Information Research

Documentation for Authors[1]

This document offers more detailed instructions to authors who are converting their submissions to our journal's Word Template. Please note that **using the official template is mandatory**, and that submissions that do not follow it will be **rejected.**

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[1] Version 1.0.1, last updated on 13 December 2025.

Preparation

1. Download the Information Research template

Visit: https://publicera.kb.se/ir/instructions

Scroll down to the bottom and click "Word template" to download the official template file.

2. Install the required font (Lora)

The template uses the Lora font. If it is not already installed on your system, you can download it for free from Google Fonts: https://fonts.google.com/specimen/Lora

Mac users may follow Apple's official guide for installation: https://support.apple.com/en-nz/guide/font-book/fntbk1000/mac
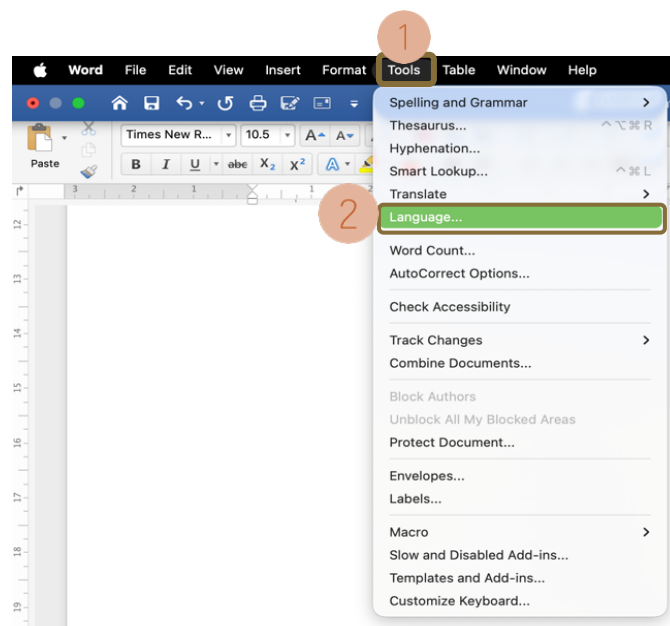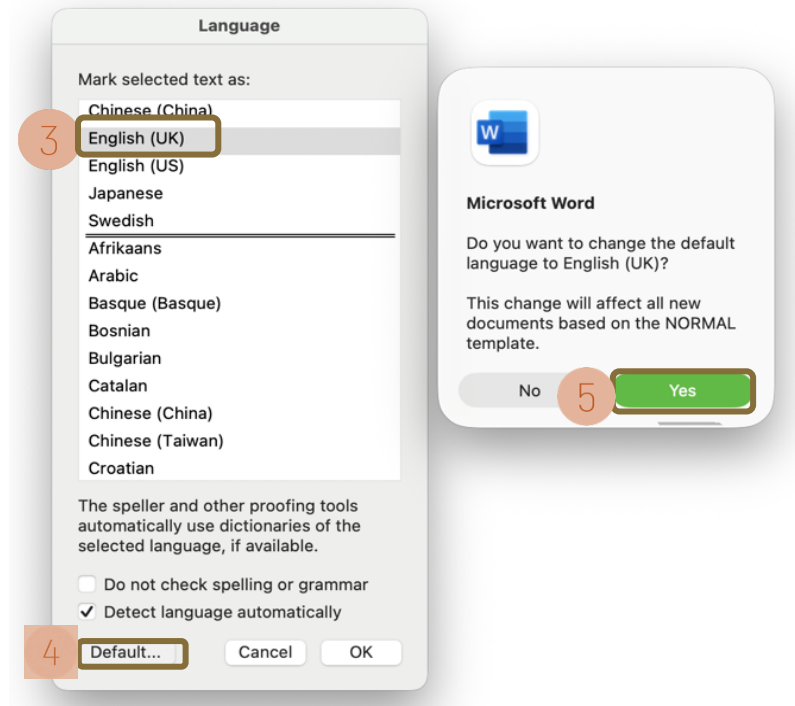
3. Set the document language to British English

Information Research uses British English spelling (also referred to as International English), following *The Oxford guide to style* (Ritter, 2002).

