

Call for Book Chapters for

“Digital Literacy and Information Fluency: Building Essential ICT Skills”

Edited by

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Dear Sir/Madam

We have great pleasure to inform you that we are going to bring out a Peer reviewed edited book titled "Digital Literacy and Information Fluency: Building Essential ICT Skills" which will be published by reputed publishers with ISBN. We would like to invite potential authors to contribute the original research papers/ case studies on the given thrust areas.

ABOUT THE PROPOSED BOOK:

In the rapidly evolving digital age, the ability to navigate and harness the vast sea of information and technology is a critical skill for individuals and societies alike. The proposed book, "Digital Literacy and Information Fluency: Building Essential ICT Skills," offers a comprehensive and practical guide to equip readers with the necessary competencies to become proficient users of Information and Communication Technology (ICT).

This book begins by providing a thorough exploration of the fundamental concepts of digital literacy, breaking down complex technical jargon and concepts into accessible language. Readers will gain a solid understanding of digital tools, devices, and software applications, empowering them to make informed decisions about which technologies suit their needs best.

The heart of the book centers on cultivating information fluency - the ability to locate, critically evaluate, and ethically use information from diverse digital sources. Readers will learn effective research strategies, fact-checking techniques, and critical thinking exercises to navigate the ocean of information in a discerning manner. The book emphasizes the importance of distinguishing credible sources from misinformation, empowering readers to become discerning consumers and contributors to the digital ecosystem.

Building upon the foundation of digital literacy and information fluency, the book delves into practical skills that are becoming increasingly essential in the digital world. These skills encompass cybersecurity awareness, data privacy protection, digital communication etiquette, and the responsible use of social media platforms. The book aims to instill a strong sense of digital citizenship, fostering a respectful and responsible online presence that contributes positively to the digital community.

Furthermore, "Digital Literacy and Information Fluency" recognizes the significance of fostering a growth mindset towards technology and adapts to the ever-changing digital landscape. Readers will be introduced to strategies for continuous learning, staying updated with emerging technologies, and embracing innovation in their personal and professional lives.

To reinforce the concepts presented, the book offers hands-on exercises, real-world case studies, and practical scenarios that challenge readers to apply their newfound knowledge. Additionally, it provides valuable insights from industry experts and thought leaders, enriching readers' understanding of the subject matter.

Ultimately, "Digital Literacy and Information Fluency: Building Essential ICT Skills" is a timely and indispensable resource for students, educators, professionals, and lifelong learners seeking to navigate the digital realm with confidence and competence. By fostering digital literacy and information fluency, this book empowers individuals to thrive in the digital age while contributing positively to a more informed and responsible global society.

OBJECTIVES OF PROPOSED BOOK:

The proposed book "Digital Literacy and Information Fluency: Building Essential ICT Skills" aims to achieve several objectives to help readers develop a strong foundation in navigating the digital landscape and effectively using information and communication technologies (ICT). Here are some potential objectives:

1. **Introduce the Concept of Digital Literacy and Information Fluency:** The book's first objective is to provide a clear and concise introduction to the concepts of digital literacy and information fluency. It will define these terms, explain their importance in the digital age, and highlight the benefits of developing these essential ICT (Information and Communication Technology) skills.
2. **Understanding Digital Literacy:** The book will define and explain the concept of digital literacy, covering the skills and competencies required to use digital devices, software, and online resources proficiently and responsibly.
3. **Navigating the Digital World:** It will guide readers through the basics of using computers, smartphones, and other digital devices, including file management, internet browsing, and essential software applications.
4. **Online Safety and Security:** The book will emphasize the importance of online safety, data privacy, and protection against cyber threats. It will provide practical tips for safeguarding personal information and recognizing potential risks online.
5. **Evaluating Information:** With the vast amount of information available on the internet, it's crucial to learn how to assess the credibility and reliability of sources. The book will teach readers how to identify trustworthy information and avoid misinformation and fake news.
6. **Effective Communication and Collaboration:** Digital literacy goes beyond technical skills; it involves using digital tools for effective communication and collaboration. The book will cover topics like email etiquette, online communication platforms, and virtual teamwork.
7. **Information Fluency and Research Skills:** Readers will learn how to conduct efficient and productive online research, using search engines effectively, evaluating sources, and citing information properly.
8. **Media Literacy:** Understanding and critically analyzing different types of media, including images, videos, and social media content, will be an essential aspect of the book's content.

