

Indiana Libraries

Submission Guidelines

Indiana Libraries is a professional journal for librarians and media specialists. Published twice a year, it is a joint publication of the Indiana Library Federation and the Indiana State Library.

Practitioners, educators, researchers, and library users are invited to submit manuscripts for publication. Manuscripts may concern a current practice, policy, or general aspect of the operation of a library.

For information and to discuss ideas for article topics, contact the *Indiana Libraries* editors:

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Instructions to Authors

Style. Manuscripts should follow the parenthetical citation style of documentation modeled by the American Psychological Association (APA). The Publication Manual of the American Psychological Association: Fifth Edition

was most recently updated in 2001; some online information on using the APA Manual is available at <http://www.apastyle.org/>. The article should be double-spaced throughout with one-inch margins on all sides. Pages should be unnumbered. Manuscripts should be original and not published elsewhere. Authors are responsible for the accuracy of all materials including quotations, references, etc.

Length. Contributions of major importance should be 10-15 pages double-spaced. Rebuttals, whimsical pieces and short essays should be 2-7 pages, double-spaced. However, articles of any length may be submitted. (Graphics, charts, and tables are not included in the page count.) Charts and tables should be submitted separately from text.

Graphics. Authors are responsible for obtaining permission to use graphic materials (illustrations, images, photographs, screen captures, etc.). Submit camera-ready artwork for all illustrations, black and white only.

Photos: Authors may submit photos of themselves and photos that illustrate the manuscript. Photos should be submitted electronically as a jpeg or a tif at 300 dpi or higher resolution. Photos may also be sent by mail to the editor (see address above).

Submitting manuscripts. Authors should be identified by a cover sheet that contains the author's name, position, address, and email address. Identifying information should not appear on the manuscript. Manuscripts should be submitted electronically in one of two ways:

1. Microsoft Word (preferred), WordPerfect or plain ASCII text file on a PC-compatible disk, accompanied by a paper copy. (See editor's address above.)

OR

2. Microsoft Word (preferred), WordPerfect or plain ASCII text file (PC compatible) attached to an email message addressed to acomer@isugw.indstate.edu

Manuscripts will be acknowledged upon receipt and a decision concerning use will be made within thirty days after the date of receipt. The editor reserves the right to revise all accepted manuscripts for clarity and style. Edited articles will be returned to the authors for review. Those articles not returned to the editor within 5 days will be published as revised by the editor or assistant editors. Upon publication, the author will receive two complimentary copies.

Order of Information in Submission

1. Title of article
2. Name of author(s).
3. Text of article with references to source material in APA parenthetical notes
4. References for source material in APA format
5. Institutional affiliation, job title, and contact information for author(s) including phone number, email address, and work address.
6. Short bio of author(s), about 3-4 lines for each author.

Text Format Requirements

1. Use 12-point Times New Roman for all text.
2. Submit files as Word (.doc) or Rich Text File (.rtf) documents, either as attachments or on disk if sending via USPS.
3. Save files with distinctive names (i.e., your last name, or a word or phrase specific to the article content) rather than with generic ones which anyone might use (i.e., indianlibrariesarticle.doc or reference.doc).

See Also:

1. The Librarian's Guide to Writing for Publication (Scarecrow Press, 2004)
2. APA Style Home at www.apastyle.org

Forthcoming Issues of *Indiana Libraries*

General Issues

To contribute an article, contact the editor
(Alberta Davis Comer/
acomer@isugw.indstate.edu)
General Winter and Summer issues will be published
January 2006 and July 2006.

Guest-Edited Issues

Special Issue: Continuous Improvement
(October 2007)

Guest Editor: Sara Laughlin
1616 Treadwell Lane
Bloomington, IN 47408
Phone: (812) 334-8485
Fax: (812) 336-2215
web: www.saralaughlin.com

Special Issue:

School Media Specialists
(March 2008)

Guest Editor: Susie Highley
Creston Middle School
10925 E. Prospect Street
Indianapolis, IN 46239-9697
shighley@warren.k12.in.us

Special Issue: Archives, Archivists, and Archival
Practice

(October 2008)

Guest Editor: Alison Stankrauff
Franklin D. Schurz Library
Indiana University South Bend
P.O. Box 7111
South Bend, IN 46634
astankra@iusb.edu

Special Issue:

Library Job Searching
(March 2009)

Guest Editor: Karen Evans
Indiana State University
Cunningham Memorial Library
650 Sycamore Street
Terre Haute, IN 47809
libevak@isugw.indstate.edu

Indiana Libraries

Indiana Library Federation Professional Journal Advertising Reservation Form

To reserve advertising space in *Indiana Libraries*, please complete this form and return it to:

Indiana Library Federation
941 E. 86th Street, Suite 260, Indianapolis, IN 46240
Phone: (317) 257-2040, Fax: (317) 257-1389

- Inside Front Cover \$150.00
(7 1/8" by 9 3/4")
- Inside Back Cover \$150.00
(7 1/8" by 9 3/4")
- Full Page \$100.00
(6 3/8" by 9 1/4")
- Half Page \$75.00
(6 3/8" by 4 5/8")
- Quarter Page \$50.00
(3 1/4" by 3 1/2")

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- Reservations for advertising must be received by May 1 for summer issue, and December 1 for winter issue.
- Camera-ready artwork for all advertising must be received by May 1 for summer issue and December 1 for winter issue.
- Artwork may also be e-mailed to cgallion@ilfonline.org as a jpeg or tiff file, or an Illustrator or Photoshop document
- Cover space is available on a first-come basis. If more than one reservation for the same space is received on the same day, lots will be drawn. If you request cover space, we will notify you immediately whether or not the space is available.
- Please make checks payable to the Indiana Library Federation.

Indiana Libraries

Indiana Library Federation Professional Journal Advertising Reservation Form

This form is to be filled out by the advertiser and returned to the Indiana Library Federation, 100 North Dearborn Street, Indianapolis, Indiana 46202.

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100 North Dearborn Street, Indianapolis, IN 46202
Phone: (317) 434-2000 Fax: (317) 434-2001

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