If your manuscript was written in American English, please adjust your Word settings as follows:

Step 1: Switch the language

> **Tools** → Language → select **English (UK)** → Set as **default** → confirm with **Yes**
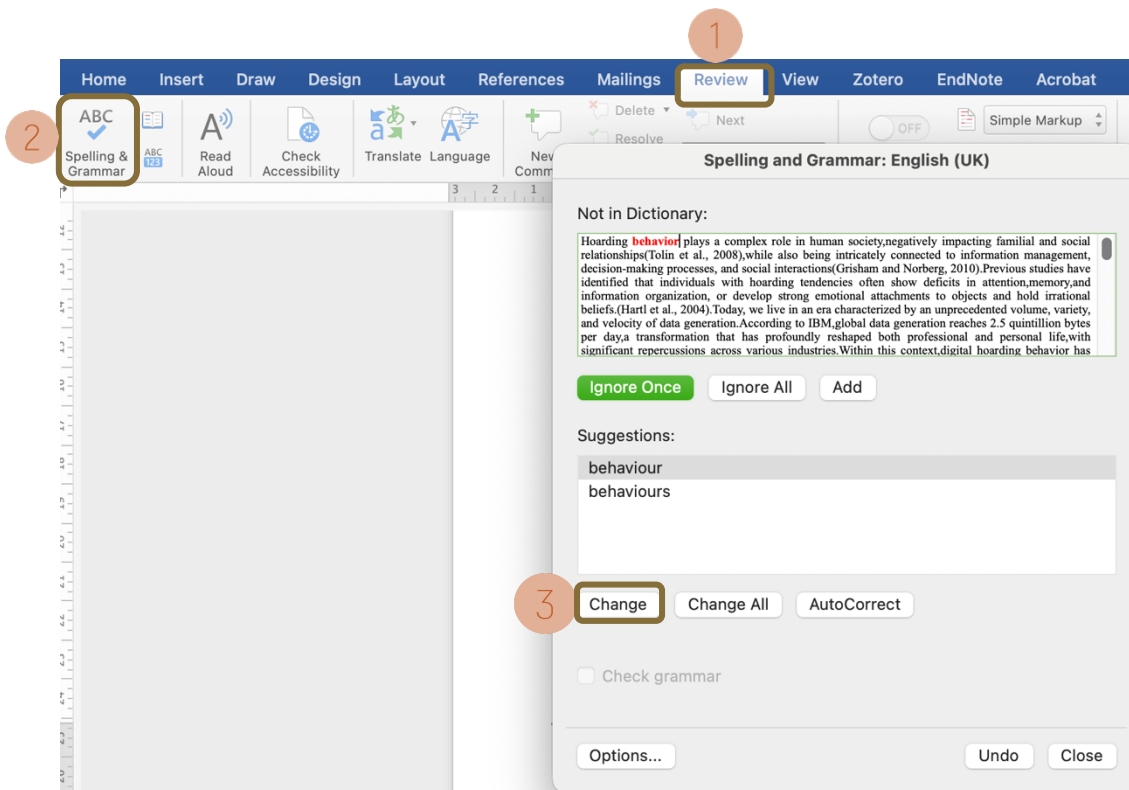
Word will then highlight all non-UK spellings and potential spelling errors in red.

Step 2: Run a spell check

Review → Spelling & Grammar

Microsoft Word will automatically jump to the first detected issue. For instance, if it identifies *behavior* (US spelling), choose **Change** to replace it with behaviour (UK spelling).

This process will also be helpful for identifying spacing issues and other minor typographical errors.

