



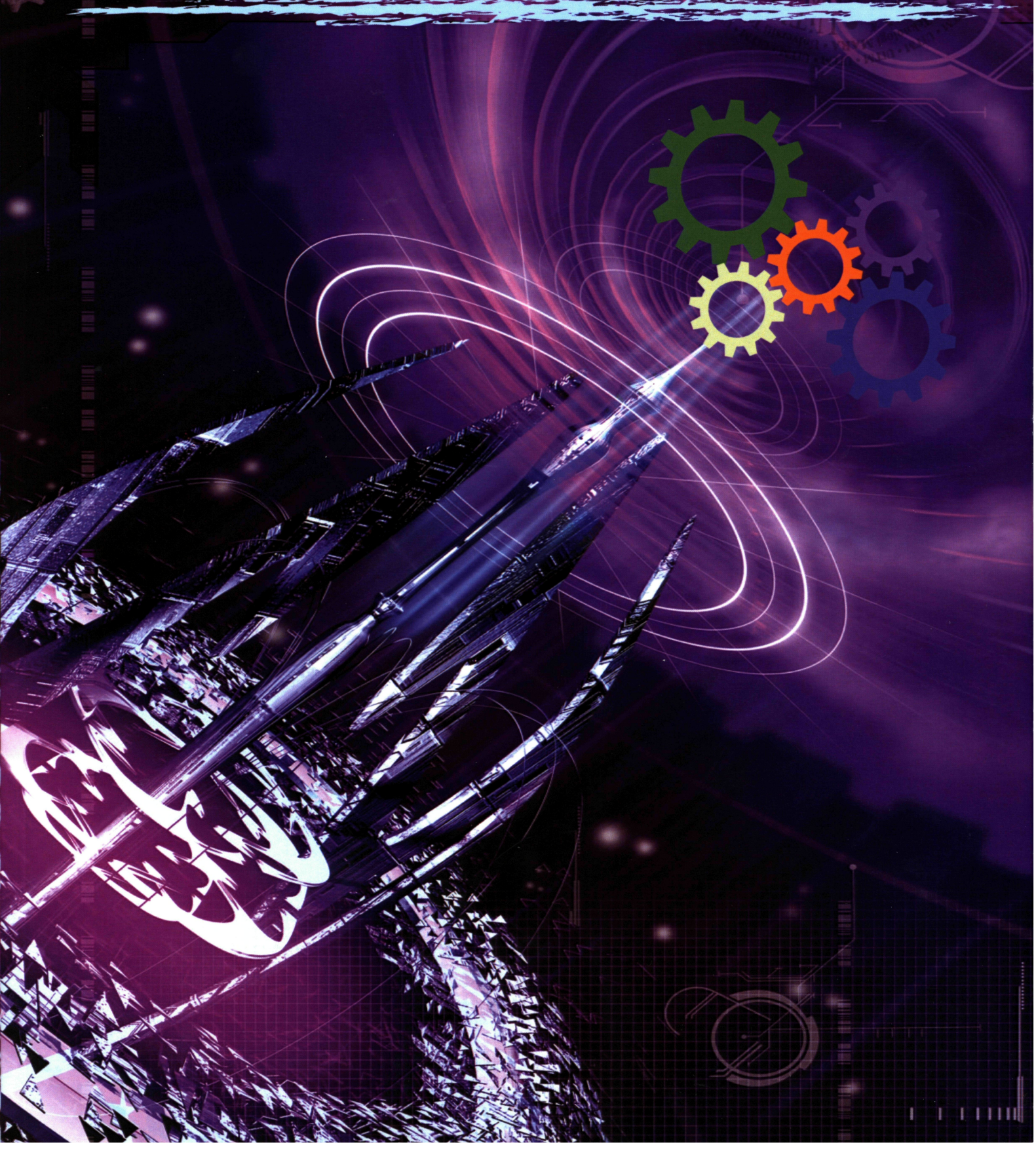
FIM

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COMMUNICATION

"Evolution of Faculty Information Management"



Assalamualaikum W.B.T

Alhamdulillah, a big Thankful to Allah S.W.T. for all of His great work in helping us to succeeded produce the amazing FIM Communication Publication 2015/2016 session for IML 601 subject.

In this space, I am Nazira Binti Jamil as the Chief Editor of FIM Communication Publication would like to express my great gratitude and special dedication to those people who have involved and worked hard towards FIM Communication Publication.

Special dedication to our precious lecturer Sir Azmi Ab Rahman for assisting, the knowledge sharing and monitoring the progression of FIM Communication until it is done sophisticate.

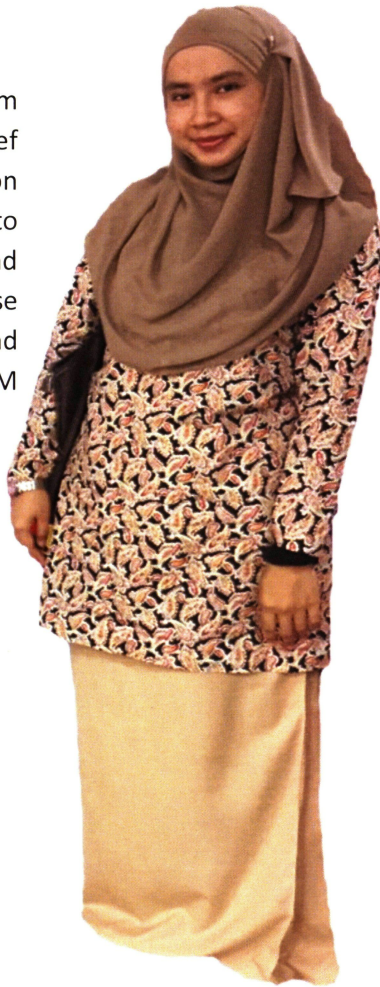
In addition, it is an honoured for me to have this kind of fantastic team work and wonderful experiences that can cherished all of us throughout this semester.

