Central European Library and Information Science Review

Author Guidelines

1. Mission

The Central European Library and Information Science Review (**CELISR**) is a science journal published jointly by the HNMPCC National Széchényi Library and the National Technical Information Centre and Library at the Budapest University of Technology and Economics. The journal focuses on the global tendencies of library and information science, as well the new developments and innovations in this area both at home and abroad.

CELISR aims at preserving and enhancing the values of the formerly Hungarian library journals „*Könyvtári Figyelő*" (= Library Review) and *Tudományos és Műszaki Tájékoztatás (TMT)* (= Scientific and Technical Information). The journal publishes studies in both English and Hungarian language, thus providing an opportunity for international visibility and channelling of the achievements and good practices of Hungarian professionals.

It is a quarterly published **open access (diamond)** publication: both publication and downloading of articles are free of charge. The journal does not charge authors any article processing charges (APC), submission or publication fees. Articles are published under CC BY-NC-SA licence (Attribution-NonCommercial-ShareAlike) which means that users have right to copy and redistribute them in any medium or format, even adapt them, provided that proper credit is given. (Further requirements related to the licence can be read here.) Articles can be published quickly through online first access.

CELISR provides publication opportunities for Hungarian librarians living in the Carpathian Basin and in the diaspora, and seeks to connect professionals in the field of library and information science in the Central European region.

2. Introduction

It is a quarterly published **open access (diamond)** publication: both publication and downloading of articles are free of charge. Issues are published in March, June, September, and December of each year. Articles are published under CC BY-NC-SA licence (Attribution-NonCommercial-ShareAlike) which means that users have right to copy and redistribute them in any medium or format, even adapt them, provided that proper credit is given. (Further requirements related to the licence can be read here.)

The journal does not charge authors any article processing charges (APC), submission or publication fees.

Articles can be published quickly through online first access.

DOI is given to articles published in the STUDIES section.

3. Submission of manuscripts

3.1. General information

Manuscripts must be submitted via Open Journal System (OJS). Negotiations with the authors are conducted electronically. When submitting an article through OJS, authors must declare that they agree to abide by the terms of the copyright statement and they accept the ethical principles as stated in the Ethical Code.

Manuscripts must be prepared according to Author Guidelines. Preparation is easier using the template available on the website:
https://journals.bme.hu/celisr/libraryFiles/downloadPublic/79

Manuscripts that do not comply with the Author Guidelines will be rejected by the Editorial Board. Author will be informed about modification requirements.

Manuscripts must not contain material from a publication that was previously submitted to another journal. Editorial Board must be informed about the partial materials that have been published or are being published.

3.2. Manuscript submission

Before submitting a manuscript, the author should register in the OJS system. They can do it via the journal's website. Afterwards, they can submit their article by clicking on the SUBMISSION button under INFORMATION in the top menu.
When submitting a manuscript, the author has to make a statement about the following:

- the article has not been published in any other journal, and it is not under publication either;
- they waive the right of first publication in favor of CeLISR;
- articles are published under CC BY-NC-SA licence (Attribution-NonCommercial-ShareAlike) which means that users have right to copy and redistribute them in any medium or format, even adapt them, provided that proper credit is given;

− in case of a legal issue, the laws in force regarding the rights and obligations of the author and the publisher, primarily the guidelines of Act LXXVI of 1999 on copyright, apply.

For STUDIES, ORCID number must be provided by the author. (More information about ORCID iD is available here: https://orcid.org/.) For **STUDIES**, we follow a **double-blind peer review** process, therefore **articles should be uploaded without reference to the author** (without their name, without affiliation, etc.), and any information that would allow the author(s) to be identified.