4. Remove identifying information prior to peer review

Before transferring your manuscript into the template, please omit the following items from the version intended for **first submission**:

- Name of author(s)
- Acknowledgements
- About the author(s)

This information must be omitted to comply with the requirements of double-blind peer review.

These sections can be restored and added later during the **copy-editing stage** after the review process.

Formatting

Open both files

Use Microsoft Word to open:

- the Information Research Journal's template
- your original manuscript

1. Title, Headings (Level 1–3), and Main Text

These elements follow the same procedure when being transferred into the template.

Step 1: Copy the text from your manuscript

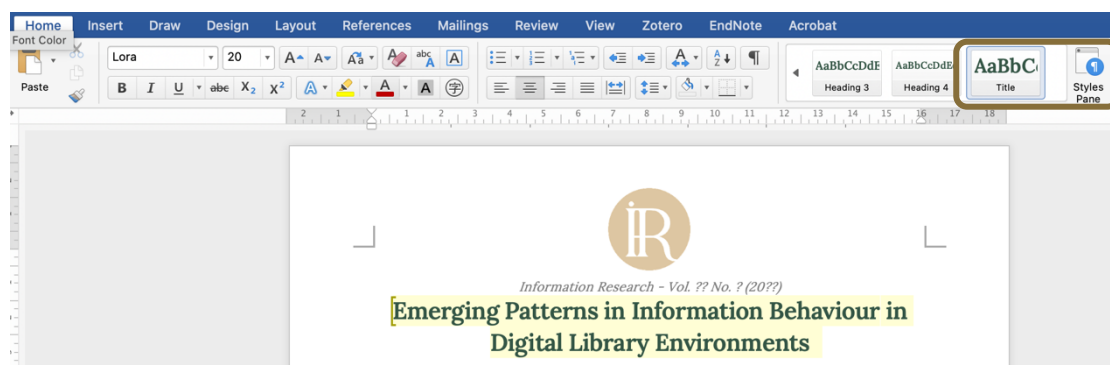Select the text and copy it. Use Ctrl + C (Windows) or Command + C (Mac).

Step 2: Paste it in the template

Paste it **normally** over the corresponding example text in the template (do not use *Keep Text Only*).

Step 3: Apply the appropriate template style from the Styles pane

Manually apply and verify the template style.

Home → **Styles Pane** → select **corresponding style**

This will automatically apply the correct font, size, weight, and spacing.

2. Name of author(s), Acknowledgements, About the author(s)

All author-identifying information should be omitted from the initial submission to ensure a double-blind review process.

3. Abstract

The abstract must contain 150–200 words and must be formatted using five bold-labelled mini-paragraphs, as shown in the template.

Step 1: Reorganise the abstract into five required paragraphs

The Information Research template requires abstracts to be structured using five mini-paragraphs:

Introduction. / Method. / Analysis. / Results. / Conclusion(s).

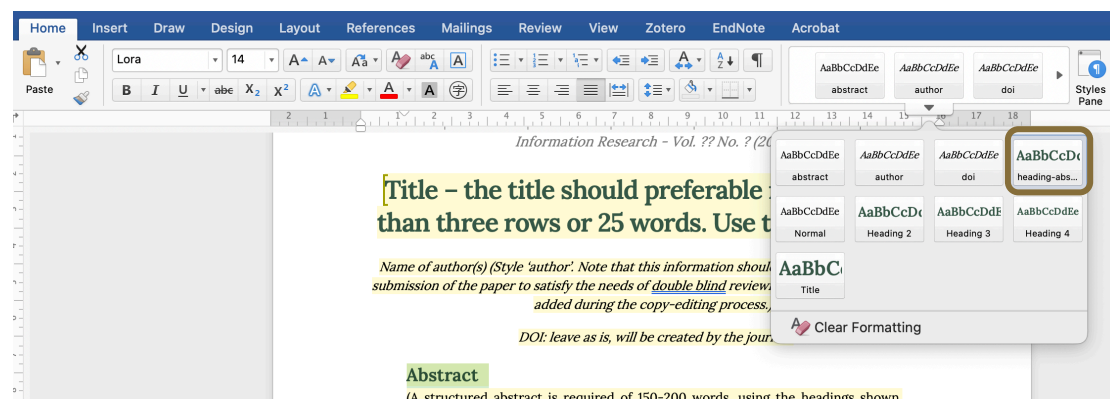**Step 2: Copy and paste it into the template**

Formatting rules:

- Each section begins with the bold font (e.g., **Introduction**).
- The descriptive text that follows is written in normal font.
- **Do not** indent paragraphs.