The quality of this IML 601 subject have been proven in terms of the students need to produced their own article to gain more knowledge and this subject have built us the credibility and faith towards you selves to be more confidence as an Information Professionals in the near future.

To roll up, hopefully Faculty of Information Management will move forward and shining brightly in producing a lot of brilliant graduates to empowering our country's education in the near future. Here I will ended with Martin Luther King Jr. saying *"Intelligence plus character that is the true goal of education"*.

Wassalam..

Ziraa J



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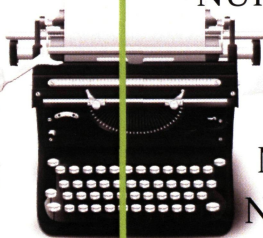
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INFORMATION

FIM was published bi-annually by Bachelor of Information Science (Hons) Library Management @ IM244 pursuing Publication and Production of Information Materials (IML601). The scope of the plan includes variety of issues in the field of information management.



**FIM
TEAM**



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information
management




NAZIRA
JAMIL



NUR FARAHIN
ZOLKARNAIN

I WANT TO BE AN INFORMATION PROFESSIONAL

A TRAINED
LIBRARIAN
IS

A
POWERFUL
SEARCH ENGINE
with a **HE**♥**RT**

THE CONTEMPORARY ISSUES AND THE GUIDE TO THE INFORMATION PROFESSIONALS

The main theme of this article is about Information Professional (IP). IP is an individual who organize, store and disseminate information to potential users. They also have known as a group of people who work in the information industry to provide the reliable and authentic information. This group of people usually refers to the librarian, information resources officer, and information management lecturer. The phrase ‘librarians and information professionals’ refers to members of the profession whose has completed an entry-level qualification in library and information management at either Associate or Library Technician level (Australian Library and Information Association).

There are several factors leading the IP to experience the contemporary issues in their working environment. The emergence of new technology has put pressure to IP in discharging their duties. They need to have the ability to make the uses of technology and how to manage the technology itself. This will give the impact of the elevation of difficulty in the uses of technology, management and the key success of an IP. Hence, in enhancing the abilities of IP, this article also provides several guides to elevate and build a good image of IP's in the working environment today.

INFORMATION PROFESSIONAL AND TECHNOLOGY

Technology has always advance over a period of time. It cannot be deny the connection between IP and technology in the working environment, in term of dealing with the information. Through time, IP need to change their practices in utilizes the technology as the arising amount of information has been created. Moreover, it is satisfying if the IP can become the technology specialist. IP must know how to handle the challenge of growing knowledge, while strive to provide teaching and learning (T&L) tools.

Today, the digital version of information has become the primary choice of sources and type of storage medium. The ever-increasing volume of digital information and the constant development of tools to generate and access information require IP as information consultants and facilitators (Shank and Bell, 2011). Through this the IP can also be call as technology specialist because they also know what and how to choose for the best tools in interpreting the information

“Librarians are the secret masters of the world. They control information. Don't ever piss one off. ”
~Spider Robinson

Nowadays, the IP role should be integrated with the emerging technology in the preparation of T&L instrument. They should cooperate as a team to create T&L instrument for user's better enrichment. T&L tools must be compatible with simple and friendly features, so user will understand how to use the T&L tools.

In the meantime, IP also can improve the existing technology or the system implied to save the budget. For example; the librarians can modify the Online Public Access Catalog (OPAC) with some added features, because not all users have the computer knowledge. Especially for those who are unusual in the library terms appeared in the online catalog. In addition, according to Evgenia Vassilakaki, IPs are facing with the challenge of understanding and emerging user needs, and developing a strong collaboration with the academic staff, the students, and the information and instructional technologist within the institution. There are no endless in fulfil the emerging user needs as well as it is so difficult to reform the cooperative body among the IP because no exchange mutual trusts are expected.

MANAGEMENT ENGAGEMENT

“Librarians are tour-guides for all of knowledge”

-Patrick Ness-

According to *Google.com*, library management is a sub-discipline of institutional management that focuses on specific issues faced by the libraries and library management professionals. Many people thoughts library is only a building that held books without thinking who is the back bone in maintain control or the person in charge.

Inside the library, the IP's are the librarians who have the essential roles as administrators of information institution. Their roles are vital in managing and monitoring the library progress and at the same time to be a key person to access all the information. Regarding to these contemporary issues, IP critically faced several issues based on the administration management.



GUIDE TO AN INFORMATION PROFESSIONALS

“Trends, challenges and future”

***-Dato Professor Dr. Raja Abdullah
Yaacob-***

This has shown among the senior and junior levels. Both levels should clarify what is to be expected and what cannot be expected. Actually many libraries were used following the custom which the junior or fresh graduate librarian need to do more than their actual job including staff works.

The junior librarian also needs to work over time and sometimes they are obligated to work on weekend. By referring to this issue, it is important to set up work policy and practices. Each librarian regardless of their senior or junior levels both must comply with what has been highlighted in the work policy. If they are constantly follows the policy, both parties will excel in their position.

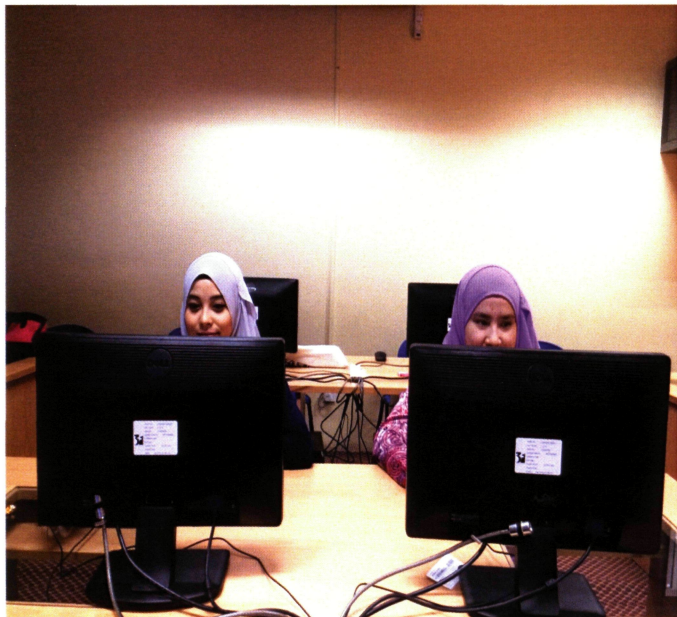
On top of that, recently this issue regarding IP's skills development has acquired. Some librarians cling to the idea of an academic library as a great collection proudly tended by scholar-librarians (Steve Morgan, 1996). Therefore, they need to develop various skills such as soft skills, communication skills, Information Technology (IT) skills and etc.

