with broad topical coverage, including extensive pointers to the existing literature. It also has the important extra dynamic dimension of being **continually updated**. This would allow **easy updates to the content** and **seamless access** to it for users/ readers (with hyperlinked cross-references).

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Kindly note that all chapters must follow the standard specifications in order to ensure consistency of presentation. However, please do not be concerned with final layout, as typesetting will be performed by Springer.

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Detailed information on the title is available here.

During the preparation of your contribution, please consult via e-mail your **Volume Editor** or the **Series Editor**, **Fernando F. Padró**, for queries regarding the content of your contributions.

For all questions relating to the formal needs such as the structure of your contribution or the submission procedure, please contact me by email, at:

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Our aim is to provide an accessible and exciting handbook for academicians, researchers, advanced students, and readers who are familiar with the field as well as those from other related disciplines. Springer reference handbooks are organized in a well-defined and simple structure that the University Development and Administration Series will follow.

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Each volume in the Series is organized into parts and chapters. Author contributions as chapters should follow the prescribed structure beginning with chapter title and author affiliations. This initial information should be followed by an Abstract of the chapter content of no more than 250 words. The full text should be organized under coherent subheadings, concluding with a list of references. The use of tabular material and figures is encouraged. Contributions (including any supplementary material) should be in 10,000-12,000 words, including up to 50 references. Authors needing more than 50 citations must receive agreement from editor(s) in advance. Editor(s) may ask for articles as short as 3,000 words plus references or as long as 15,000 words from prospective authors based on the level of detail required and/or complexity of the topic. Shorter chapters reflect a need to provide a basic description of a particular program or unit while longer chapters are required to provide a more detailed exploration of a complex issue or set of issues.

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- Chapter Title
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- Abstract
  - A 250-word brief about the chapter which will be featured in the online as well as print versions
- Keywords (5-10)
- Introduction
- Main text (organized under various headings and sub-headings)
  - ➤ Heading 1
    - Subheading 1
    - Subheading 2
    - •••
  - Heading n
- References (up to 50 unless otherwise agreed to by editor(s))
- Index terms (to be marked out in green by the author in the manuscript)

### NOTE:

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- Contributions <u>should not</u> be written as a research paper. Chapters should offer a balance between theory and practice as appropriate. Sharing of research data should be treated as an illustration (or evidence) of key points brought up in the chapter.
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- Online document: Frisch, Mathias. 2007. Does a low-entropy constraint prevent us from influencing the past? PhilSci archive. <u>http://philsci-archive.pitt.edu/archive/00003390</u>. Accessed 26 June 2007.

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The project will be run on Springer's editorial and publishing platform, Meteor. For more information on access, please refer to the Guidelines for Meteor, also shared as part of your invitation package. Authors have four (4) months from date of invitation to submit their chapters.

On behalf of the Editorial Board and Springer, we thank you for your contribution!