Step 3: Ensure the abstract heading uses the correct style

The heading "Abstract" at the top of the section already appears in the template with its own predefined style.

Please keep this heading as it is and check in the Styles Pane that it uses the style **"heading-abstract"**. **Do not** modify the format or spacing of this heading.

4. Quotations

A. Quotations under 40 words

Use '**single quotation marks**' to quote. Keep the quote within the paragraph and follow the APA 7 guidelines for referencing.

Example:

'This is an in-text quotation with a citation at the end' (Smith, 1999).
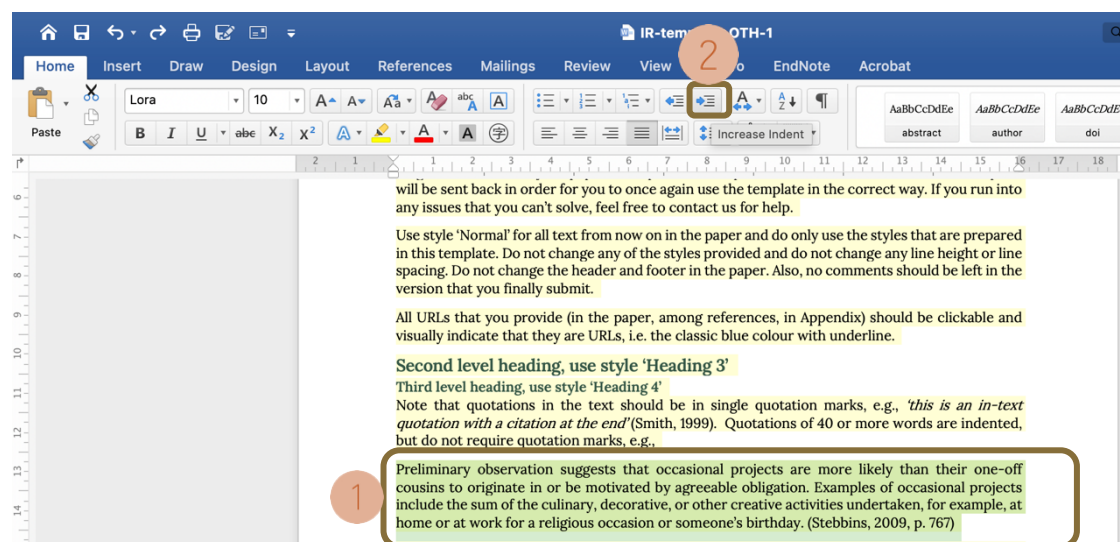
B. Quotations of 40 words or more

Quotations of 40+ words should be formatted as an **indented block quote** without quotation marks.

Steps:

1. Select the quotation in your draft

2. Paste into the template using Keep Text Only

3. Indent the entire quotation by one level

   Select the quotation, and

   • Click the Increase Indent button (Home   →) **once,** or
   • Press **Tab** key **once** on your keyboard

The template file already includes an example. You may follow the exact layout there.

5. Tables

Tables must follow the formatting demonstrated in the template and should not exceed one full page (including the caption). All tables should also be in portrait mode.

Step 1: Copy the table from your draft.

Click the small **table selector button** at the upper-left corner of the table to select the entire table.