3.3. Ethical Code

The Ethical Code for publication principles is available here: https://journals.bme.hu/celisr/libraryFiles/downloadPublic/85
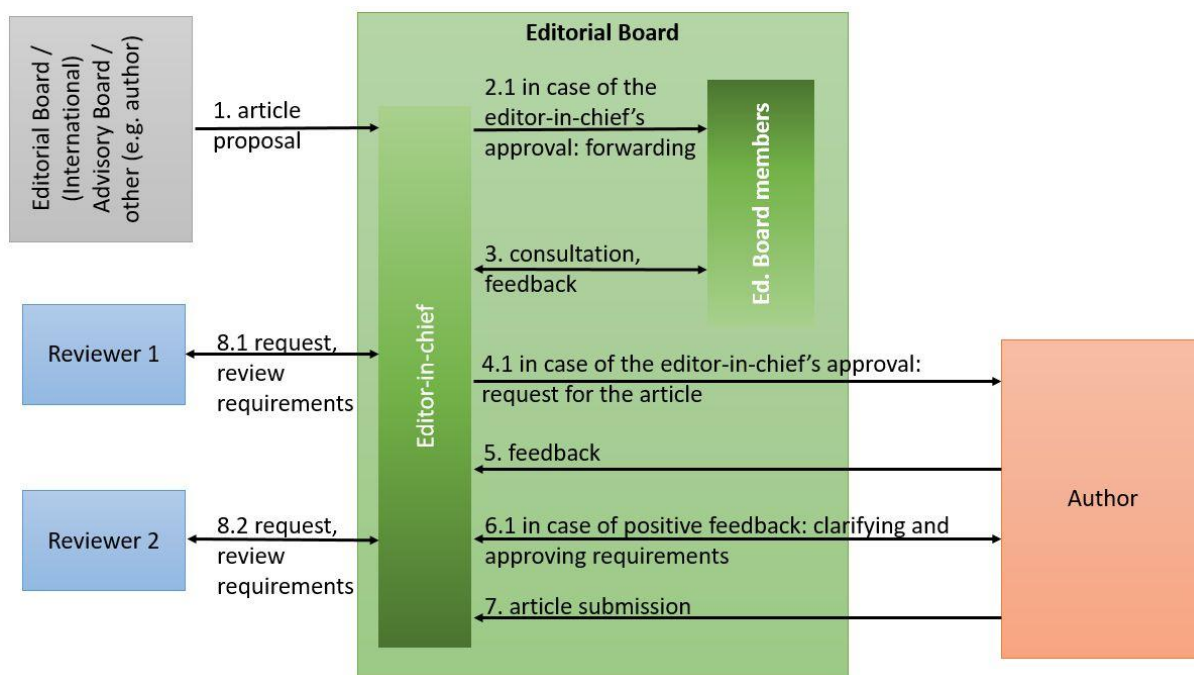
4. Submitting, receiving and reviewing articles
4.1. Process of edition

The Editorial Board decides about the publication of an article taking into account the section indicated by the author when submitting the manuscript.

In the case of STUDIES, we follow a double-blind peer review process, where we ask two external reviewers to evaluate the submitted work. If the reviewers undertake the review, they assess the originality and quality of the work from a scientific viewpoint, and make a proposal about its publication. If only one of them proposes the publication, it is up to the editor-in-chief to decide.

Processes related to the receiving and approval of articles intended to be published in the STUDIES section can be detected through the figures below. It is up to the editor-in-chief whether an article will be published in any other section, after an optional consultation with the Editorial Board or the advisory boards.

