

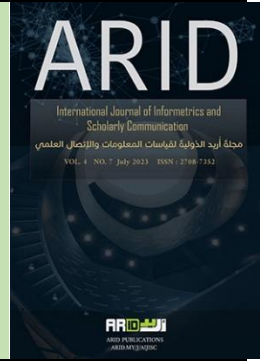


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How to write a successful scholarly manuscript for high-impact library and information journals: Comprehensive Guidelines

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كيف تكتب مخطوطة علمية ناجحة في مجلات علوم المكتبات والمعلومات ذات التأثير العالي: إرشادات شاملة

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ABSTRACT

This article provides comprehensive guidelines for writing successful scholarly manuscripts targeted at high-impact library and information science journals. The key to acceptance for publication lies in writing with simplicity, clarity, and logical coherence while avoiding verbosity and specialized terminology. In this paper, essential components of the manuscript are outlined, including the title page, abstract, keywords, introduction, main body, references, acknowledgments, tables, and figures as well as detailed guidelines on how to properly write those components. The significance of a well-crafted title and abstract is emphasized, different kinds of abstracts are recommended depending on the nature of the study. The selection of appropriate and accurate keywords is also discussed. The introduction is described as a window to give the reader context and background of the study. The literature review is expected to be comprehensive and addresses the gap in literature. The methods section should provide a clear description of the methods used, while avoiding the use of the term "methodology." This article aims to stress the importance of adhering to publication guidelines and completing all components of the research paper before submission. By following these guidelines, authors can increase the chances of their manuscript being accepted for publication in high-impact library and information science journals.

Keywords: International scientific publishing, Academic writing, Library and information Journals.

الملخص

يقدم هذا المقال إرشادات شاملة لكتابة المخطوطات العلمية الناجحة في المجالات ذات التأثير العالي في مجال المكتبات وعلوم المعلومات. المفتاح لقبول المخطوطة يكمن في الكتابة ببساطة ووضوح وترابط منطقي مع تجنب الإطناب والمصطلحات المتخصصة. البداية بتوضيح تنظيم المخطوطة، بما في ذلك الأقسام مثل صفحة العنوان، والملخص، والكلمات الرئيسية، والمقدمة، والجسم الرئيسي، والمراجع، والشكر والجدول، والأرقام. لا بد من التأكيد على دقة صياغة العنوان بشكل جيد، جنبًا إلى جنب مع إدراج معلومات الكاتب على صفحة العنوان. ولا بد من التركيز على أهمية الملخص كمكون حاسم لجذب انتباه القارئ والتأثير على قرار المحرر. ولا بد كذلك من تقديم توصيات محددة للملخصات في المخطوطات التجريبية ودراسات الحالة ودراسات المسح / الدراسات الاستكشافية. يجري مناقشة اختيار الكلمات الرئيسية المناسبة، مع التأكيد على صلتها، وتجنب مصطلحات الاتجاه غير ذات الصلة. توصف المقدمة كنافذة لتقديم موضوع المخطوطة وأهميته ومشكلة البحث والأهداف والعينة. يقع التعامل مع الأخطاء الشائعة في كتابة المقدمات. ثم مناقشة جسم المخطوطة، مع التركيز على استعراض الأدب وأقسام الأساليب. والتأكيد على أهمية استعراض الأدب الشامل، جنبًا إلى جنب مع الحاجة إلى إبراز الثغرات في الأدب الحالي. يجب أن يقدم قسم الأساليب وصفًا واضحًا للأساليب المستخدمة، مع تجنب استخدام مصطلح "منهجية". يختتم المقال بالتأكيد على أهمية الالتزام بإرشادات النشر واستكمال جميع مكونات ورقة البحث قبل التقديم. من خلال اتباع هذه الإرشادات، يمكن للكاتب زيادة فرص قبول مخطوطاتهم للنشر في مجلات المكتبات وعلوم المعلومات ذات التأثير العالي.

