

Publication Guidelines for *Indiana Libraries*

1. Manuscript should be double spaced and submitted in one of three ways:
 - a. IBM Wordperfect disk (5.25" or 3.5"), or saved as an ASCII 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. Manuscript should conform to the *Chicago Manual of Style*, 14th edition.
3. Pictures and art work should be in black and white, and graphics should be of good technical quality. Visuals will not 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
School of Library and Information Science Library
Room 002, Main Library
Indiana University
Bloomington, IN 47405
Phone: (812) 855-5968
Internet: JDye@Indiana.Edu
Fax: (812)855-3386

Publication Guidelines for Indiana Libraries

1. Manuscripts should be double-spaced and submitted in one of three forms: hard copy, floppy diskette, or CD-ROM. All floppy diskettes should be formatted as an ASCII file using the IBM PC or compatible system. All CD-ROMs should be formatted as an ISO 9660 file.

2. Manuscripts should be typed on one side of the paper and include a cover sheet with the title, author's name, and address. The cover sheet should be typed on a separate sheet of paper and should be included with the manuscript.

3. Manuscripts should be typed on a standard 8 1/2 x 11 inch sheet of paper with a margin of 1 inch on all sides. The text should be left-aligned and the first line of each paragraph should be indented 3 to 5 spaces.

4. Manuscripts should be typed in a standard serif font, such as Times New Roman, in a size of 12 point. The text should be justified and the line spacing should be set at 1.5. The text should be centered on the page.

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