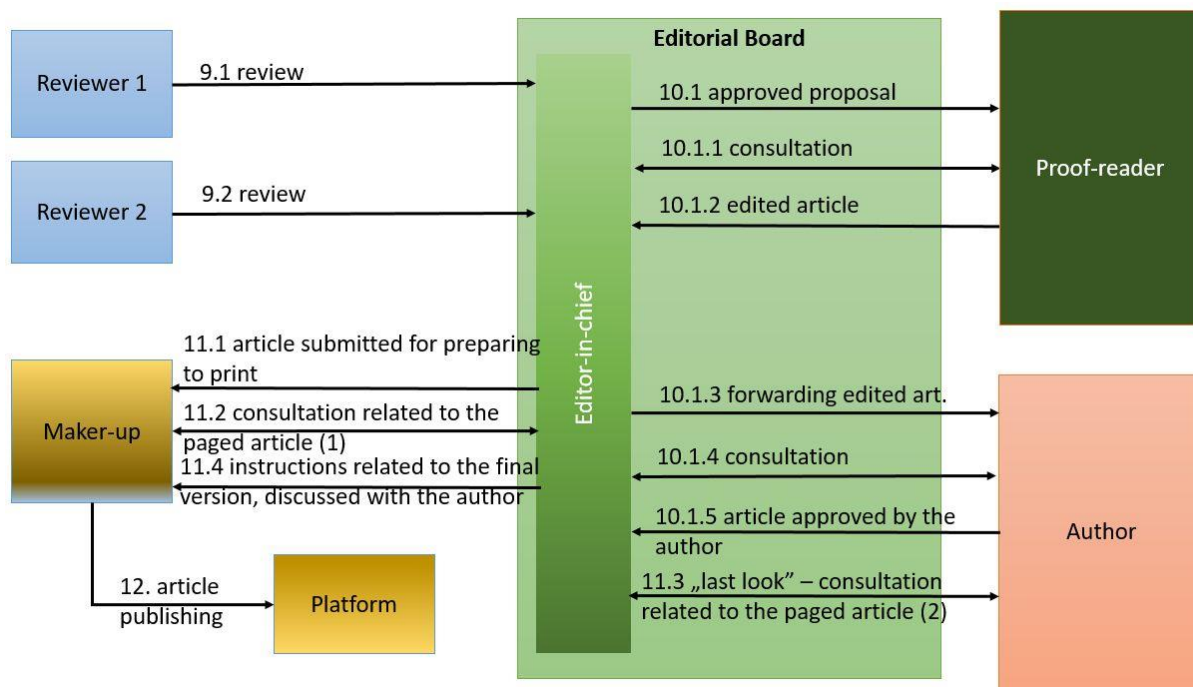## I. The road of an article proposal to the peer review process

2.1: the proposal might come from the editor-in-chief; in other cases (2.2), the process ends with informing the affected parties

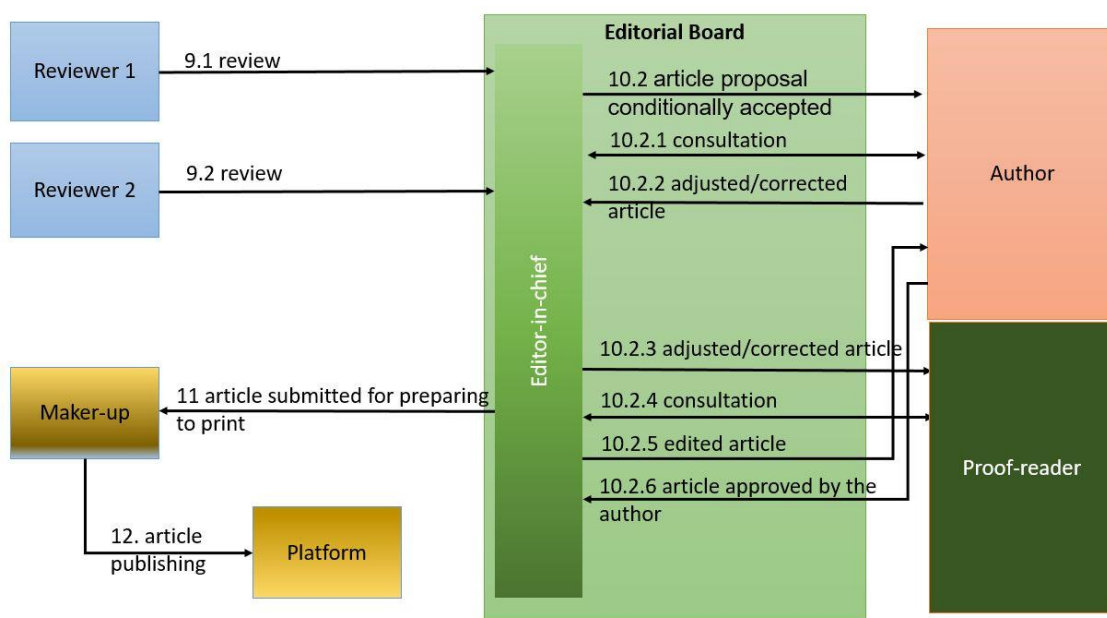4.1: in other cases (4.2), the process ends with informing the affected parties

