

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

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

Assistant Director/Head of Adult Services/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 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., 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

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: Information Literacy
(October 2006)

Guest Editor: Marsha Miller,
Assistant Librarian in the Reference/
Instruction Department
Cunningham Memorial Library
Indiana State University
Terre Haute, IN 47809
Phone: (812) 237 2606
mmiller24@isugw.indstate.edu

Special Issue: Art Libraries and Librarianship
(March 2007)

Guest Editors: Rhonda Spencer, Director of
Admissions and Placement, and Erica H. Bodnar,
Admissions Services Coordinator and Recorder,
SLIS
1320 East 10th Street LI 011
Bloomington, IN 47405-3907
Phone: (812) 855-2018
spencer@indiana.edu/ebodnar@indiana.edu

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

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")

Contact Person: _____

Business: _____

Address: _____

City, State, Zip: _____

Phone: (_____) _____ Fax: (_____) _____

E-mail: _____

- 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

Reserve advertising space in Indiana Libraries, please complete this form and return it to:

Indiana Library Federation
541 E. 9th Street, Room 204, Indianapolis, IN 46202
Phone: (317) 237-9344 Fax: (317) 237-4769

1. Inside Front Cover	\$150.00
2 1/2" x 3 1/2" x 4 1/2"		
2. Inside Back Cover	\$150.00
2 1/2" x 3 1/2" x 4 1/2"		
3. Full Page	\$100.00
10 1/2" x 14 1/2"		
4. Half Page	\$75.00
10 1/2" x 7 1/2"		
5. Quarter Page	\$50.00
7 1/2" x 14 1/2"		

Contact Person: _____

Company: _____

Address: _____

City, State, Zip: _____

Phone: () _____ Fax: () _____

E-mail: _____

1. Reservations for advertising must be received by May 1 for summer issue, and December 1 for winter issue.

2. Copy-ready artwork for advertising must be received by May 1 for summer issue and December 1 for winter issue.

3. Artwork should be provided in original or high-resolution digital format on a separate floppy or on the hard drive of a personal computer.

4. Color copies are available only for advertising. If you request color artwork we will notify you immediately whether or not the color is available.

5. Please make checks payable to the Indiana Library Federation.



INDIANA LIBRARY FEDERATION

941 E. 86th Street, Suite 260
Indianapolis, Indiana 46240

Phone: (317) 257-2040

Fax: (317) 257-1389

E-Mail: ilf@indy.net

Web Page Address: www.ilfonline.org

NON-PROFIT ORG
U.S. POSTAGE
PAID
GREENFIELD, IN
Permit No. 498