

# 國家圖書館館刊 徵稿簡則

104年第1次編輯委員會會議通過（104年1月26日）

- 一、本刊為同儕審查之學術性期刊，收錄圖書館學與資訊科學之理論與實務相關主題之論文。
- 二、本刊為半年刊，每年6月及12月各出版一期，以印刷式及電子式雙軌發行，全年徵稿。
- 三、來稿以原創性為主，且以未曾發表者為限，會議論文請出具該會議無出版論文集計畫的證明書函；並請遵守學術研究倫理，切勿一稿多投。
- 四、撰稿注意事項如下
  - （一）論文稿件中英文不拘。
  - （二）中文稿件字數以1萬5,000字為限，英文稿件以8,000字為限。
  - （三）來稿請使用以Microsoft Word格式之電子檔案為主，或其他純文字格式之檔案。
  - （四）文稿請依照APA第6版格式撰寫，格式不符者將退回修改。
  - （五）文稿之相關圖表、照片等，應隨文附上電子檔。
  - （六）來稿請標明中英文篇名、投稿者的中英文姓名，及300字以內的中英文摘要、中英文關鍵字。
  - （七）來稿請附個人的中英文簡介（請註明所屬機關（構）、部門及職稱，或就讀學校、學位別），並附通訊地址、電話以及電子郵件等聯絡資訊。
- 五、稿件審查：本刊採雙盲匿名審查制度，來稿經形式審查符合者，均須經過2位以上專業審查者匿名審查，並由編輯委員會確定審查結果後通知作者。
  - （一）稿件修改：作者應於收到稿件修改通知後，於指定期限內回覆修正稿件，並依審查意見逐項條列說明修改的內容或不修改的理由。
  - （二）稿件校訂：本刊雖有協助作者於校訂階段對內容或格式編修之義務，但在排版完成後，作者負有校對之責任，本刊僅負責格式上之校對。
- 六、本刊著作者享有著作人格權，本刊則享有著作財產權；本刊同意作者本人授權機構典藏、自我典藏；日後除著作者本人將其個人著作結集出版外，凡任何人任何目的之翻印、轉載、翻譯等，皆須以書面事先徵得本刊同意後，始得為之。
- 七、來稿經本刊審查通過後，作者應同意授權本館及本館所同意合作之單位，依著作授權同意書之規定，進行紙本暨電子期刊之編輯、重製、翻譯、公開傳輸、收錄於資料庫等，提供使用者閱覽、下載與列印等，並授權本館以紙本暨電子出版品方式發行，以利學術研究之促進。
- 八、本刊對於來稿的文字有刪改權，如不願刪改者，請於來稿上註明；投稿人請自留底稿，未能採用刊載的稿件，本刊恕不退還。
- 九、來稿一經採用刊出發表，即按中央政府及本刊相關規定核計稿費，並致贈該期紙本刊物3冊；本項稿費包括以各種形式發行的報酬，投稿人不得再要求其他報酬或費用。本刊並將依政府稅務相關規定，代為扣繳所得稅。
- 十、來稿請勿發生侵害第三人權利或損及學術倫理之情形，如有抄襲、重製或侵害等情形發生時，概由投稿者負擔法律責任，本刊不負涉及智慧財產權等之法律責任。
- 十一、來稿請寄至電子郵件信箱：nclpublish@ncl.edu.tw；或投遞至臺北市中正區（10001）中山南路20號，國家圖書館，「國家圖書館館刊編輯工作小組」收。



# *Bulletin of the National Central Library*

## Submission Guideline

Revised on January 26, 2015

- I. BNCL is a peer-reviewed academic journal that accepts papers on theoretical and practical topics related to library and information science.
- II. As a semiannual publication, new issues come out every June and December, both in print and digital form. Submissions are welcomed year-round.
- III. All submissions must be original, unpublished work. Manuscripts that were previously presented at a conference must provide a letter certifying that no conference proceedings will be published. Concurrent multiple submissions to various journals is not allowed.
- IV. Guidelines for submissions:
1. Chinese and English manuscripts are welcome.
  2. Submissions in Chinese should be no more than 15,000 characters, while submissions in English are limited to 8,000 words.
  3. Microsoft Word format is preferred; other pure text files are also accepted.
  4. Submissions should follow the APA style guide (6th edition). Submissions that fail to do so will be rejected.
  5. Graphs, pictures, and other illustrations should be included in an email with the submission.
  6. Papers written in Mandarin Chinese must supply the below information in both Chinese and English.
    - (1) title;
    - (2) author name;
    - (3) abstract (300 words/character);
    - (4) keywords.
  7. Submissions should also include a brief introduction of the submitter in both Chinese and English (including name of institution, department, and position title, highest degree and school at which it was earned). In addition, please include mailing address, telephone number, and email address.
- V. Reviewing submissions: BNCL uses a double-blind review process. Submissions that meet formatting requirements will be sent to two or more anonymous reviewers. The editorial committee will review the decision of the reviews before notifying the submitter.
1. Revisions: Authors notified of a request for revisions should revise their submissions and resubmit them by the indicated deadline. They should include an itemized response to reviewers on what changes were made or reasons for not changing a certain part.
  2. Proofreading: While BNCL has an inherent obligation to assist authors in proofreading content and format, after papers are typeset, authors are responsible for proofreading content. BNCL is only responsible for formatting.
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- VII. Once a manuscript is accepted for publication, the author agrees to give permission to NCL and cooperating partners to compile, reproduce, translate, publicly transmit, and include in databases for users to read, download and print, based on the stipulations in the authorization agreement. The author also agrees to allow NCL to publish the manuscript in print and in digital form to promote scholarly research.
- VIII. BNCL reserves the right to edit and shorten submissions. Opinions to the contrary should be so stated when submitting papers. No submissions will be returned; authors are encouraged to keep a copy.
- IX. Manuscripts accepted for publication will be issued an honorarium based on government and NCL guidelines. Three copies of the current issue will also be provided. The honorarium includes any form of compensation. Authors cannot request additional compensation or honoraria. BNCL will deduct taxes before issuing the honorarium.
- X. Please respect other's rights and adhere to ethical standards. Should submissions be found guilty of plagiarism, reproducing other's work, or infringing on others rights, the author will be subject to legal action. BNCL is not liable for any intellectual property issues.
- XI. Please send submissions to [ncipublish@ncl.edu.tw](mailto:ncipublish@ncl.edu.tw), or mail them to Bulletin of the National Central Library Editorial Committee, No.20, Zhongshan S. Rd., Zhongzheng District, Taipei City 10001, Taiwan (R.O.C.).