6.1: in other cases (6.2), the process ends with informing the affected parties

II. The road of an article to its publication (approved proposal)

Editorial Board

Reviewer 1 — 9.1 review → Editor-in-chief

Reviewer 2 — 9.2 review → Editor-in-chief

10.1 approved proposal → Proof-reader

10.1.1 consultation ←

10.1.2 edited article ←

11.1 article submitted for preparing to print

11.2 consultation related to the paged article (1)

11.4 instructions related to the final version, discussed with the author

Maker-up

10.1.3 forwarding edited art. → Author

10.1.4 consultation ←

10.1.5 article approved by the author ←

11.3 „last look" – consultation related to the paged article (2) →

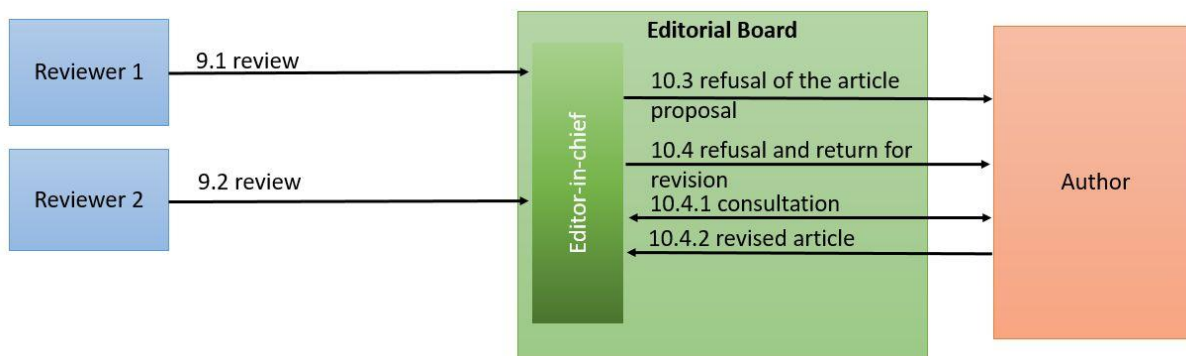12. article publishing → Platform

10.1: article proposal approved by both of the reviewers / article proposal approved by the editor-in-chief and one of the reviewers

III. The road of an article to its publication (proposal approved conditionally)

Editorial Board

Reviewer 1 — 9.1 review → Editor-in-chief

Reviewer 2 — 9.2 review → Editor-in-chief

10.2 article proposal conditionally accepted → Author

10.2.1 consultation

10.2.2 adjusted/corrected article ←

10.2.3 adjusted/corrected article

10.2.4 consultation

10.2.5 edited article

10.2.6 article approved by the author

Proof-reader

Maker-up — 11 article submitted for preparing to print

12. article publishing → Platform

10.2: article proposal approved conditionally by both of the reviewers / article proposal approved by one of the reviewers and approved conditionally by the other / article proposal approved by the editor-in-chief and approved conditionally by one of the reviewers / article proposal approved conditionally by the editor-in-chief and one of the reviewers / article proposal approved by one of the reviewers and approved conditionally by the editor-in-chief

IV. Refusal of an article proposal

10.3: the process ends
10.4.2: the process re-starts (8.1, 8.2)

5. Formal requirements

When drafting the manuscripts, consider the following aspects, bearing in mind that **designing the final typography is the responsibility of the editors**:

Technical requirements:

- Manuscripts prepared with a word processor should be edited in **Word format** (doc/docx) with 1.5 line spacing and line-excluded text.
- Please upload **figures** in appropriate quality and size (300 dpi), jpg, png, PDF or tiff format. Create the **tables** using the Word table editor. If you do not use your own photo or figure, please indicate its source.