الكلمات المفتاحية: النشر العلمي الدولي، مجلات المكتبات والمعلومات، الكتابة الأكاديمية.

Introduction:

The key to getting a scholarly manuscript accepted for publication lies in writing with simplicity, avoiding verbosity, and specialized terminology. Since the reader cannot ask the author for clarifications, the research paper should offer clear and direct answers to anticipated questions: How did you do it? Why did you do it? What did you discover? and What are your findings? Effective scientific writing demands clarity, conciseness, and logic. Each part of the manuscript should be interconnected, following proper grammar, spelling, punctuation, and suitable formatting. Reputable journals have strict publication guidelines that authors must follow to avoid endless revisions and extensive feedback. Completing all components of the research paper before submission through the journal's website is essential. Research writing processes vary among researchers, and there's no specific method for writing a successful manuscript. This article focuses on structuring scholarly manuscripts published in library and information science journals, and how to write each part to increase its chances of acceptance.

Methodology:

The researchers adopted the survey method to analyze literature published on academic writing to identify the main elements of the research paper, based on a set of scientific sources outlined at the end of the paper.

Manuscript Organization:

1- Every manuscript should include the following sections, arranged in the specified order, with each section starting on separate page:

- a. Title page.
- b. Abstract.

- c. keywords.
 - d. Introduction.
 - e. Text, which is the main body of the manuscript.
 - f. References.
 - g. Acknowledgments.
 - h. Tables, each presented on a separate page.
 - i. Figures and graphs.
- 2- All pages from the abstract (page 1) to the Figures and graphs Must be numbered.

a. Title Page:

The title of the manuscript is the first window that the reader and the editor look at together. Therefore, you must select a title that draws their attention, accurately describes the contents of the research paper, and makes them want to read it in its entirety, Therefore, we recommend the following:

- I. When creating titles, it is advisable to keep them concise while still providing sufficient description (it is recommended to limit the title to a maximum of 16 words). At the same time, it should not be short and miss the most important points related to the research.
- II. Presently, scientific, technical, and medical editors suggest that the title should reflect the outcome of the study. For instance, a title like "ChatGPT increases the productivity of scientific research" conveys the study's findings.
- III. Avoid using phrases such as "The Effects of," "A Comparison of," "The Treatment of," and "Reports of a Case of" in the title.

IV. The title page should provide the names, credentials, titles, and affiliations of all authors. Additionally, it should include the name, address, phone number, fax number, and email address of the corresponding author for correspondence purposes.

b. Abstract:

The abstract is a scientific writing that summarizes a lengthy scholarly. Its purpose is to provide a brief overview of the objectives and findings of your manuscript, enabling the reader to understand the exact topic of the paper. The abstract is considered the most important part of the research paper as it helps the reader decide whether to continue reading or exclude it, and it also influences the editor's decision to send the paper for review and evaluation or reject it outright. Therefore, the author should be accurate when writing the abstract. Editors of high-impact scientific journals are often faced with hundreds of research papers and articles that require review and evaluation for publication. Consequently, they do not have sufficient time to read the entire research paper from beginning to end, relying on the abstract to make their decision. Therefore, it is crucial to ensure language accuracy, follow proper grammar and spelling rules, and use general terminology that can be understood by non-specialists. The abstract should be sufficient to answer any questions that may arise in the reader's mind, such as: What does the paper discuss? What is the motivation behind it (the "problem")? What are the main objectives? What methodology and tools were used? What are the most important results and recommendations obtained? By following this simple format when preparing the abstract, the author will increase the chances of their paper qualifying for the review and evaluation stage. Note, A comprehensive abstract of 75 to 300 words is required by most scholarly journals.

Abstracts for Experimental manuscript:

Objective-Problems or need for the study.

Design and Setting-How was the study set up? Where did it take place?

Subjects- Characteristics of the subjects.

Measurements- What was being measured? What types of tests were used? How were the subjects distributed within the study?

Results- Outcome of the tests and measurements.