Due to their presence, the librarian's knowledge, experience and skills are all important in offering advice and guidance on the appropriateness of sources (Steve Morgan, 1996). By implying such skills, all libraries' staff will be able to manage and communicate information wisely and at the same time the skills can be used to help the users

The topic is highlighted to the Trends, Challenges and Future in the training and education of librarians and information professionals in Malaysia and the development of standard for information science. The focus is on harmonizing the fields of library and information science relates to the training and education, based on the academic as well as theoretical and practical dimensions.

Some believe that the right way forward in coping with the advances in information and communication technology and communication tools have given new requirements to rise in the training of the new generation of librarians and information professionals. Therefore, the key to success in this new environment is to provide the capacity for the education and training in producing responsive, flexible and innovative workforce in the face of these changes.

Due to this effect, most of the universities in Malaysia have played important roles in the education and training of librarians and IP's in Malaysia. They are responsible in the training of library and information professionals and the programs are developed in line with the changing needs and the evolution of information resources and its management.



Moreover, the development of professional library and information curriculum takes into consideration both the theoretical and the practical knowledge, analytical innovations and averts information overload. The curriculum is developed, with the view for the retraining and reskilling of librarians and IP's. At this critical juncture, new competencies are needed for the new breed of IP's, calling for active process of learning, relearning and unlearning. The ongoing development of advanced technologies in libraries and information agencies has placed a high priority on Information Communication and Technology (ICT) and knowledge competencies among library staff and IP's.

Because of ICT has taken the world, eventually it has completely changed the way of information can be accessed which, nevertheless gives an impact to the libraries' status, not only as collectors of printed information resources but also online and seamless (uninterrupted) access to information and knowledge resources. That is why, IP's role as providers of the right information for the right people and at the right time still prevails and in fact their expertise is even much sought after as intermediaries.

While knowledge and information may be more easily accessible now, most people require further training to be able to transform that knowledge into something that are valuable and meaningful. In that sense, people need to be educated on how to use knowledge to their advantage, to create value in their personal lives and in their work. This is where librarians and IP's become more important. Therefore, education and training towards Information Professionals really need to count and take it as priority.

As a conclusion, we already have known the contemporary issues facing by the IP's are various and hard so that we are assuming the seniors of IP will take a bright steps in fostering the new generation of fresh IP into the better environment in serving the their users by referring some guides to the IP as we have stated. Moreover, every valuable collections of scholarly and information must be monitor by IP's.

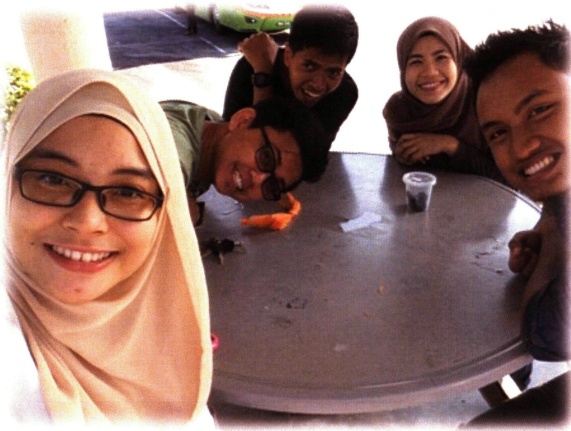
TRIP'S REPORT

Visit's Itinerary

DATE AND TIME	CONTENT
SATURDAY (31 OKTOBER 2015)	
6.30 a.m	: All students gathering at Gazebo 1
7.30 a.m	: Off to Johor Bahru
12.30 p.m	: Lunch at Kilang Bateri
2.30 p.m	: Check-in at Rose Cottage Hotel
4.00 p.m	: Go to Muzium Tokoh, Johor Bahru
6.30 p.m	: Go to Country Garden, Johor Bahru
7.30 p.m	: Dinner at Stulang Laut
9.00 p.m	: Return to hotel and rest
SUNDAY (1 NOVEMBER 2015)	
8.30 a.m	: Breakfast
9.15 a.m	: Check-out hotel
9.30 a.m	: Go to Harris Bookstore, AEON Tebrau
11.00 a.m	: Go to Plaza Angsana
12.30 p.m	: Having a lunch with Head of Johor Public Library at Kembara Café
2.30 p.m	: Off to UiTM
11.00 p.m	: Arrived at UiTM Puncak Perdana

SUMMARY OF THE TRIP

{ Day 1 }



Breakfast at RnR Ayer Keroh

On 31 Oktober 2015, we have organized a study visit to Johor Bahru which is located about 345km from UiTM Puncak Perdana. We gathered in the gazebo 1 as early as 6:30 am, waiting for the bus which was provided by the UiTM. Sharp at 7.30 am, we begin the journey to Johor Bahru. Muhamad Izuan bin Azizan have recited prayers to seek protection and blessing of God in all the way and our activities at Johor Bahru. After an hour and a half trip, we stopped to rest at the R&R Ayer Keroh. We were given a period of one hour for breakfast before

continuing our journey which is still far. We safely arrived in Johor Bahru at 12.30pm. The situation there is already crowded with visitors being filled. We straightaway go to Kilang Bateri, one of the the well-known places to eat in Johor Bahru.



"Johor, here we come!!"



In front of "Kilang Bateri"

Having a lunch at "Kilang Bateri" is an awesome moment. There are variety of foods inside "Kilang Bateri". And we love it!



