# IFLA Professional Reports series

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**Scope of Professional Reports**

Professional Reports are relevant to IFLA’s global audience and seek to drive forward excellence in library and information services. The scope of the series includes, but is not limited to:

* IFLA Standards and guidelines implementation guidance or case studies;
* Emerging trends or policy in areas of professional practice;
* Implications and impact of IFLA Committee projects.

**Guidance to authors**

* IFLA will provide a template for the report. IFLA Headquarters will liaise with authors on cover design and layout. Reports are typically between 20-60 pages. Reports may include images;
* Authors must secure permissions for use of any third-party content including quotations, images, and charts;
* To ensure the quality and reliability of the content, Professional Reports will undergo a peer review process from 3 to 4 related Professional Units, a representative of the IFLA Policy and Advocacy team and any relevant external bodies;
* IFLA does not offer editorial or peer review services. IFLA does not provide project funding for production or translation of Reports; however, IFLA Professional Units may seek Professional Council project funding for these purposes;
* IFLA will apply for an ISBN for Professional Reports upon endorsement;
* Reports are made available Open Access (CC-BY 4.0 license) through the IFLA website and through the IFLA Repository.

**Process**

1. Authors submit proposal to the Professional Support Officer, professionalsupport@ifla.org, who will facilitate the process.
2. Proposal is reviewed and approved by the Chair of the appropriate Section, SIG or Advisory Committee and, if applicable, the Division Committee Chair.
3. Once approved, the proposal moves to Professional Council for review.
4. Once approved the report template and peer review process are sent to the report’s lead author(s). IFLA HQ will facilitate the peer review process for authors.
5. Authors make revisions based on review recommendations and submit a ready-to-print version in Word format to the Professional Support Officer.
6. IFLA HQ verifies formatting and layout and sends back to authors for any edits. The report content is reviewed by a representative of the IFLA Policy and Advocacy team.
7. Once finalised the report moves to the Professional Council for endorsement.
8. IFLA HQ will apply for the ISBN number and upload the report to the IFLA Repository
9. Upon endorsement, the authors, in conjunction with the relevant IFLA Professional Unit, should begin a campaign to publicise the report.

### Submitting your proposal

Please send this proposal form and attachments electronically to the Professional Support Officer professionalsupport@ifla.org, who will facilitate the process.

**Proposal summary**

|  |  |
| --- | --- |
| Proposed title |  |
| Authors and/or Editors |  |
| Contact email(s) |  |

# 1. Report summary/abstract

The summary/abstract should detail the scope and contents of the report and also address how the Report will meet the following criteria:

* Originality
* Relevance to practitioners in library and information services;
* Relevance to IFLA as an organisation, standards, guidance and policy;
* Connection to related organisation outside of the library and information profession;
* Relevance to a global audience;

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**2. Report details and timeline**

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| --- | --- |
| Report language |  |
| Number of pages (approximately) including preface, introduction, index and illustrations. |  |
| The report will include: | Number of graphs and charts:  NB: Must have a resolution of 1200 DPI  Number of photographs:  NB: must have a resolution of ≥ 300 DPI |
| When do you intend to start work on the Report? |  |
| Proposed publication date |  |

# 3. Writing and editing process

Please address the following points:

1. Has work already begun on the Report?

2. Who, besides the primary author, is writing the Report?

3. How will you ensure that the Report is relevant to IFLA’s global audience?

4. How will the Report be edited and reviewed before publication?

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**4. Proposed peer reviewers – 4 Recommended**

Consider both internal (IFLA committees) and external reviewers

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**5. Table of contents and content samples**

Please **attach** the table of contents (if available) and a content sample if work on the Report has already begun.

**6. Approvals**

Proposals will be reviewed by the relevant IFLA Unit (Section, SIG, or Advisory Committee) and require the support of an IFLA Section and the Section’s Division Committee Chair before submission to the Professional Committee for approval.

Note: Typing your name in the box below indicates your approval of the report’s development.

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| --- | --- |
| **Support for the Report** | **Approval date** |
| Relevant IFLA Unit(s): |  |
| Division Committee Chair: |  |

Completed proposal form

Support from relevant IFLA units (section, strategic programme, or SIG) and division

Timeline for publication

Outline of the writing and review process

Date submitted:

|  |  |
| --- | --- |
| **Approval** | **Approval Date** |
| Professional Council |  |

**Notes from Professional Council:**