Conclusions- Summarizes the major findings of the research, particularly emphasizing their implications for theory and the practical application in library and information institutions.

Abstracts for Cases study manuscript:

Objective-Problem or need for the case to be presented.

Background- The phenomenon under study.

Diagnosis- The Initial estimation of the causes of the phenomenon.

Processing- What was done for it? What is normally expected for this condition?

Uniqueness-What was different from the expected, or was it the same?

Conclusions-applications of the information.

Abstracts for Survey or Exploratory study manuscript:

Objective- Clearly state the main objective or purpose of the manuscript. This should succinctly convey what the researchers aimed to achieve through their exploration or survey.

Background- Provide a brief context or background information to establish the need for the manuscript. Explain why the manuscript was written and highlight any gaps or issues in the existing literature that the study aims to address.

Diagnosis- Summarize the methods used to collect data and diagnose the issues or trends within the field of libraries and information. Include key findings or patterns identified during the exploratory or survey phase.

Processing- Detail how the collected data was processed and analyzed. Highlight any statistical methods, tools, or software used to derive meaningful insights from the data. Mention if there were any challenges in data processing and how they were addressed.

Uniqueness- Emphasize the unique aspects or contributions of the manuscript. Discuss any innovative methodologies, novel findings, or unique perspectives that distinguish this manuscript from others in the field. Address the originality of the manuscript in exploring or surveying libraries and information.

Conclusions- Summarize the main conclusions drawn from the manuscript. Highlight key insights, trends, or patterns that emerged. Discuss the implications of the findings for the field and any recommendations for future research or practice.

Finally, don't confuse the abstract with the introduction; the abstract It provides a concise summary of the entire manuscript, highlighting the key objectives, methods, results, and conclusions. while the introduction develops and proposes the manuscript's problem or purpose.

c. Keywords:

Keywords serve as an objective representation of your manuscript, and their formulation should stem from the core of the research topic. They should be essential terms rather than secondary ones. The researcher should be sincere in selecting keywords, avoiding the temptation to attract attention by choosing words related to hot topics in global scientific research. It is preferable for the researcher to include non-repetitive keywords in the title to increase the chances of the research paper being discovered by internet search engines and global databases.

Additionally, consulting with colleagues can be helpful when choosing a list of keywords. Note, use Three to six Keywords to describe your manuscript.

d. Introduction:

This section serves as a window through which the author presents the manuscript's topic and its significance. To craft a strong introduction, the author should commence with an attention-grabbing sentence, preferably in a present tense narrative style, using a short story that captivates the reader and clearly conveys the importance of the subject. It is acceptable for the author to include an intriguing statistic. The author then proceeds to outline the research problem and how it will be addressed. Following this, the objectives, and what the author intends to achieve, and the sample, including its size and categories, are discussed. Some authors choose to integrate the literature review section into the introduction, while others present it separately. Typically, the final part of the introduction offers a brief overview of the manuscript's remaining sections, such as the problem, research questions, methods, tools, discussion, and results. Common mistakes in writing introductions include including unnecessary information that is beyond the scope of the subject and exaggerating the significance of the work while failing to clarify the research questions the manuscript seeks to answer. So, the important elements that must be included in the introduction can be explained in the following points:

In a scholarly manuscript, the introduction serves a dual function: to captivate the reader's interest and elucidate the rationale for the study, namely, the controversy or "knowledge gap" that prompted the study.

Commence the manuscript's textual content with one or two introductory paragraphs wherein the purpose or hypothesis of the article is explicitly articulated. Provide insight into why

the study was necessary or the article needed to be written, concluding with a statement of the problem or controversy.