Rose Cottage Hotel



Muzium Tokoh Johor Bahru



The officer giving a brief

After finished our lunch, we went for check-in hotel at Rose Cottage Hotel Taman Daya, Johor Bahru.

We were given time until 4.00 pm to prepare themselves and pray, before heading to the Museum of History.

We were given a brief by one of the officer in the Muzium Tokoh. He explained about the history of the building and every single thing in that Muzium Tokoh.



Everyone is focused listening to the officer



At the front door of Muzium Tokoh



At the rooftop of Muzium Tokoh

After we finished our tour at Muzium Tokoh, we went to Danga Bay beach and Country Garden.



**“At beautiful
beach with
beautiful and
wonderful people”**

At about 7.30 p.m, we went to Stulang Laut, also one of the famous places to eat at Johor Bahru. We spend our time there eating until 9.00pm, and then we went back to our hotel to rest.



LET'S FILL OUR EMPTY STOMACH!!

{ Day 2 }



We take breakfast at about 8.30 a.m, provided by the hotel and we check-out at 9.15a.m. First place that we went on the second day is Harris Bookstore, which was located at AEON Tebrau

City Shopping Center. We arrived to AEON Tebrau at 9.45 a.m and the shopping mall did not open yet. While waiting for the shopping mall to open, we took some pictures to keep as memories.





**FINALLY, WE REACHED HARRIS
BOOKSTORE!!**



After about an hour we spend at Harris Bookstore, we went to Plaza Angsana. We had lunch with Head of Johor Public Library at Kembara Café.



Thank you for the delicious treat :)

We set off back to UiTM Puncak Perdana at about 2.30 p.m, and alhamdulillah we safely arrived at UiTM Puncak Perdana at 11.00 p.m due to bad traffic jam.

“The moments may have ended but the
memories last forever”

FIM

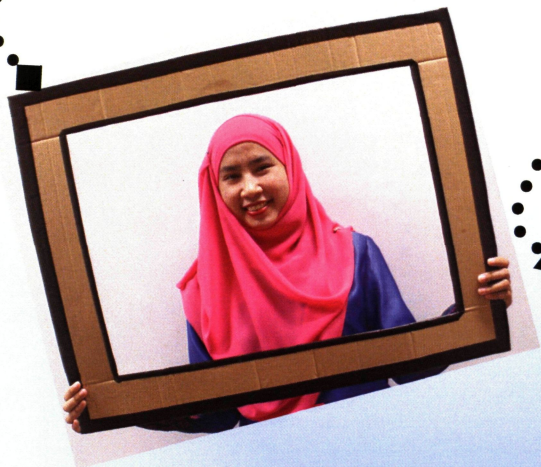
CREATIVE SECTION

UNIVERSITI TEKNOLOGI MARA (UiTM) PUNCAK PERDANA

**YOUR GUIDE TO SUCCEED WITH
THE BEST INFORMATION...**



“Evolution of FIM” is a tool in expanding information to the whole world as well as to attack people’s mind to be more bright in general knowledge. - ZIRAA J



“Evolution of FIM” forming a personality in educational general and promotes the development of knowledge society. - EAB



“Evolution of FIM” is needed in order for the society to develop and disseminate knowledge in a specific fields. - NSS



IS EVOLUTION FIM ????

“Evolution of FIM” brought an informative learning to all student and alumni of FIM.

-NFZ



“Evolution of FIM” gave us broader knowledge about what FIM is all about. - NHH

“Evolution of FIM” become a major driving force for the development of a knowledge-based society and to make Malaysia a developed nation. – NAMN





"Evolution of FIM" evolving for a better future.—NAS



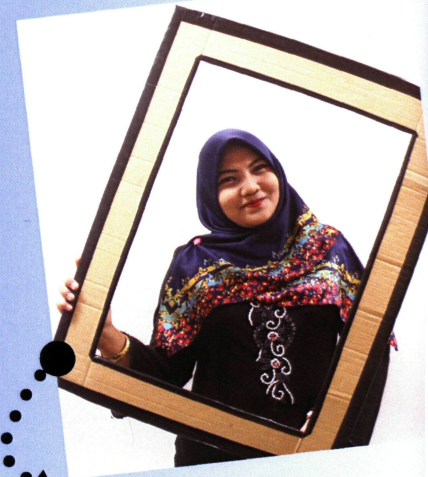
"Evolution of FIM" makes we learn a new knowledge about information management. —NAB

"Evolution of FIM is the transformation that was happen during the several years. I can see that, the evolution that happen was give good impact to the faculty and their student. — FAF

IS EVOLUTION FIM ????



"Evolution of FIM" makes me more discerning and appreciate the information along reference. — AM



"The Future of IM is depend on how people see IM as A professional field"— NA

"Evolution of FIM" helps to create jobs and to the development of knowledge and information for the graduates - NASS



"Evolution of FIM" makes we know what the past and appreciate what we have now. —NSMZ

FROM SECOND-RATE TO FIRST-RATE!

You told me that I'm weak,
You told me that I'm fragile,
I know myself kinda liable to break,
Until I could be anyone second-rate,
And,
I could be anyone people who blamed.

Those unpleasant words are haunting me,
It's undeniable of what people around me say was came from what they see me externally,
You don't know me, so you can't judging me without knowing overall me,
Of course you don't know such words and wrong interpretations are
aching, sore, and killing me inside.

So I make decision to change my life,
To be a neophyte, greenhorn and fresh new leaf,
I will not admit defeat, I will not be a failure,
I will be a steadfast, a superlative and an admirable.

Look now! I'm shine bright and I'm on their list!
Being their first-rate and leaving beautifully remarkable in their mind!

12th November 2015.

Private Cozy Room.

NJ



The ties we're having, we're still counting the days,
 Looking forward for the future, ahead of us,
 Wishing the best of us,
 Yet we're still wondering if we can make it far altogether?

