

Publication Guidelines for *Indiana Libraries*

1. Manuscript should be double spaced and submitted in one of three ways:
 - a) Microsoft Word or Wordperfect disk, or saved as an ASCII or ANSI text file if other program is used, accompanied by one paper copy.
 - b) 8.5" X 11" bond original with one copy. (**Disk is preferred**)
 - c) In electronic format addressed to: jdye@indiana.edu
- 2) References or endnotes should appear at the end of manuscript, footnotes should not be used. Manuscript should conform to the *Chicago Manual of Style*, 14th edition. Pages should be unnumbered.
- 3) Pictures and art work should be in black and white, and graphics should be of good technical quality. Visuals cannot be returned.
- 4) Authors are responsible for the accuracy of all materials including quotations, references, etc.
- 5) Authors will receive a copy of issue in which article appears. No payment will be made for articles published.
- 6) The editor retains the right to edit manuscripts for clarity and style.
- 7) If you would like to discuss a possible paper or topic, call the editor below. Submit manuscripts to:

Judy Dye
W121, Main Library
Indiana University
Bloomington, IN 47405

Phone: (812) 855-7699
E-mail: jdye@indiana.edu
Fax: (812) 855-1649

Publication Guidelines for

Indiana Libraries

1. Manuscripts should be double spaced and submitted in triplicate.
2. Manuscripts should be typed on one side of the page.
3. Manuscripts should be typed on standard 8 1/2" x 11" paper.
4. Manuscripts should be typed in a standard font (e.g., Times New Roman, 12 point).
5. Manuscripts should be typed with 1 inch margins.
6. Manuscripts should be typed with a left margin of 1 inch.
7. Manuscripts should be typed with a right margin of 1 inch.
8. Manuscripts should be typed with a top margin of 1 inch.
9. Manuscripts should be typed with a bottom margin of 1 inch.
10. Manuscripts should be typed with a line spacing of 1.5.
11. Manuscripts should be typed with a paragraph spacing of 0.5.
12. Manuscripts should be typed with a heading spacing of 0.5.
13. Manuscripts should be typed with a subheading spacing of 0.5.
14. Manuscripts should be typed with a list spacing of 0.5.
15. Manuscripts should be typed with a table spacing of 0.5.
16. Manuscripts should be typed with a figure spacing of 0.5.
17. Manuscripts should be typed with a caption spacing of 0.5.
18. Manuscripts should be typed with a reference spacing of 0.5.
19. Manuscripts should be typed with a footnote spacing of 0.5.
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