Instructions for Managing IFLA WLIC Papers:

for coordinators of a WLIC session

This document contains instructions for the IFLA Unit's coordinator or coordinating team of a WLIC conference session.

- **Coordinator(s) or coordinating team for the WLIC Session**, responsibilities include:
  - Asks (and reminds) all Authors to complete the Author Form by the deadline;
  - Collects the full text papers from the authors and corrects the formatting according to the checklist before submitting to papers@ifla.org;
  - Releases the paper for translation when confirmation has been received from IFLA staff that the paper is correct and uploaded to IFLA Library;
  - Corresponds with translators to ensure formatting of translated version is correct;
  - Asks (and reminds) all Translators to complete the Translator Form by the deadline;
  - Corresponds with IFLA staff on issues concerning submission of papers and correct formatting.

It is also recommended that Units organizing a WLIC session identify the following:

- **Chair(s) of the Session**, responsibilities might include:
  - Reminds the speakers to register for the conference and keeps in touch with them to make sure there will not be problems attending;
  - Chairs the session and ensures that the session keeps to time;
  - Introduces the speakers (for this they will need basic biographical information for each speaker)
  - They may wish to contact the speakers in advance of the session to discuss how the session will be organized.
  - For full guidelines and other documentation see http://2017.ifla.org/programme/guidelines-for-paper-authors-and-presenters/for-wlic-session-chairs

Dates and deadlines (suggestions)

- January – March: usual time for call for papers and selection by unit's committee;
- March – April: unit communicates decisions on accepted papers to authors (using sample instruction letter or similar). Please remind your speakers to register for the conference, plan their travel and accommodation, and obtain any necessary Visa documentation;
- 1 May: suggested deadline for authors to complete Authors Permission Form (giving permission for their paper to be uploaded to the IFLA Library);
- 1 May: suggested deadline for authors to submit full text of paper to coordinator;
- May: coordinator checks and corrects formatting of submitted full texts;
- Before 1 June: coordinator sends all correctly formatted papers to papers@ifla.org;

- June: coordinator receives confirmation that papers are correct and starts translation process;
- Before 15 July: coordinator submits translations to papers@ifla.org.

The sample Author instruction email might be a useful guide to remember what **information to pass on to your Authors:** http://www.ifla.org/files/assets/hq/officers/conference-information/sample-author-instruction-email-2017.docx

Check and correct submitted papers

All units should ensure that conference papers are correctly formatted according to the relevant template and checklist below before submitting them to papers@ifla.org. Any papers not correctly formatted will be returned to you. IFLA staff will check the papers, upload them to the IFLA Library and then inform you that this step is complete. It is at this point you can distribute the papers to potential translators and you can distribute the link to the paper in the IFLA Library.

Once the paper has been checked and uploaded to the IFLA Library, you can seek a translator. Please see the notes below about translation.

Checklist for IFLA conference papers

These can also be shared with authors:

☐ Ensure the document is in Microsoft Word format (or compatible) so that editing can still take place;

☐ Ensure the paper is the desired length (2000 – 4000 words);

☐ Confirm that an abstract (recommended size 100 – 300 words) is included on the first page;

☐ Ensure the congress logo is correctly positioned and formatted;

☐ Check and ensure that the following correct metadata is on the first page:
- Title of paper (in the language matching the text of the paper);
- Author(s);
- Institution(s) of author(s);
- City and country of author(s);

☐ Ensure that the CC license is included on the first page;

☐ Verify that the file size is less than 10MB (reduce it by compressing the images if necessary);

☐ Images and tables are in the correct place, fit on the sheet and do not float over the text;

☐ Images and tables are correctly numbered or referenced;

☐ Page numbers appear and the numbering is correct;

☐ Footnotes are correctly numbered and formatted (and appear at the foot of the text on each page);

☐ Section numbering is correct;

☐   Bullet lists are correctly formatted;

☐   References are all correctly inserted;

☐   Reference list/bibliography is formatted according to standard rules (recommended APA 6th edition)

Only papers received via the Units will be accepted for upload to the IFLA Library; any paper that is not formatted correctly, or is missing information will be returned to the Unit. The Unit is expected to chase missing information from the author and also format the paper correctly. Any paper received direct at papers@ifla.org that has not come via a Unit may be returned to the sender advising them to send it to their Unit contact.

Seeking translations

Units should seek translators where possible to translate the papers into the IFLA official languages: Arabic, Chinese, English, French, German, Russian and Spanish. The Unit is also responsible, in these cases, for ensuring the correct formatting of the translated document.

Please wait until the submitted original paper has been checked before arranging for translations to take place. Please ask the translator to use the relevant template:
http://2017.ifla.org/programme/guidelines-for-paper-authors-and-presenters/for-wlic-translators-and-interpreters

Ask translators to ensure they include the following:

☐   A translation of the title of the paper and a reference to the original title (in the original language) as indicated on the template;

☐   Ensure metadata on the first page is identical to the original:
- Author(s);
- Institution(s) of author(s);
- Country of author(s);

☐   Add the name of the translator: "Translated by <name>, <organization, if relevant>, <country>";

☐   Re-insert tables, charts, images and references in the correct places; note that translators may not be able to translate charts, graphs or images.

Checking that your Speakers will attend

Too many papers are submitted and the presenter, for whatever reason, does not attend the conference. Although there will be genuine cases where this cannot be avoided, please check regularly with your speakers (or with the Chair of your session) that they have registered to attend and that any necessary Visa application processes are followed.

If a speaker cancels their participation after a paper (or translation) has been submitted, the paper may be retained in the IFLA Library but metadata used to indicate that it was not presented at the conference. Please let us know via papers@ifla.org if that is the case.

Presentation slides

Traditional papers are still encouraged, but not all speakers will supply them. Most speakers will use a set of Power Point slides or similar at the conference itself. These slides may be submitted to the Unit in advance of the conference for information (the Chair of the session may, for instance, find it useful to have an idea what the speaker will say) but they will not be uploaded to the IFLA Library or conference website in advance.

However, in order to better inform conference participants about the contents of the presentation, please ask the speaker to submit at least an abstract of their presentation in advance so that this can be uploaded to the IFLA Library.

Coordinators of the session should submit the abstract (of approximately 100 – 300 words) for each presentation to papers@ifla.org by 1 June for inclusion in the IFLA Library. Please send the following information for each presentation:

- Abstract;
- Title of presentation;
- Name(s): author(s)s and speaker(s);
- Institution of named persons;
- City and Country of named persons;
- Presentation language;
- Abstract;
- Session title.

Speakers will need to upload their slides to the conference network before their session commences. Instructions about this will be made available nearer the time of the conference.

When a presenter uploads their file, they will be given the option to assign a Creative Commons license and allow IFLA to upload the slides to the IFLA Library. If they do not agree to this, they will still be able to upload their slides to the conference system, but the slides will not be made accessible to anyone else other than the speaker. If they do agree to the license, the slides will be uploaded to the IFLA Library after the conference.