Instructions for Authors

Manuscript Submission

Manuscripts of articles should be sent to the editor, John Budd, School of Info Science & Learning Tech., 221M Townsend Hall, Columbia MO 65211; (573) 882-3258; fax: (573) 884-4944; e-mail: buddj@missouri.edu.

In general, the editorial staff follows the Guidelines for Authors, Editors, and Publishers of Literature in the Library and Information Field adopted by the American Library Association Council in 1983 and available from the ALA Executive Offices. Information about copyright policies also is available from ALA headquarters.

Manuscript Preparation

Please follow these procedures for preparing manuscripts for *Library Resources & Technical Services (LRTS)*:

1. Submit original, unpublished manuscripts only. Do not submit manuscripts that are being considered for publication in other venues. Authors are responsible for the accuracy of statements included. Papers presented at a conference should be identified with the conference name and date in the cover letter.
2. Manuscripts should be machine-printed and double-spaced. Three copies must be provided. Disk copy will be requested from authors for accepted articles.
3. Write the article in a grammatically correct, simple, readable style. Whenever possible avoid jargon, anthropomorphism, and acronyms. All acronyms must be accompanied by their full spelled-out form. For spelling and usage consult the *Random House Webster's College Dictionary* (New York: Random House, 1991). Verify the spelling and accuracy of all names in an appropriate source. Consult *The Chicago Manual of Style* 14th ed. (Chicago: Univ. of Chicago Pr., 1993) for capitalization, abbreviations, usage of numbers, etc.
4. Give the article a brief title; if the title does not fully describe the content of the article, add a brief subtitle. On the first page of the manuscript give the article title, the name(s) of the author(s), and the position title, institutional affiliation, and address of each author.
5. On the second page of the manuscript give the title followed by a brief, informative abstract. Do not identify the author(s) here or elsewhere in the manuscript. Number all pages throughout the manuscript.
6. Submit all references on separate pages at the end of the text, preceding any tables or illustrations.
7. *LRTS* follows *The Chicago Manual of Style* author-date system of references (see chapter 16). Verify each citation by sight, very carefully.
8. Follow the examples and suggestions in chapter 12 of *The Chicago Manual of Style* in designing tables. Submit each table on a separate page at the end of the manuscript. Indicate the preferred placement in the text with an instruction in square brackets. Provide each table with a brief, meaningful caption.
9. Be prepared to supply camera-ready copy for all illustrations. Accompany the manuscript with a photocopy of each, and a brief, meaningful caption noted on the verso.

Editorial Policy

Library Resources & Technical Services (LRTS) is the official journal of the Association for Library Collections & Technical Services (ALCTS), a division of the American Library Association. The following statement of editorial policy was adopted by the ALCTS Board of Directors, April 1998.

Purpose

The purpose of *LRTS* is to support the theoretical, intellectual, practical, and scholarly aspects of the profession of collection management and development, acquisitions, cataloging and classification, preservation and reformatting, and serials, by publishing articles (subject to double-blind peer review) and book reviews, and editorials and correspondence in response to the same.

Audience

The audience for *LRTS* includes practitioners, students, researchers, and other scholars with an interest in collection development and technical services and related activities in all types of libraries.

Frequency

LRTS is published quarterly, with the volume calendar corresponding to the

calendar year. Numbers appear in January, April, July, and October.

Scope

The editor of *LRTS*, with the assistance of an editorial board, strives to achieve a balance among the articles published in the journal so that the interests of each of the sections of ALCTS (Acquisitions, Cataloging and Classification, Collection Management and Development, Preservation and Reformatting, Serials) is represented in the journal. Articles on technology, management, and education, e.g., are appropriate to the journal when the application of these is to issues of interest to practitioners and researchers working in collection development and technical services. The scope of the articles published in *LRTS* is also guided by the Mission and Priorities Statement adopted by the ALCTS Board of Directors in 1990.

Content

The content of *LRTS* is to include:

1. Articles that further the advancement of knowledge by reporting the results of research or other scholarly activity.
2. Periodic literature review essays that discuss issues and trends.
3. Notes that report unique or evolving technical processes.
4. Notes that report unique or evolving research methods.
5. Substantive book reviews of new publications.
6. A brief, factual, annual statement of the association's accomplishments.

LRTS is not an appropriate forum for brief reports on new products, new services, or other current news items.