Mention the differences among others' results, conclusions, and/or opinions. Remember to keep the detail in the discussion.

e. Body of manuscript:

The central or primary segment of the manuscript varies based on the type of article being written. Nevertheless, it is necessary that the body of the manuscript include the following parts:

Literature Review:

The literature review process is essentially a survey of scientific articles, books, university theses, conferences, standards, protocols, and other published materials that are related to the research topic and provides a critical description of the research topic. When selecting literature, it is considered that it is modern and closely related to the topic, when writing this part in your manuscript, the following should be taken into account:

- Provide an overview of the topic of manuscript and the objectives of the literature review process.
- Review similar and different viewpoints with your current research.
- Conclude this review by reviewing the gaps in the literature and how they will be addressed in your manuscript.
- Review what is unique about your manuscript from previous similar research.

Methods:

First, the term "methods" is more appropriate than "methodology." "Methodology" suggests a study of methods, whereas "methods" suggests a description of methods used. The author will

need to present the methodology employed in their manuscript, what was done and how? This allows the reader, editor, and others to evaluate the manuscript, ensuring its credibility and its reliability for conducting similar studies. This section also includes details on data collection, including the type (quantitative or qualitative), its analysis, and the tools used. Moreover, the author must convince the reader, editor, or reviewer that they have employed the best methods to address the study's questions and solve its problems. The author can reference similar literature confirming that they followed an effective approach in conducting this type of research. Therefore, without a section on methodology in the manuscript, it becomes impossible to assess its validity and rely on it. One common mistake made by many authors is presenting the results in the methods and tools section and then repeating them in detail in the results and discussion section. However, this section must include the following procedures:

- Cite the methodologies used by others in addressing issues like your manuscript problem, Include references to the approaches, and the reliability and validity details in the methods section. Evaluate the advantages and disadvantages of different methods and explain your selection over alternatives in the discussion section.
- The methods section should provide ample information about the methodologies, procedures, and equipment employed, enabling others to replicate the experiment.
- Confusion is often introduced when authors combine the instruments and procedures sections. Describe the instruments used in the instruments section but describe how they were used in the procedures section.

Results:

- Writing the results is akin to writing a literature review; you present facts and then cite your source. In the results section, the statistics serve as evidence or support for the

conclusions you draw. The results should succinctly summarize the key findings of the experiment, utilizing descriptive and inferential statistics, as well as a few thoughtfully planned and carefully constructed illustrations.

- Summarize your findings in simple, straightforward language that anyone can comprehend. Avoid technical or complex terms.
 - Authors often make the mistake of focusing the sentence on the statistical test, which can obscure the conclusions derived from the results. Emphasizing the method rather than the meaning in statistical can obscure the important information, which is the meaning of the results themselves. The statistical tests used to analyze the results can be found in the methods section for readers who are interested in the statistics.
- a) **Statisticalese:** Post-analysis comparison using Tukey's test revealed a statistically significant improvement ($p < .05$) in user satisfaction among individuals utilizing the digital resource database, attending information literacy workshops, or accessing personalized research consultations.
- b) **Clearer:** User satisfaction scores were notably higher in the digital resource database, information literacy workshop, and personalized research consultation groups compared to the control group (Tukey post-hoc, $p < .05$).
- Please provide evidence to support your conclusions by including statistics in parentheses after each conclusion. This should include the statistical test, degrees of freedom (in parentheses), test results, and the degree of probability. This format will convey the essential information from the test without the need for a statistical table. For instance:
- a) The effectiveness of the new library orientation program was consistent across all user demographics ($\chi^2 (2) = 5.67, p = .058$).

- b) In addition, an analysis of library resource usage indicated no significant variance between undergraduate and graduate students ($t(76) = 0.91, p = .37$), suggesting that the library's resources cater equally well to both academic levels.
- c) Furthermore, an examination of information-seeking behavior revealed that faculty members demonstrated a higher preference for online databases over traditional print resources ($z = 2.34, p = .019$), emphasizing the evolving nature of information consumption within the academic community.

Statistics:

- Statistics don't prove anything; they simply support decision making. When reviewing literature, you make a statement and reference others' writings to support it. Use a similar approach when reporting results; make a statement and then support it with statistical results.
- The symbol "p," when referring to the level of probability, should be written in italics and lowercase.
- When indicating the level of significance or probability, use only two numbers if the first is not zero (i.e., .36 not .364). If the first number is zero, continue with numbers until the first non-zero digit (i.e., .0002; not .00 or .00023).