A good friend, they would be a very good listener,
 A good friend, they would speak out if it isn't right,
 A good friend, they won't be forgetting you,
 A good friend, they won't be upset even days of days of disconnection,
 A good friend, they won't betray you and a good friend they are, they would
 love you unconditionally,

We can be the running horses at prairie,
 We can be the cloud and the airplane,
 We can be the hair and the comb,
 We can be the car and the wheels,
 We can be the body and the wing,

As long as we can make it right, make it worth,
 It'd be us against the rough of the world,





We can be the root and the leaf,
We can be the night and the star,
We can be the beach and the wave,
We can be the underwater and submariner,
We can be the one and the other half,

There'll be crisis,
There'll be countless hardship, I'm sure,
We're gonna start turn away from one another,
We're gonna go on our own way,
But if we're holding the ties so tight,
It won't be unfasten so quickly,

A good friend, they would be a very good listener,
A good friend, they would speak out if it isn't right,
A good friend, they won't be forgetting you,
A good friend, they won't be upset even days of days of disconnection,
A good friend, they won't betray you and a good friend they are, they would
love you unconditionally,

We can be the kayak and the bow,
We can be the eyes and ears,
We can be the wall and the paint,
We can be the engine and the throttle,





As long as we can make it right, make it worth together,
It'd be us against the rough of the world,

We can be the track and the field,
We can be the sun and the day,
We can be the petal and the flower,
We can be the door and the lock,
We can be the one and other half,

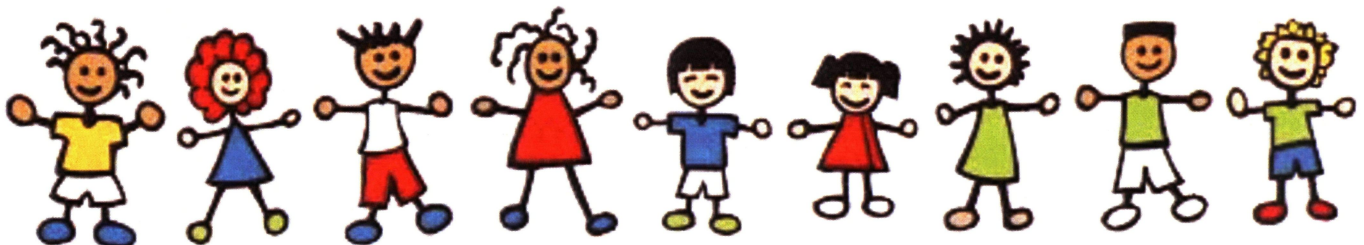
A good friend, they would be a very good listener,
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A good friend, they won't be upset even days of days of disconnection,
A good friend, they won't betray you and a good friend they are, they would
love you unconditionally,

6:36PM

June 21, 2015

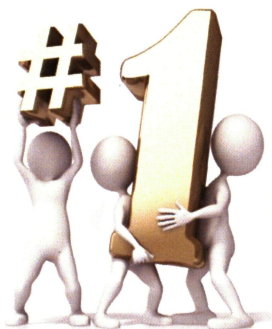
SUN

Nina Mason Kade



SATU...

Kita semua sama,
Kerjalah melangit,
Berkawanlah beribu,
Bergajilah berjuta-juta sekalipun,
Kita sebenarnya sama,
Tiada siapa yang lebih bagus dari sesiapa,
Boleh enjoy berapa ramai pun,
Tapi at the end,
Dalam berbillion penduduk di dalam dunia ini,
Yang betul-betul nak hidup dengan kita sampai
akhirat,
Ada SATU orang sahaja,
Bukan beribu,
Bukan berjuta-juta,
Bukan juga berbillion,
Cuma SATU...



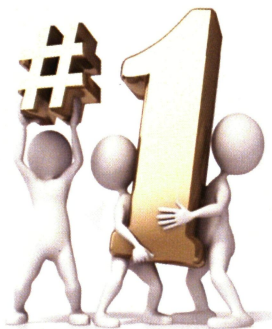
Seksyen 7.

2015.

MSH.

SATU...

Kita semua sama,
Kerjalah melangit,
Berkawanlah beribu,
Bergajilah berjuta-juta sekalipun,
Kita sebenarnya sama,
Tiada siapa yang lebih bagus dari sesiapa,
Boleh enjoy berapa ramai pun,
Tapi at the end,
Dalam berbillion penduduk di dalam dunia ini,
Yang betul-betul nak hidup dengan kita sampai
akhirat,
Ada SATU orang sahaja,
Bukan beribu,
Bukan berjuta-juta,
Bukan juga berbillion,
Cuma SATU...



Seksyen 7.

2015.

MSH.

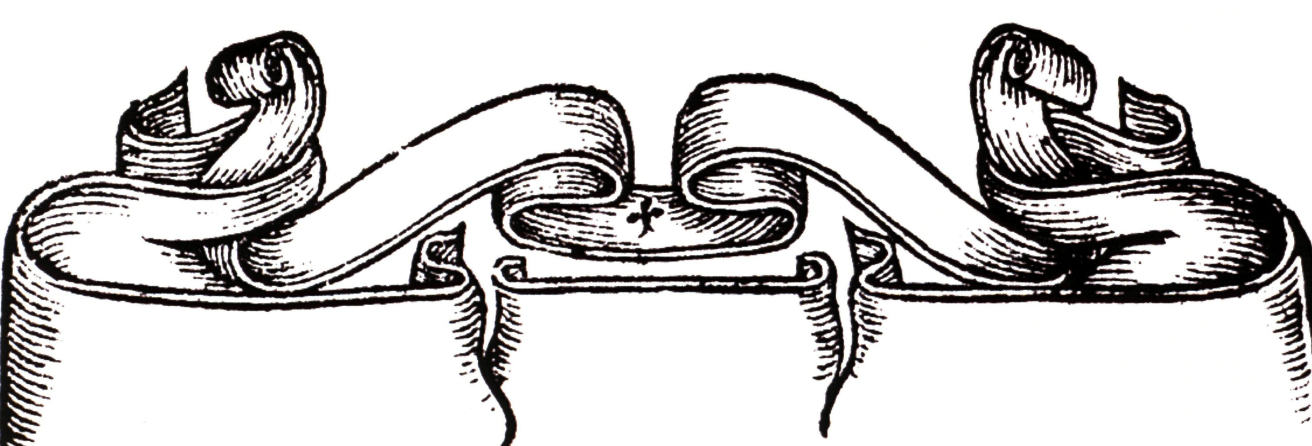
ADAB PELAJAR TERHADAP GURUNYA

Syeikh Ibn Uthaimin menggariskan adab-adab berikut agar diamalkan oleh seseorang pelajar dalam urusannya dengan guru. Perkara ini wajar diberi perhatian untuk mendapat keberkatan daripadanya. Dipetik daripada kitab Syarah Adab dan Manfaat Menuntut ilmu karangan Syeikh Ibn Uthaimin, Terjemahan & Terbitan Pustaka al-Imam al-Syafi'i

