## Indiana Libraries

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, and researchers are invited to submit manuscripts for publication. Manuscripts may concern a current practice, policy, or general aspect of the operation of a library system in Indiana. The ILF Publications Committee is currently taking suggestions for subsequent themes for the publication. If you would like to discuss possible themes for the publication or have ideas for a paper, contact Indiana Libraries co-editors:

Terri Whitehead Indiana Department of Education *Home Address:* 272 Clayton Lane Greenwood, IN 46143 Work Phone: (317) 232-9190 Work Fax: (317) 232-9121 E-mail: twhitehd@doe.state.in.us Susan Schlag IUPUI University Libraries *Home Address:* 5515 N. Carrollton Avenue Indianapolis, IN 46220 Work Phone: (317) 278-3324 E-mail: sschlag@iupui.edu

All manuscripts should be submitted on a computer disk, if possible. The article should be double-spaced throughout with good margins. Writers should be identified by a cover sheet with the author's name, position, and address. Identifying information should not appear on the manuscript.

Photographs or graphics are welcome and should accompany the manuscript. Contributions of major importance should be 10-15 pages, double spaced. Rebuttals, whimsical pieces, and short essays should be 2-7 pages, double spaced.

Manuscripts will be acknowledged upon receipt, and a decision concerning use will be made 20 days after the date the manuscript is issued. The editor reserves the right to revise all accepted manuscripts for clarity and style. Upon publication, the author will receive two complimentary copies.

## Manuscript Submission Guidelines

1. Manuscripts should be double spaced and submitted in one of two ways:

- a. Microsoft Word (preferred), Wordperfect, or plain ASCII text file on an IBMcompatible disk, accompanied by two paper copies.
- b. Microsoft Word (preferred), Wordperfect, or plain ASCII text file (IBMcompatible) attached to an E-mail message addressed to both sschlag@iupui.edu and twhitehd@doe.state.in.us.
- References or endnotes should appear at the end of the manuscript; footnotes should not be used. Manuscript should conform to MLA style (Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 4<sup>th</sup> ed. New York: Modern Language Association, 1995.) Pages should be unnumbered.
- 3. Authors should be identified by a cover sheet with the author's name, position, and address. MLA style exception: Identifying information should not appear on the manuscript.
- 4. Photographs and illustrative material should be in black and white, and graphics should be of good technical quality. Visuals cannot be returned.
- 5. Authors are responsible for the accuracy of all materials including quotations, references, etc.
- 6. Upon publication, each author will receive two complimentary copies of the journal. No payment will be made for articles published.
- 7. The editors retain the right to edit manuscripts for clarity and style.
- 8. If you would like to discuss a possible paper or topic, contact the editors, listed on page 21.

INDIANA LIBRARY FEDERATION 6408 Carrollton Avenue Indianapolis, Indiana 46220 Phone: (317)257-2040 Fax: (317)257-1389 E-Mail: ilf@indy.net Web Page Address: www.al.com./ilf

Non Profit Org. U.S. Postage **PAID** Indianapolis, IN Permit No. 6253

Contraction of the second seco