



## WORKSHOPS

Following a double-blind review process, authors will have received a notification email. Even if their proposals/abstracts are accepted they might be asked to revise abstract of their proposal, according to the reviewers' remarks and suggestions. The onsite workshops will be of max. 60 minutes in length. Important: Try to prepare inclusive presentation which will be accessible to all potential audience, including people with disabilities.

Final version of the abstract/description of the workshop should be submitted as attachment via EasyChair (as .doc, .docx or .rtf) by **December 1**, 2018, and is limited to two pages, including the first page and the following content:

- The background, purpose and expected outcomes of the workshop.
- Details of the methods, procedures or instruments used.
- Discussion and conclusion
- References/Bibliography
- Appendices (if necessary).

### First page

The first page should include:

**Title:** In 15 point font and boldface.

**Author(s):** In 12 point font Times New Roman, Author's name, academic title (for teachers: Assistant professor, Associate professor etc.) or student status (Bachelor, Master or Doctoral Student), affiliation (Department, School, University), city, country, email address.

**Abstract:** An abstract of maximum **300 words** should be included on the title page describing the workshop. Use 10 point Times New Roman font.

**Keywords:** List 3 - 6 keywords.

Requirements for style and format:

- Formatted for A4 paper using MS Word or Rich Text Format with minimal use of formatting.
- Right and left margins should be aligned and justified.
- 12 point font in Times New Roman style only, single-spaced.
- First level section headings should be in boldface and subsection headings in italics
- Sections should NOT be numbered.
- Tables and figures should be incorporated in the text as close to the reference as possible, and sequentially numbered in separate series. Captions should be Times New Roman style 10 point, centered. Captions for tables should be above the table. Captions for figures should be below the figure.
- The author is solely responsible for the accuracy and completeness of the references. References should be listed alphabetically according to the last name of the author. References to personal letters, papers presented at meetings, and other unpublished material should also be included.



The format for citation follows the Publication Manual of the American Psychological Association (APA). Citation of an author's work in the text should follow the author-year citation format. Use comma to separate last names, and the word "and" between the last two authors within the text. For example: "Smith (1999) found that..."; "other researchers (Black and Tan, 2000) indicated that..." For multiple authors, list up to three authors, followed by "et al.". References should be in 12 point font and listed alphabetically at the end of the paper using an unnumbered style with a hanging indentation.

- Acknowledgement to individuals and/or organizations for their contribution can be presented before the list of references. For example: "This template is based mainly on the template of BOBCATSSS 2018."

### **Bibliography example:**

#### **Journal article**

Reference form will differ in online versions of journal articles with or without DOI (digital object identifier) as shown in the examples below. There is no need for retrieval date.

- **print version**

Legris, P., Ingham, P., & Collette, P. (2003). Why do people use information technology? A critical review of the technology acceptance model. *Information & Management*, 40(3), 191-204.

- **online version with DOI**

Legris, P., Ingham, P., & Collette, P. (2003). Why do people use information technology? A critical review of the technology acceptance model. *Information & Management*, 40(3), 191-204. doi: 10.1016/S0378-7206(01)00143-4

- **online version without DOI**

Legris, P., Ingham, P., & Collette, P. (2003). Why do people use information technology? A critical review of the technology acceptance model. *Information & Management*, 40(3), 191-204. Retrieved from <https://www.sciencedirect.com/science/article/abs/pii/S0378720601001434>

#### **Book**

- **print version**

Samek, T. (2007). *Librarianship and human rights: A twenty-first century guide*. Oxford: Chandos Publishing.

- **book chapter (print version)**

Samek, T. (2007). An urgent context for twenty-first century librarianship. *Librarianship and human rights: A twenty-first century guide* (pp. 1-21). Oxford: Chandos Publishing.

- **electronic book**

Mossberger, K., Tolbert, C.K., & McNeal, R. S. (2008). *Digital citizenship: The Internet, society and participation*. [Adobe Digital Editions version]. Retrieved from: <http://www.aaaaa.com>



- **entry in an online reference work**

Estabrook, Leigh S. (n.d.) Library. In Encyclopaedia Britannica. Retrieved from <https://www.britannica.com/topic/library>

**Chapter in an edited book**

Feather, J. (2006). Managing the documentary heritage: Issues for the present and future. In G.E. Gorman, & S.J. Shep (Eds.). *Preservation management for libraries, archives and museums* (pp. 1-18).

**Conference proceedings (book form)**

Nijboer, J., & Rijniere, P. (2006). The modern librarian as cultural entrepreneur. In J. Kjertmann Jensen, K. Hagen Thomasen, M.L. Westring Sørensen, T. B. Sarp Hansen, & L. T. Rasmussen (Eds.), *Information, Innovation, Responsibility: Information professional in the network society: Proceedings of the 14th BOBCATSSS Symposium* (pp. 279-289). Tallin: Tallin University, Department of Information Studies.

**Web site**

Addo, S. (2018). *May 2018 JASIST now available online*. Retrieved from <https://www.asist.org/news/may-2018-jasist-now-available-online/>

When citing an entire website or page, it is enough to give the address of the website in the text. In that case the reference list entry is not needed.

**Online lecture notes or PowerPoint slides**

Doe, J. (2018). *Information literacy*. [PowerPoint slides]. Retrieved from <http://xxxxx>

Abstracts should be submitted via the EasyChair submission system (<https://easychair.org/conferences/?conf=bobcatsss2019>). Submission requires previous registration in the system of at least one author (corresponding author).