- Memberikan sepenuh perhatian kepada gurunya.
- Mendingkan diri sewaktu guru sedang menyampaikan pelajaran.
- Menunjukkan minat terhadap apa yang disampaikan oleh guru.
- Tidak meninggikan suara terhadap guru, sebaliknya memadamkan berkata dengan suara yang boleh didengari.
- Menghormati guru di hadapan dan belakangnya.
- Menutup kelemahan guru agar tidak didedahkan tanpa keperluan.
- Mendoakan kebaikan baginya.



2015
NN.



Menurut Syekh Salim bin Eid al-Hilali dalam kitabnya *Manhajul Anbiya' Fi Tazkiyatil Nufus*, proses tazkiyah ini akan berlaku dengan syarat kita bertakwa, yang hanya akan dicapai dengan langkah-langkah berikut:

Al-Musyaratah :

Ertinya membuat perjanjian, seperti seorang usahawan pasti akan menandatangani perjanjian.

Al-Muraqabah :

Maksudnya selalu mengawasi diri. Apabila seseorang telah mengikat perjanjian, harus baginya merasakan keperluan menjaga dan mengawasi perjanjiannya agar tidak dilanggar.

Al-Mujahadah :

maksudnya bersungguh-sungguh dalam melakukan amalan.

Al-Taslim :

Ertinya menerima segala ketetapan Allah.

VERY RECOMMENDED FACEBOOK PAGES...!

Goodwill Librarian

<https://www.facebook.com/GoodwillLibrarian/>



Australian Library and Information Association

<https://www.facebook.com/ALIANational/>

Librarians are weird

<https://www.facebook.com/LibrariansAreWeird/>



Social Media Today

<https://www.facebook.com/socmediatoday/>

Libraries Are Essential

<https://www.facebook.com/LibrariesAreEssential/>

LAE

2015

ZJ.

THE BEST BOOK REVIEWS

Good reads: <http://www.goodreads.com/>



Kirkus: <https://www.kirkusreviews.com/>



Book Reporter: <http://www.bookreporter.com/>



WOWWWW!!!
“NOTEMARK PEN SCANNER”



As more information becomes available in digital formats, it can be a little frustrating to not be able to simply bookmark or save any documents printed on ordinary paper. There are plenty of articles, recipes, letters, contracts, etc. that would be much more convenient if they were saved on a flash drive, which is where the NoteMark would come in handy. With a laser-projected sight and built-in camera that captures documents as high-definition photos, the ballpoint pen/scanner could be an invaluable tool for quickly digitizing and storing paper documents.

Specifications:

Casing Material: Anodized Aluminum in various colors

Storage Capacity:

- 1000 Notemark image files, Or
- 1000 Voice-memo audio files in 1min length

**Crazy Facts Around
The Worldddd!!!**

Kiribati is the world's only country to fall within all four hemispheres.

Because the nation of Kiribati is comprised of numerous small islands spread throughout the Pacific Ocean, it just so happens to have territory located in all of the earth's four hemispheres (Northern, Southern, Eastern, and Western).



Ethiopia still follows a traditional calendar that is seven years behind the rest of the world.

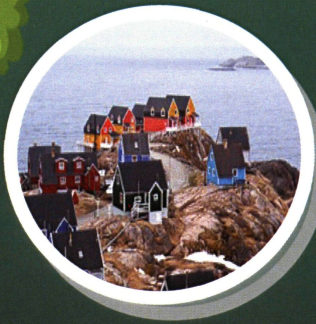
Because of the strong presence of the Coptic Orthodox Church in the country, the traditional calendar of that church is still influential in Ethiopia. The calendar came about in the 16th century when most of Christianity changed the date Jesus is believed to have been born on, but those in Ethiopia decided to maintain the original date. Because of the time discrepancy, Ethiopia held celebrations for the new millennium in 2007, seven years after the rest of the world.



**Crazy Facts Around
The Worldddd!!!**

Greenland is unable to join FIFA because
the ground there can't grow a grass field.

Because of the country's climate, the ground is generally covered in ice or permafrost, making it nearly impossible to grow enough grass to form a regulation-size soccer field. Most games are simply played on dirt/gravel.

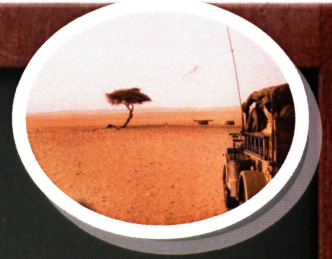


A 2010 study found that the tiny nation of San Marino, which is located entirely within Italy, had 1,139.06 cars per 1,000 people — the only nation in the study, in fact, that had more cars than citizens.

San Marino has the highest
amount of automobiles per people
in the world.



The most isolated tree in the world was located in the
middle of the Sahara Desert in Niger.



Known as the Tree of Ténéré (or *L'Arbre du Ténéré* to locals, as Niger's official language is French), this small acacia tree was separated from any other trees by a distance of 250 miles. The tree was used for years as a landmark for anyone traveling through the desert until it was knocked down (allegedly) by a drunk driver in 1973.

Because of course, the driver just had to hit the only thing around for miles.