Content requirements for articles in the STUDIES and OUTLOOK sections:

- The **title of the article** should be as short as possible (maximum 100 characters with spaces), which can be supplemented with a subtitle if necessary. (Title in Hungarian is provided by the editorial board.)
- Under the title should follow the **abstract**, i.e. the essence of what you say, which should be limited to 15 lines and condensed into short, clear sentences. (Abstract in Hungarian is provided by the editorial board.)
- Apart of the abstract, **4-5 key words** should be provided.
- The **text of the article** should be divided into paragraphs and subheadings as appropriate. Please indicate the title hierarchy by numbering (Chapter 1, Subchapter 1.1, Second level Subchapter 1.1.1).
- **Abbreviation**s must be resolved when they first appear, e.g.: International Federation of Library Associations and Institutions (IFLA).
- The **illustrations**, **figures**, and **tables** are appendices to the manuscript, which must be referred to in the corresponding text sections. They should be numbered separately, continuously, with Arabic numbers, and provided with a description and title. e.g.: (Figure 1), (Table 1), (Appendix 1)
- **Sources should be cited in the text** in parantheses: (Smith 2018); (Smith 2018, p. 9).
- Please use an **endnote** instead of a footnote, which should be marked with a superscripted Arabic number in the text (example 1), and the complete list should appear at the end of the article. (Display of notes can be different in the final (published) version.)
- At the top of the article, **the authors' name and affiliation** (workplace, position), and their contact information (email address) can be found. Please send us this information.
- Extent for articles in the **STUDIES** section is a maximum of **30 000 characters**, including citations, excluding tables, keywords and figures; the maximum size of appendices is 26 MB.
- In the case of STUDIES, we follow a **double-blind peer review** process, therefore articles should be uploaded without reference to the author (without their name, without affiliation, etc.).

- Extent for articles in the **OUTLOOK** section is a maximum of **20 000 characters**.
- Extent limitations may be ignored in justified cases.

Content requirements for articles in the REVIEWS section:

- No need to provide abstract and keywords.
- Extent for articles in the section is a maximum of 20 000 characters.
- Extent limitations may be ignored in justified cases.
- In other cases, if applicable, requirements for articles in the STUDIES and OUTLOOK sections shall be considered.

Content requirements for articles in the PERSONALIA section:

- No need to provide abstract and keywords.
- Extent for articles in the section is a maximum of 5 000 characters..
- Personal bibliography can be uploaded as supplement.
- Extent limitations may be ignored in justified cases.

6. Reference Guide

Use of Harvard referencing style is preferred when submitting a paper to CELISR. In general, for articles with a DOI, you can use Crossref (https://www.crossref.org/) to create a Harvard Format compliant citation. If you did so, please indicate it when submitting your paper.

Apart of Harvard referencing style we accept APA (*American Psychological Association*) format as well.

Examples below may be useful when preparing your reference list.

"Author" refers to the author's surname; "N." denotes the initial of the author's first name(s).

If you find any errors in the Guide, or if you think something needs further clarification, please contact the editors at celisr@oszk.hu.

Journal:
Author, N. (Year) Title of the study, article, report, etc., *Title of the journal*, Volume, Issue, Page number, DOI

> Dancs, Sz. (2021) Részletesen a nomen entitásról, *Tudományos és Műszaki Tájékoztatás*, 68(10), p. 604–619,
> https://doi.org/10.3311/tmt.13127

Online article:
Author, N. (Year) Title of the article, *Title of the journal*. Available at: http://www.... (Accessed: year. month. day.)

> Thomka, B. (2021) Knausgård művészi és intellektuális projektje, *Műút*, Available at:
> http://www.muut.hu/archivum/36568 (Accessed: 2021.12.16.)

Book (first edition):
Author, N. (Year of publication) *Title of the book*, Publisher, Place of publication, ISBN or DOI

> Hojdák, G. (2021) *A tragédia színeváltozása*, Gondolat Kiadó, Budapest, ISBN: 9789635561117

Book (not first edition):
Author, N. (Year of publication) *Title of the book*. Edition. Publisher, Place of publication, ISBN or DOI

> Oliver, Ch. (2021) *Introducing RDA: a guide to the basics after 3R*. 2. ed. ALA, Chicago. ISBN : 978-0-8389-1908-8

Edited book:

Author, N. (ed.) (Year of publication) *Title of the book*, Edition, Publisher, Place of publication, ISBN or DOI

