Forthcoming Issues of *Indiana Libraries*

General Issues
To contribute an article, contact the editor
(Karen Evans/kevans4@isugw.indstate.edu)
General Winter and Summer issues will be published January and July of each year.

Guest-Edited Issues

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
kevans4@isugw.indstate.edu

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:

Editor:

Alberta Davis Comer, Interim Dean
Indiana State University
Cunningham Memorial Library
650 Sycamore St.
Terre Haute, IN 47809
Email: acomer@isugw.indstate.edu (preferred)
Phone: (812) 237-2649
FAX: (812) 237-3376

Assistant editors:

Emily Okada
Associate Head & Reference Services Librarian
Information Commons Undergraduate Services
IU Wells Library W121
1320 E. Tenth Street
Bloomington, IN 47405
Email: okada@Indiana.edu (preferred)
Phone: (812) 855-9857
FAX: (812) 855-9857

Marissa Priddis
Director/Webmistress
Alexandrian Public Library
115 W. Fifth Street
Mount Vernon, IN 47620
Email: theloudlibrarian@yahoo.com (preferred)
Phone: (812) 838-3286
FAX: (812) 838-9639

Julie Moline
Library Media Specialist
Kitley Intermediate School
8735 East Indian Creek
Indianapolis, IN 46259
E-mail: julie.moline@ftcsc.k12.in.us
Phone: (317) 803-5918
FAX: (317) 803-5982

Instructions to Authors

Style. Manuscripts should follow the parenthetic 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 parenthetic 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., indianalibrariesarticle.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

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: Elaborations of major concepts should be 10-15 pages, double-spaced. Rebuttals, whimsical pieces and short essays should be 2-4 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 below).

Submitting manuscripts: Articles 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 (9x12 clasp envelopes work best.)

or

2. Microsoft Word (preferred), WordPerfect or plain ASCII text file (PC compatible) attached to an email message addressed to the editor (see address below).

Manuscripts will be acknowledged upon receipt and a decision concerning use will be made within thirty days after the date of arrival. 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 parenthetic 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 2-4 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., indianalibrariesarticle.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