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The Department of Library & Information Science, University of Calcutta invites authors to submit unpublished and original papers. CUJIS is a peer-reviewed academic journal published annually, and a completely non-profit publication, funded by the University of Calcutta, West Bengal, India.

The submissions must be original works written in English. Manuscripts for research articles should comprise *not more than 3000 words* in length, and please ensure your submission complying to our journal's Author Guidelines. The manuscripts for research articles will be reviewed to a *double-blind peer-review*.

Guidelines for Author

Formatting

Manuscripts should be in MS Word format, set in **Times New Roman** with minimal formatting. The full paper should include the title (16 pt. bold), sub-title (if any, 14pt. bold), name of the author(s) (14 pt. bold) with designation(s)/affiliation(s) etc. (12 pt.). The length of the paper should be within 4-5 pages (of A4 size, margin: Left: 1.25" & Top, Bottom, Right: 1" each) including abstract, keywords, tables & figures, annexure and references.

Avoid unnecessary abbreviations. Necessary abbreviations should be written accordingly: *ibid.*; *et al.*; *no.*; *i.e.*; *e.g.*; *etc.* Avoid bold or underlined letters. References should be given in *APA style format (7th Edition)*.

Illustrations and Photographs

It is possible to include illustrations in the manuscript as long as they are directly relevant to the discussion. You can embed illustrations in the main document as this makes the review process easier, but all illustrations, including pictures, tables, and diagrams, should also be submitted separately, preferably in *jpg, jpeg or tiff* format.

Title

The title should be concise, omitting terms that are implicit and, where possible, provide a statement of the main result or conclusion presented in the manuscript. Abbreviations should be avoided within the title.

Authors should avoid:

- titles that are mere questions without giving the answers
- unambitious titles, for example starting with 'Towards,' 'A description of,' 'A characterization of' or 'Preliminary study on'
- vague titles, for example starting with 'Role of', 'Link between', or 'Effect of' that do not specify the role, link, or effect
- including terms that are out of place, for example the taxonomic affiliation apart from species name.

Sections

The manuscript is organized by headings and subheadings. The section headings should be those appropriate for your field and the research itself. You may insert up to 5 heading levels into your manuscript (*i.e.*,: 3.2.2.1.2 *Heading Title*).

For Original Research articles, it is recommended to organize your manuscript in the following sections-

Title**Author Details**

Author's name:

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Abstract

- The abstract should be **informative and structured** containing the following key points:
Introduction, purpose, design/ methodology approach, findings, originality and conclusion.
- The word length of the abstract should not exceed 300.
- A maximum of 5 keywords will be allowed.

Main Content**Introduction**

Succinct, explicit with no subheadings.

Materials and methods

This section may be divided by subheadings and should contain sufficient details, such as methods and designs opted and materials used, so that when read in conjunction with cited references, all procedures can be repeated.

Results:

This section may be divided by subheadings. Footnotes should not be used and must be transferred to the main text.

Discussion:

This section may be divided by subheadings. Discussions should cover the key findings of the study.

References:

As per the APA 7th edition guidelines.

Plagiarism Report:

The authors are asked to attach the similarity report along with the manuscript at the time of submission. Only up to 10% similarity will be allowed for consideration.

All articles should be sent to this Email ID only in word file format (.docx):

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Last date of Submission of your research article: 15th December, 2025

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