Mencari 'Nur'

Bolehkah dosaku kembali putih,
Seperti sehelai kain putih,
Bolehkah hatiku kembali merah,
Seperti warna darah ,
Masihkah ada orang yang boleh membantu?

Ya Allah, Sesungguhnya aku insan yang hina,
Tidak terlepas dari membuat dosa,
Ampunilah hambaMu ini,
Bantulah aku menuju jalan yang diredhaiMu,
Ya Allah, bantulah hambaMu ini!

Wahai sahabat, pegang erat tanganku untuk kembali ke jalan Allah,
Jangan pernah lepaskan tanganku ini,
Jangan pernah penat untuk membantu diriku,
Aku terlalu memerlukan sokonganmu,
Sahabatku, aku terlalu menyayangimu.

Nukilan:

Saudari Ainul Mawaddah

23 November 2015

Puncak Perdana

A MOMENT TO BREATHE

Woke up in the morning, reach out for the phone under the pillow,

It's 9:30 on the dot,

The sun shone through the curtains,

Lighten up the room,

Did you take moment to cherish your breathing at the time?

Did you take a moment to breathe and be grateful for another breath you got?

The reality caught you up again,

The problems, the fears, the nightmares are chasing you down.

You keep on running and running 'til it's gone.

Do you ever just wanna walk to the park and just sit?

Just sit and that's where you gonna take a moment to breathe again.

Do you ever just wanna stand by the pier, stare over the crystal blue ocean and take moment to breathe?

Just be there and breathe.

The world is swallowing you down

All the hopes, dreams and desires are just nothing but a word,

Have you ever lie on the floor in your pool of tears?

Did you drowned in that?

Would you like to take a moment to breathe?

Just take a moment to breathe so you can be alive again to survive another day.

4:48AM,

Friday. May 8, 2015.

Nina Mason Kade

FIM GALLERY



FIM GALERY



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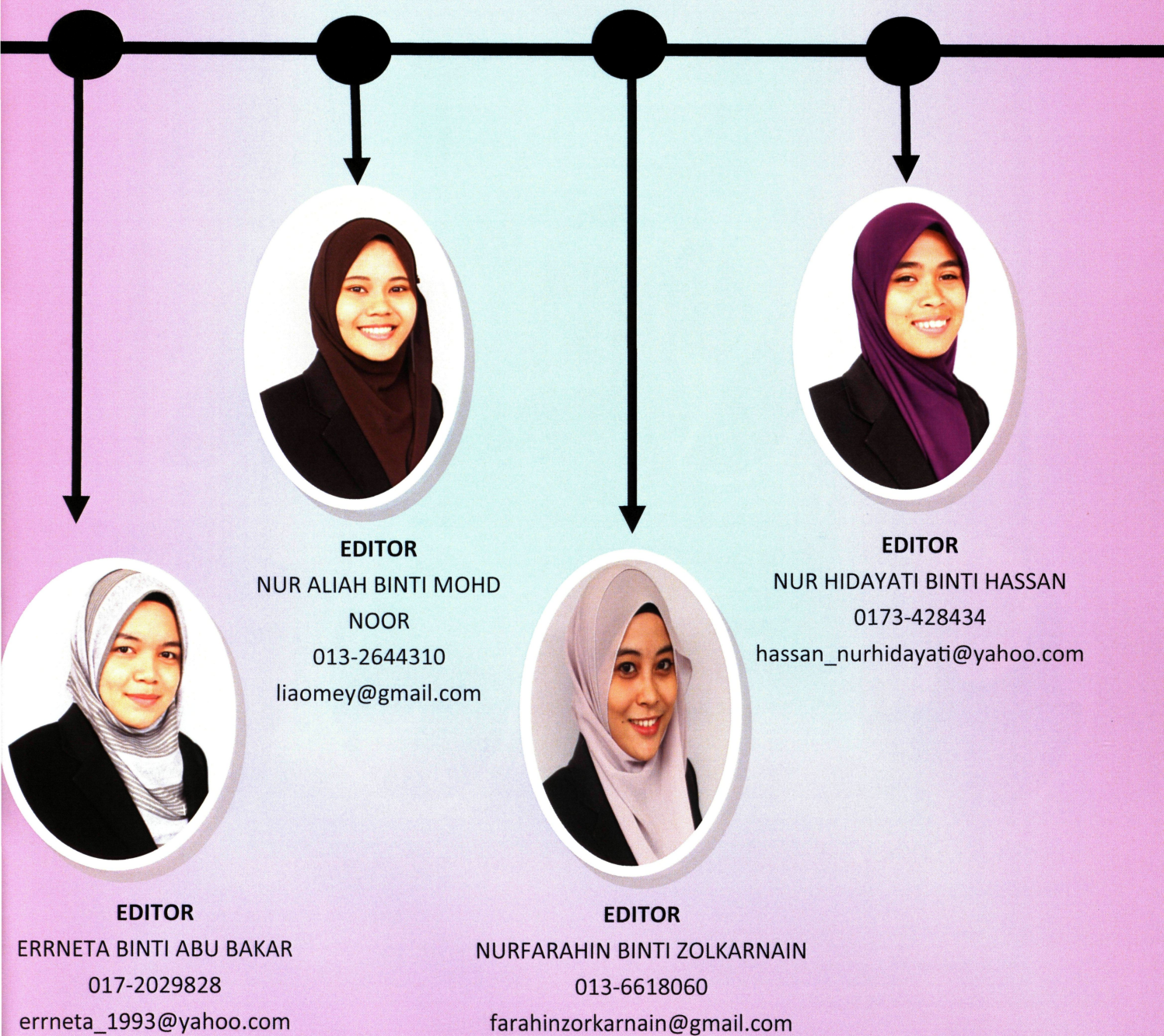