9. **Digital Citizenship:** Being a responsible digital citizen involves understanding online ethics, respecting intellectual property, and contributing positively to digital communities. The book will emphasize these aspects.
10. **Adapting to Technological Changes:** Given the rapid pace of technological advancements, the book will help readers adapt to new digital tools and innovations.
11. **Practical Exercises and Activities:** To reinforce learning, the book may include practical exercises, case studies, and real-world scenarios to apply digital literacy and information fluency concepts in various contexts.
12. **Target Audience Consideration:** The book will be tailored to various audiences, such as students, educators, professionals, and anyone seeking to enhance their digital skills.
13. **Accessibility and Inclusivity:** Ensuring the content is accessible to diverse learners, including those with disabilities or limited access to technology, will be a key consideration.

Overall, the book aims to empower readers with the essential knowledge and skills to thrive in the digital age, enabling them to be informed, responsible, and effective participants in today's technology-driven society.

A FEW POTENTIAL SUBTHEMES FOR "DIGITAL LITERACY AND INFORMATION FLUENCY: BUILDING ESSENTIAL ICT SKILLS" COULD INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

"Digital Literacy and Information Fluency: Building Essential ICT Skills" is a comprehensive topic, and it can be further explored through various subthemes. Here are some potential subthemes for the proposed book:

1. **Understanding Digital Literacy Fundamentals:** Introducing the concept of digital literacy, its importance in the modern world, and the essential skills required to navigate the digital landscape effectively.
2. **Information Evaluation and Credibility:** Teaching readers how to critically evaluate online information, distinguish between reliable and misleading sources, and develop a healthy skepticism towards digital content.
3. **Media Literacy in the Digital Age:** Focusing on the ability to analyze and comprehend media messages, understand bias, and interpret various forms of media, including images, videos, and social media content.
4. **Digital Communication Skills:** Exploring effective communication in digital environments, including email etiquette, online collaboration tools, and using social media for professional purposes.
5. **Cybersecurity and Online Safety:** Addressing the importance of cybersecurity, safe online practices, protecting personal information, and understanding potential threats like phishing, malware, and data breaches.
6. **Privacy and Digital Footprint:** Discussing the implications of digital footprints, the importance of safeguarding personal data, and understanding how online activities can impact privacy.
7. **Copyright, Intellectual Property, and Fair Use:** Covering the basics of copyright law, intellectual property rights, and educating readers about using and sharing digital content responsibly and legally.
8. **Internet Research Skills:** Providing strategies for effective online research, utilizing search engines, evaluating sources, and citing digital resources properly.
9. **Data Literacy and Data Visualization:** Introducing the concept of data literacy, understanding statistics, and effectively presenting data through visualizations and infographics.
10. **Digital Citizenship and Online Ethics:** Encouraging responsible and ethical behavior in digital environments, promoting empathy, respect, and positive engagement online.
11. **Digital Tools and Productivity:** Introducing readers to various digital tools, software, and applications that can enhance productivity, organization, and time management.

12. **Evaluating and Navigating Social Media:** Understanding the impact of social media on society, recognizing its potential benefits and pitfalls, and developing a healthy relationship with these platforms.
13. **Adapting to Technological Change:** Addressing the rapid pace of technological advancements, the concept of lifelong learning in the digital age, and strategies for staying current with technology.
14. **Digital Divide and Inclusion:** Discussing the disparities in digital access and literacy, and exploring ways to promote digital inclusion for all individuals and communities.
15. **Digital Wellness and Balance:** Highlighting the importance of maintaining a healthy balance between digital and offline life, recognizing digital addiction, and implementing self-care strategies.
16. **Data Literacy and Information Management:** Understanding data and its role in decision-making, Data visualization and interpretation, Information organization and storage techniques.
17. **Media Literacy and Critical Thinking:** Analyzing media messages and recognizing biases, Media literacy skills for evaluating news and media content, promoting critical thinking in a digital world.
18. **Information Literacy in Education:** Integrating digital literacy and information fluency into the education system, Effective teaching methods for developing ICT skills in students, Using technology for educational advancement and personalized learning.
19. **The Future of Digital Literacy:** Emerging trends in digital technology and their implications, Forecasting the evolving skills required for the digital age, Preparing for future challenges and opportunities in the digital world.

INSTRUCTIONS FOR MANUSCRIPT:

- Title of the Chapter
- Author Name & Designation, Phone Number, Email
- Abstract and Keywords
- Introduction
- Chapter Content
- References (Reference style: APA sixth edition style)
- Research Paper should be within 15 pages.
- Language and font: English (Times New Roman Size -12)
- Please follow the plagiarism policy of the UGC, New Delhi.
- Chapter should be submitted before 30-09-23 on the following email:
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- Certificate of originality (Provide Certificate in prescribed format)

CERTIFICATE OF ORIGINALITY

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I would like to draw the attention of the Editor to the following publications of one or more of us that refer to aspects of the manuscript presently being submitted. Where relevant copies of such publications are attached. [CAN BE DELETED IF NOT RELEVANT]

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