Discussion:

- Put your results in perspective with your expectations and compare them with global outcomes. Avoid repeating or rehashing the results; instead, discuss them.
- The emphasis of a discussion should not be on other authors but rather on what they reported and how it relates to your work.
- For example: ""The increased utilization of online research databases by students in my study aligns with findings from previous research (Smith et al., 2017; Johnson, 2020) that

emphasized the growing preference for digital resources in academic settings. However, this contradicts the conclusions drawn by Thompson (2015), who argued that traditional library materials remain more popular among students for information retrieval and literature review processes."

- The final part of the discussion should indicate how readers can apply the provided information. Although the application might be clear to you, it may not be as evident to first-time readers unless you explicitly highlight it.

f. References /Citations:

- The reference list is the final section of the research paper and is organized alphabetically without numbering.
- The citation format varies by journal, but the commonly used citation styles in library and information journals are APA and Harvard style.
- Each citation in the manuscript appears as a superscripted number indicating the assigned citation number, placed directly after the reference or the cited author's name. It can also include the author's last name and the year of publication in parentheses.
- It is advisable to utilize automated reference citation drafting software like EndNote, Mendeley, and Citation Machine.

g. Acknowledgments:

The Acknowledgments section includes everyone who contributed and helped the author voluntarily and without compensation, such as the body funding the research, friends, participants, professional colleagues, and others.

h. Tables:

- The purpose of tables is to consolidate large amounts of data, conserve space, and eliminate lengthy and repetitive text passages.
- Tables should not duplicate text. Place your information in either the text or a table, not both. Refer the reader to the table and highlight key points to generate interest but avoid excessive discussion in the text about information already presented in the table.
- Avoid including information in a table that could be more effectively presented in the text. For example, details such as the height, weight, and age of subjects are often necessary but should be included in the text rather than in a separate table.
- Readers should be able to comprehend the information in the table without needing to refer to the text.

i. Figures:

Many journals impose a restriction on the number of figures permitted in the main manuscript, therefore, it is important to make thoughtful selections of figures. Prioritize the user/reader experience.

- Ensuring clarity and simplicity in the design of figures.
- Using clear and concise labels and captions for figures.
- Adhering to the journal's specifications for figure size, resolution, and format.
- Avoiding redundancy between figures and text.
- Using color effectively and considering accessibility for color-blind readers.
- Making sure that figures are referenced and discussed appropriately in the text.
- Following ethical guidelines for image manipulation and data representation.

Results & Recommendations:

Effective academic writing requires a well-structured format, including an introduction, literature review, methodology, results, discussion, and conclusion. It also demands careful attention to detail, such as accurate citations, precise referencing, and adherence to journal formatting guidelines. Peer reviews is crucial for enhancing the coherence and clarity of academic writing. Authors should also ensure that their research aligns with the thematic priorities of their target journal. Active participation in academic events like conferences, workshops, and collaborations can improve visibility and networking opportunities, potentially leading to publication in high-impact journals. Continuous improvement in academic writing and research methodology is essential for aspiring authors aiming to publish in journals with a high impact factor.

In conclusion, adherence to international publishing guidelines is crucial for researchers aiming to publish in high-impact factor journals within the field of libraries and information. By following these guidelines, researchers can ensure the quality and integrity of their work, as well as contribute to the advancement of knowledge in the field. It is imperative to pay close attention to the specific requirements and standards set by these journals, including issues related to ethics, data transparency, and the presentation of results. Additionally, researchers should prioritize clarity, precision, and the effective use of figures and tables in their submissions. Embracing these guidelines not only enhances the credibility of the research but also increases the likelihood of acceptance and recognition within the scholarly community. As the landscape of academic publishing continues to evolve, researchers must remain vigilant in upholding these international publishing standards to foster the dissemination of impactful and rigorous research within the field of libraries and information.

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