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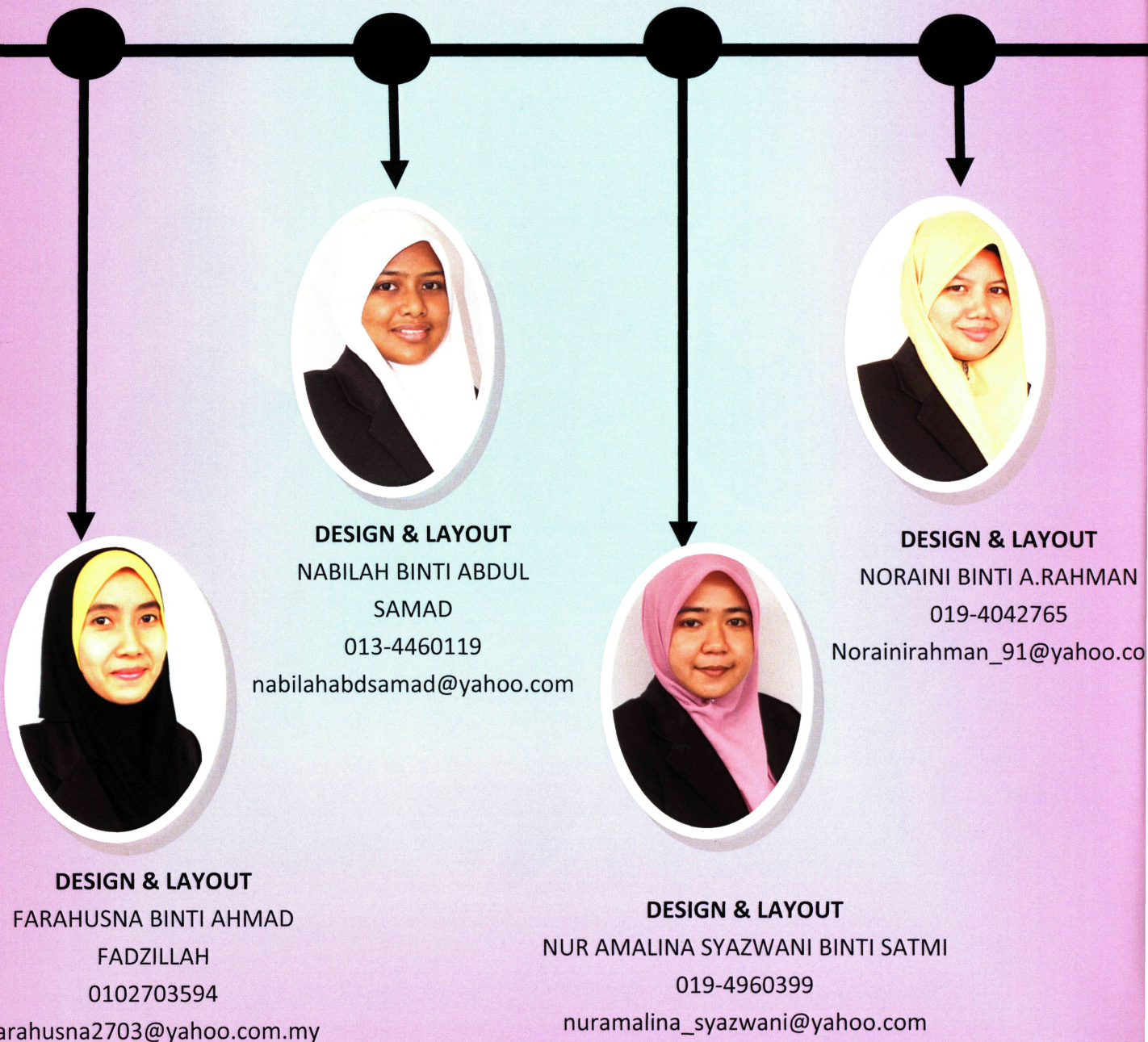


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FIM COMMUNICATION invites contributors to submit manuscripts for publication in the FIM COMMUNICATION (December 2014 publication). The scopes of the journal include, but not limited to, the areas in Information Management.

TYPE OF CONTRIBUTIONS

FIM COMMUNICATION publishes original articles on all aspects of Information Management. As FIM COMMUNICATION is intended to be a semi academic/less formal publication, contributors are encouraged to share their experiences, personal views and thought. FIM COMMUNICATION also publishes creative writing such as poems, short stories etc.

AUTHOR GUIDELINES

1. Content

We prefer FIM COMMUNICATION articles that are 750 - 1500 words in. They should be in English or Bahasa Melayu.

Articles **should not have been published previously in another magazine or journal**, nor been available in a **final version on a publicly available web site**.

2. Matters of style

- Text should be in Microsoft Word or rtf format.
- Images may be in gif, or jpeg formats. Images can be handled several ways — as in-lines or as linked files. They normally should be no more than 700 pixels in width.
- Hyperlinks to external sources are encouraged. URLs should be spelled out rather than embedded as links, either following the appropriate name/text or, if preferred, within the References section at the end of the file.
- The font type required is Arial, 11pt.

3. Mechanics of submission

While we often receive completed manuscripts, we would prefer that you contact the editors at tintaafpm1@gmail.com before you finish writing so that we can determine whether the topic, style, and approach are appropriate for FIM COMMUNICATION. We accept only electronic submissions. For any correspondence, keep in mind that the tinta_editor@gmail.com email address receives a large amount of spam and email to that address is filtered. Prepare your message with a proper subject line, body and signature block.

- Articles can be sent to tintaafpm1@gmail.com as email attachments. Please include "FIM COMMUNICATION Article Submission" in the message subject line.

Each author will be asked to submit a brief (50 - 100 word) biographical sketch along with his or her manuscript. Please contact the editors for details upon acceptance of your article.

4. Editorial Process

- Upon acceptance, articles are put on the magazine's production schedule for two months that is mutually acceptable to the authors and editors.
- FIM COMMUNICATION editors will read your submission and return it with suggested changes or comments.
- After the authors and editors have agreed on a final draft, the revised text will be formatted in doc or pdf by FIM COMMUNICATION staff.
- Authors will have a specified length of time to request final corrections or minor changes prior to the release of the magazine to the public.
- Once the issue has been released, only vital corrections or changes will be made to the file. These changes will be noted and dated at the end of the file.

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