Catalyst	Instances
Specific person, family, names	75
Discovery of photograph or document	10
Research trip preparation (locating sources)	9
Non-specific family or names	9
Request for help from friend	7
Received data from other researcher or family	6

Table 1. This text should be normal and not bold.
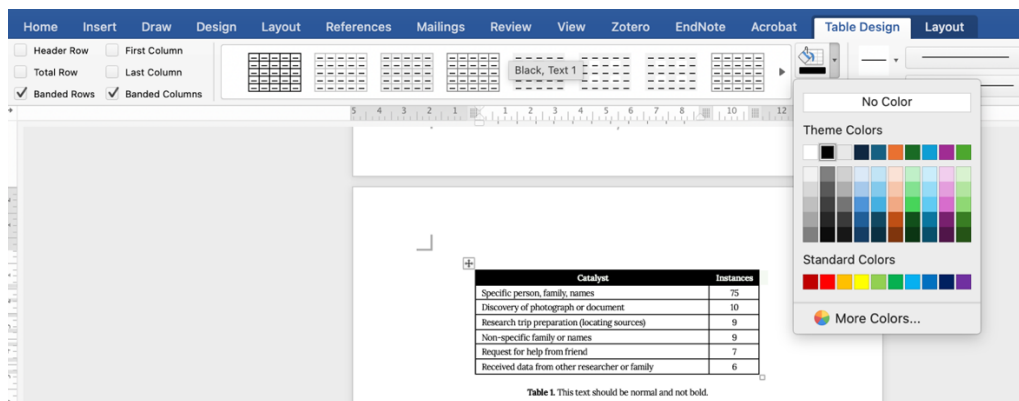
Step 2: Paste table

Paste it **normally** (not Keep Text Only), so the table remains a real, editable table.
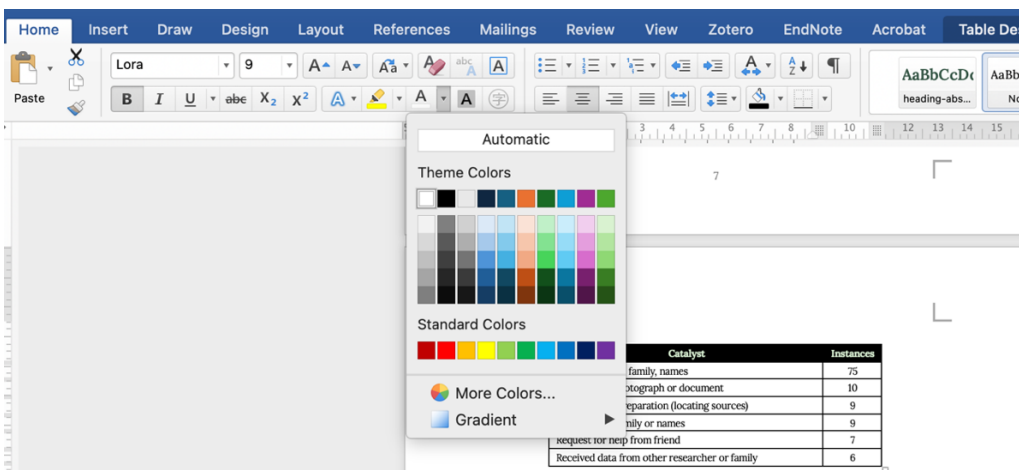
Step 3: Adjust the table's font

