

Instructions to Authors

Scope

Library Resources & Technical Services (LRTS) is the official journal of the Association for Library Collections & Technical Services. Its purpose is to communicate thoughtful reflection on practice as well as research. Any contribution will be considered that takes a critical approach to the questions and problems facing libraries with regard to:

- collections (physical and electronic),
- preservation (including digitization),
- acquisitions (including economic elements of acquisition and licensing),
- serials (in all media), and
- cataloging and classification (of all types of objects).

Editorial Policy

All submissions will be rigorously reviewed in a double-blind process to ensure that all published papers are of high quality. The editor and members of the editorial board will work with authors whose work is promising in order to improve method, analysis, or presentation. For the profession to thrive, beginning professionals, as well as experienced librarians, should address the most pressing issues we face. While the peer-review process *LRTS* follows will meet the criteria for those in tenure-track positions, the goal of the journal is to present reflective practice. Papers on operations in libraries will be considered, as long as they communicate an evaluative approach to practice and a serious examination of the work's impact on libraries in general. We do not limit the journal's content to a narrow definition of research.

Manuscript Preparation

Follow these guidelines and procedures for preparing manuscripts for *LRTS*:

- **Original manuscripts:** Submit original, unpublished manuscripts only.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. Identify papers presented at a conference with the conference name and date in the cover letter or e-mail message. Papers of 5,000 to 10,000 words are preferred.
- **Style:** Write the article in a grammatically correct, simple, readable style. Use active voice to the extent 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, 2000). Verify the spelling and accuracy of all names in an appropriate source. Consult *The Chicago Manual of Style* 15th ed. (Chicago: Univ. Chicago Pr., 2003) for capitalization, abbreviations, use of numbers, tables, captions, and elements of bibliographic style.

- **Title:** Give the article a brief title; if the title does not fully describe the content of the article, add a brief subtitle. Give the article title, the name(s) of the author(s), and the position title, institutional affiliation, and address of each author on a separate first page.
- **Abstract:** Give the title followed by a brief, informative abstract on the second page of the manuscript. Do not identify the author(s) here or elsewhere in the manuscript. Number all pages throughout the manuscript.
- **Format:** Double space the manuscript.
- **References and documentation:** Submit all references on separate pages at the end of the text. Papers published in *LRTS* follow *The Chicago Manual of Style* citation style “Notes and Bibliography,” also sometimes known as the humanities style (see chapters 16 and 17). Bibliographic reference should be consecutively numbered throughout the manuscript. Double-spaced endnotes should appear on separate pages at the end of the article. Do not provide a separate bibliography. Full publication details are given in the endnote for the first mention of any work cited. Use a regular, bottom-aligned number enclosed in brackets (e.g., [1], [2]), not superscripts, to number references in the text. Brackets are not needed in the endnotes at the end of the paper. Authors should not use the automatic foot- or endnote feature in word-processing programs. Verify each citation by sight, very carefully. Consult *LRTS* for examples.
- **References to online databases, Web sites, electronic journal articles, and other online sources:** Use standard format for citing print resources and conclude the reference with the date accessed and the URL, e.g.,

Library of Congress, Network Development and MARC Standards Office, “MARC 21 Concise Bibliographic: Control Field 008” (Washington, D.C.: Library of Congress, 2004), www.loc.gov/marc/bibliographic/ecbd008s.html#mrcb008b (accessed May 8, 2005).
- **Tables:** Follow the examples and suggestions in chapter 13 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. Each column in a table should have a heading. Provide each table with a brief, meaningful caption. Number each table. Each table should be a separate file. Do not imbed within the text of the paper. Table footnotes and sources, if any, should be typed double-spaced beneath the table.

- **Illustrations/figures/screen capture:** Follow the examples and suggestions in chapter 12 of *The Chicago Manual of Style* in working with illustrations. Provide electronic files (.tif, .eps, or .pdf). Resolution for all illustrations must be 300 dpi. Indicate the preferred placement in the text with an instruction in square brackets. Provide each illustration table with a brief, meaningful caption. Number each illustration. Each illustration should be a separate file. Do not imbed within the text of the paper.

Manuscript Submission

Submit manuscripts in digital format, either as e-mail attachments (preferred) or on disk. A paper copy is not necessary. Provide full contact information, including a mailing address. In the case of multiple authors, designate one author as the contact person. Use standard word-processing software on an IBM-compatible or Macintosh computer. The preferred software is Microsoft Word, but files prepared with most major word-processing software can be accommodated. Do not use automatic features (bold, endnote feature, right justification, etc.) of the word-processing software.

If sending as e-mail attachments: Name the file with the name of the first author and the file content (e.g., Smith text, Smith figure 1, Smith table 1). Send e-mail message and attachments to the editor, Peggy Johnson, at m-john@umn.edu. Your name will be removed before the files are sent to reviewers.

If sending on a disk: Label the disk containing a copy of the manuscript with the name of the author(s) and the file containing the text of the manuscript and any auxiliary files containing tables, figures, etc. See file-naming conventions requested above. Send disks to: Peggy Johnson, Associate University Librarian, University of Minnesota, 499 Wilson Library, 309 19th Ave. South, Minneapolis, MN 55455.

Editing

Papers are edited to improve the exchange of ideas, for clarity, and for consistency with the *LRTS* style and format. Papers needing extensive editing will be returned to the author for attention. Authors receive page proofs prior to publication and will be expected to respond promptly.

Copyright

When a paper is accepted, the author or authors will be asked to complete one of two copyright forms used by the American Library Association. They can be found at www.ala.org/ala/ourassociation/publishing/rightspermissions/divisioncopyright.htm.