> Kiszl, P., Németh, K. (eds.) (2020) *Információközvetítés és közösségépítés – multifunkciós könyvtári hálózatok*, ELTE Bölcsészettudományi Kar Könyvtár-és Információtudományi Intézet, Budapest, https://doi.org/10.21862/infkoz

Translation (book):

Author, N. (Year of publication) *Title of the book*. Transl. by Translator. Edition, Publisher, Place of publication, ISBN or DOI

> Stephens-Davidowitz, S. (2024) *Ne higgy a megérzésednek! Hogyan használd a Big Datát, hogy megkapd, amire vágysz?* Ford. Tömpe J. Athenaeum, Budapest. ISBN: 978-963-543-320-9

The translator's name must be given in the original order of the name elements (surname, first name), for the first name, only the initial must be given: "Tömpe J."; "M. Hoffmann".

Part of a book:

Author, N. (Year of publication) Title of the chapter. In: Author/Editor of the book *Title of the book*. Page. Edition. Publisher, Place of publication. ISBN

> Gyöngy, K. (2015) A vizuális neveléssel, alkotó játékokkal kapcsolatos alapkérdések tisztázása. In: Gyöngy, K. (szerk.) *Első lépések a művészetek felé I. A vizuális nevelés és az anyanyelvi-irodalmi nevelés lehetőségei kisgyermekkorban*. p. 9–26. Dialóg Campus, Pécs. ISBN: 9786155376535

Ebook (offline):

Author, N. (Year of publication) *Title of the book*, [ebook]. Edition (if not first). Publisher, Place of publication. ISBN or DOI

> Floor, N. (2023) *This is learning experience design: what it is, how it works, and why it matters. (Voices That Matter)*, [e-könyv]. Pearson Education, Sydney. ISBN: 9780137950829

Ebook (online):

Author, N. (Year of publication) *Title of the book*, [online]. Edition. Publisher, Place of publication. Available at: http://www.... (Accessed: year. month. day.)

> Balázs, B. (2023) *Isten tenyerén*, [online]. Magyar Elektronikus Könyvtárért Egyesület, Budapest. Elérhető: https://mek.oszk.hu/21400/21483/index.phtml (Utolsó elérés: 2024. 02. 21.)

Internet resource

1. The website and the content referenced have a separate title:

Title of the website (Year of the last access) *Title of the content*. Available at: http://www.... (Accessed: year. month. day.)

> Wikipedia (2021) *Infografika*. Available at: https://hu.wikipedia.org/wiki/Infografika (Accessed: 2021. 08. 15.)

CeLISR·

Magyar Nemzeti Múzeum
Közgyűjteményi Központ

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SZÉCHÉNYI
KÖNYVTÁR

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a te könyvtárad!

2. A website with a separate title is referenced:

Title of the website (Year of the last access) Available at: http://www.... (Accessed: year. month. day.)

NHS England (2024) Available at: https://www.england.nhs.uk/ (Accessed: 2024.08.07.)

3. The website and the content referenced have a separate title, and the site contains information on the publication of the content referenced:

Title of the website (Year of the last access) *Title of the content*, publication date on the website (month, day). Available at: http://www.... (Accessed: year. month. day.)

Library Technology Guides (2008) *UK's largest library authority to enhance reader services for over 1.3 million people with Civica*, április 29. Elérhető: https://librarytechnology.org/pr/13271 (Utolsó elérés: 2024.08.07.)

Conference presentation:
Speaker, N. (Year) Title of the presentation, In: *Title of the conference*, Venue of the conference (city), Date of the conference (day month)

Komáromi, A. (2019) Gondolatok egy városi könyvtár közösségépítő lehetőségeiről, In: *Kárpát-medencei Könyvtárosok Konferencia*, Csongrád, 2-3 June

Conference publication
Author, N. (ed.) (Year of publication)/Publishing body (Year of publication) *Title of conference publication*, Venue of the conference (city), Date of the conference, Publisher (if other than Publishing body), Place of publication. ISBN or DOI

Miskolci Egyetem Gazdaságtudományi Kar (2019) *"Mérleg és Kihívások" XI. Nemzetközi Tudományos Konferencia*, Miskolci Egyetem Gazdaságtudományi Kar, 17-18 October, Miskolc - Lillafüred. ISBN 978-963-358-202-2

Encyclopedia, dictionary
Author, N. (Year of publication) *article/entry*, In: Title of encyclopedia/dictionary, Page number, Publisher, Place of publication,

Bakos , F. *imprimál*, In: Idegen szavak és kifejezések szótára, p. 281, Akadémiai Kiadó, Budapest, 1994.