- Lora, 9 pt, bold for the table header
- Lora, 9 pt for all table content

Step 4: Format the header row

- Select **the header row → Home → Table Design → Black**

- Select **the header row → Home → Font Colour → White**

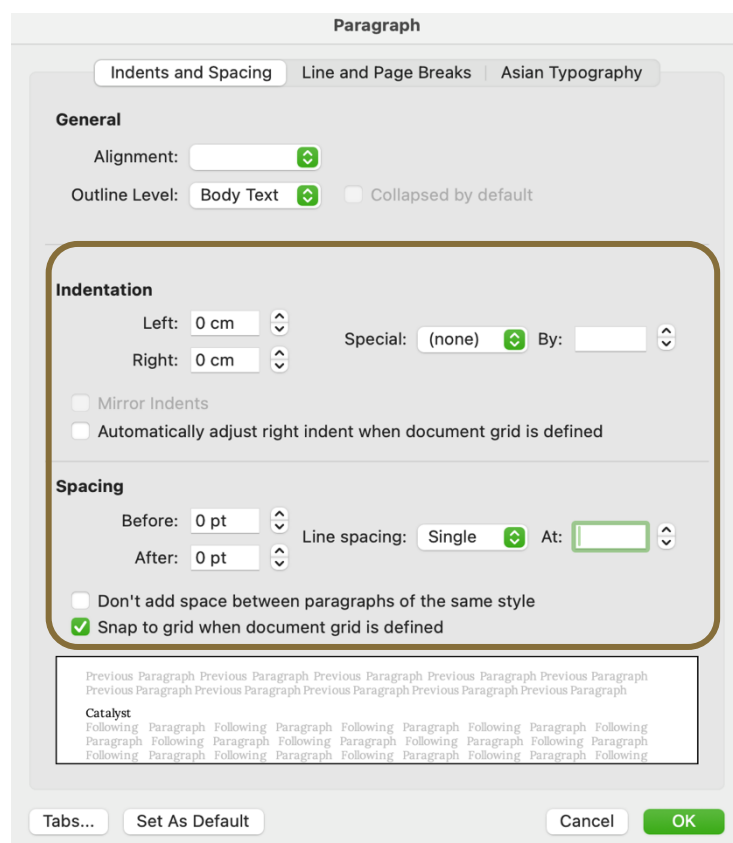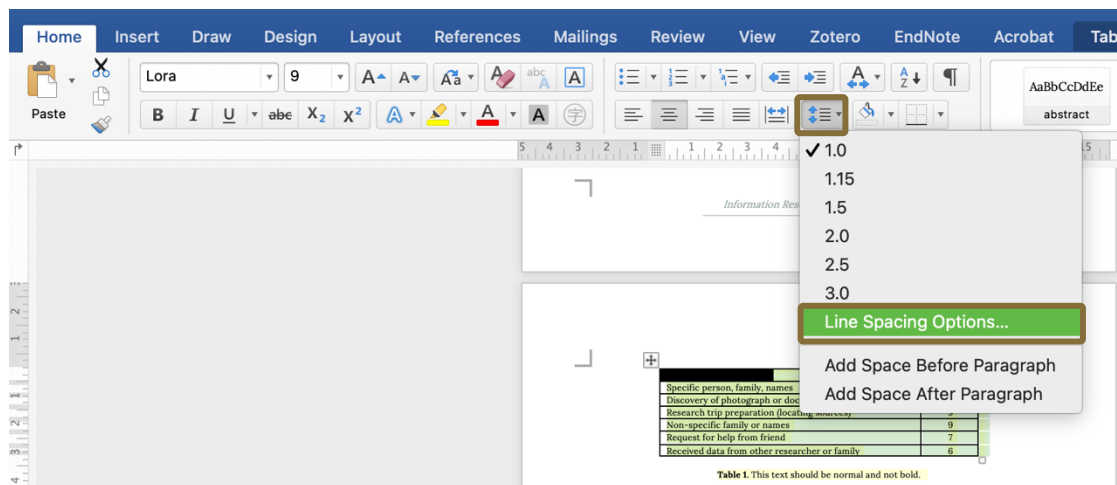**Step 5: Centre the entire table on the page**

Select **the table** ⊞ → **Home** → **Centre Text** ▤

Step 6: Ensure vertical alignment and spacing are correct

If cell content is not vertically centred, check paragraph spacing and do the following setting:

Select the **table** → Home → **Line and Paragraph Spacing** → **Line Spacing Options** → ensure spacing before/after is set to 0