Online encyclopedia, dictionary
Title of online encyclopedia/dictionary (Year created or last updated), *article/entry*, Available at: http://www.... (Accessed: year. month. day.)

Magyar Katolikus Lexikon (2021), *Sárospatak*, Available at: http://lexikon.katolikus.hu/S/S%C3%A1rospatak.html (Accessed: 2021.12.16.)

Review (in journal)

Reviewer, N. (Year of review) Title of review. Review of *Title of work reviewed* by Author(s) Initials Last name. Title of the journal, Volume, Issue, Page number.
DOI

Sipos, A. M. (2024) A tudománymetriai és bibliometriai kutatások trendjei és fejlődése a Scopus adatbázis alapján. Review of *Trends and evolution of Scientometric and Bibliometric research in the SCOPUS database*, by V. Sánchez Castillo, A.J. Pérez Gamboa, C.A. Gómez Cano. Central European Library and Information Science Review (CELISR) 2(1), p. 52–59.

Application:

Developer/Producer (Year of the release) *Application name* (version) [mobile application]. Available at: http://www.... (Accessed: year. month. day.)

Monguz Kft (2024) *Qulto eCard* (24.2.0.) [mobile application]. Available at: https://play.google.com/store/apps/details?id=eu.qulto.ecard&hl=hu (Accessed: 2021.12.16.)

Standard:

Issuing body [abbreviation of the issuing body] (Year of publication) *Standard number and title*. Publisher, Place of publication (if known) [Online]. Available at: http://www.... (Accessed: year. month. day.)

International Organization for Standardization [ISO] (2008) *ISO 2709:2008 Information and documentation — Format for information exchange*. ISO [Online]. Available at: https://www.iso.org/standard/74046.html (Accessed: 2024.10.14.)

Thesis

Author, N. (Year) *Title of the thesis*, Degree, Name of the higher education institution, Year.

Nagy, B. (2010) *Az irodalmi kreativitás lehetőségei az újmediális környezetben*, Phd thesis, Miskolci Egyetem

In-text citation

- for the whole publication: (Hojdák, 2021)
- for a part of the publication: (Hojdák, 2021, p. 19)
- when author is mentioned in the text: Hojdák (2021)

Further instructions and examples

More than one work by the same author, works were published in the same year

If we refer to more than one work by the same author, and it is the case that these cited works were published in the same year, we use this citation in the reference list: Hojdák (2021a); Hojdák (2021b); in the text we use the following citation: (Hojdák, 2021a), (Hojdák, 2021b).

Two or Three authors

Authors' names are separated by commas:

Kavčič-Čolić, A., Hari, A. (2024) Enhancing e-book accessibility: Insights from user practices and needs across different communities, *Central European Library and Information Science Review (CELISR),* 1(2), p. 144–164. https://doi.org/10.3311/celisr.37389

Gócza, J., Karbach, E., Sándor, T. (2018) Szakgyűjteményi feladatok a Fővárosi Szabó Ervin Könyvtárban: hagyomány és változás, *Tudományos és Műszaki Tájékoztatás*, 49(10-11), p. 426–433.

In-text citation: (Kavčič-Čolić, Hari, 2024); (Gócza, Karbach, Sándor, 2018)

More than three authors

In such cases, the "et al." should be used:

Holl, A. et al. (2023) Repozitóriumi gyűjtemény mint adatkorpusz, *Tudományos és Műszaki Tájékoztatás*, 70(2), p. 164–167. https://doi.org/10.3311/tmt.13239

In-text citation: (Holl et al., 2023)

Secondary referencing

In-text citation: (Európai Gazdasági és Szociális Bizottság, 2022, cited in Ungváry, 2024)

In the reference list the work consulted (Ungváry, 2024) is mentioned.