Step 7: Format the caption under the table

- Only '**Table X**.' should be bold,
- The rest of the caption should be in normal font
- Use Lora, 9 pt for the entire caption
- Select the caption and centre it
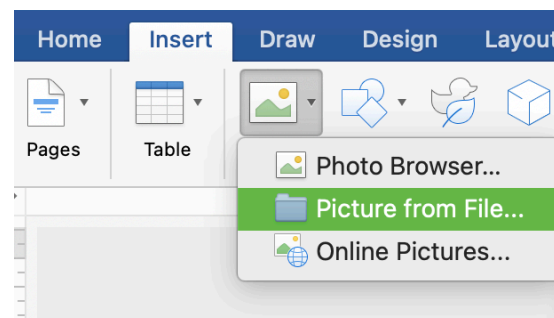- Keep captions brief (one or two sentences)

6. Figures

Figures must follow the formatting demonstrated in the template and should be inserted as high-quality images. Each figure should be centred and accompanied by a caption placed directly below it.

Step 1: Insert the figure into the template

Go to **Insert → Pictures → Picture from File → select your image file**

Do not copy & paste the image directly; use Insert preserves resolution and sizing.
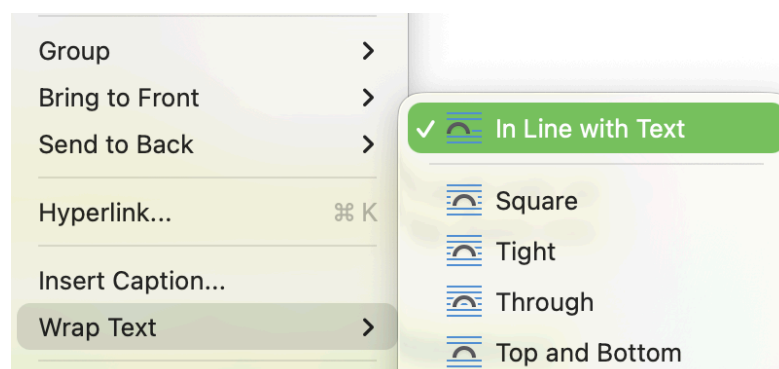

Step 2: Adjust the figure's size and position

Ensure the figure is clearly readable and appropriately sized for the page.

Confirm that the figure is set to **In Line with Text**:

Select **the figure → right-click → Wrap Text → In Line with Text**

Step 3: Centre the figure on the page

Select **the figure → Home → Centre Text**

Step 4: Format the caption under the figure

- Only '**Figure X.**' should be bold
- The rest of the caption should be in normal font
- Use Lora, 9 pt for the entire caption
- Select the caption and centre it
- Keep captions brief (one or two sentences)

Step 5: Prepare figures for submission to OJS

Upload each figure as a separate file (fig1, fig2, fig3, …).

If a single figure (e.g., Figure 1) contains multiple sub-images (for example: Figure 1A, 1B, 1C), then these sub-images should be combined into one single image file, because together they represent one figure.

If one image file contains multiple separate figures (for example: Figure 1 and Figure 2 accidentally placed in one combined image), then you must separate them into individual image files, with one file per figure.

7. References

References must follow APA 7th edition.

Steps:

1. Copy references from your draft
2. Paste them normally and apply the **Normal** style in Styles Pane
3. Manually verify that all references follow APA 7 formatting
4. Archive all URLs, and update links

Information Research requires authors to make every effort to find suitable permanent links to resources in their bibliography that are (also) available online, e.g., by providing a DOI where possible, and by archiving URLs where not (e.g., by using a web archiving service like the Wayback Machine). Check our author guidelines (https://publicera.kb.se/ir/instructions) to learn more about

8. File Name

We strongly recommend that you keep the original template file name [IR-template-OTH-1].

If you do want to change your file's name, make sure that it:

- **does not include the author's name** (to safeguard your anonymity in the peer review process); and
- is no more than **20 characters** long (for technical reasons).