

Author Instructions for Preparation of Electronic Files for *Library Trends* Articles

Articles must be submitted in Microsoft Word, typically via e-mail or an electronic file sharing service, from the issue editor. Every article should include:

- 1) **An abstract** and a brief (50-150 words) **biography** for each author, to be included at the end of the article. The following for example provides typical content:

Betsy Hearne is a professor in the Graduate School of Library and Information Science at the University of Illinois, Urbana-Champaign, where she teaches children's literature and storytelling. A former children's book review editor for *Booklist* and *The Bulletin of the Center for Children's Books*, she has lectured and written widely on children's literature and folklore. Dr. Hearne's articles include "Swapping Tales and Stealing Stories: The Ethics and Aesthetics of Folklore in Children's Literature" and "Ruth Sawyer: A Woman's Journey from Folklore to Children's Literature." She is the author of *Choosing Books for Children: A Commonsense Guide* and *Beauty and the Beast: Visions and Revisions of an Old Tale*, and the editor of several other books. In addition, Hearne has published novels for children, collections of poetry for young adults, and picture books, one of which, *Seven Brave Women*, won the Jane Addams Children's Book Award. Hearne has also been a University Scholar and President of USBBY, the United States chapter of the International Board on Books for Young People.

- 2) **Cover sheet** that includes the author's current telephone number(s), title, and e-mail and postal addresses; the postal address will be used to mail each author's complimentary copies (two) of the issue. Please be sure to include the cover sheet information in the same file as the article, preferably on the first page.

General Manuscript Formatting

- 3) Be sure to include a brief (150-200 words) abstract for the article.
- 4) Keep to the 20 to 30 page (5,000-10,000 words) limit, not including references and supplementary material.
- 5) Use a Times New Roman 12 pt. type for all text, including endnotes and bibliography. Use 1-inch margins, justified on the left only, and single spacing.
- 6) For detailed information concerning style, **refer to the Library Trends Style Sheet.**
- 7) Use endnotes rather than footnotes and print them out at the end of your article, before the reference list.

- a. **Note:** End notes should be used only for substantive information, i.e., **do not use to merely list a citation or URL**. Short-form citations may be used in end notes, with a full citation appearing in the References section.
- 8) Make sure in-text citations and references correspond.
- 9) In general, quotations of fewer than ten lines should be run into the text. Format lengthy quotes as block quotations—that is, indented from the left margin either by changing the margin setting at the beginning of the block quotation (return to the original setting when the text resumes) or by using the block quotation feature. **Don't use tabs and hard returns to format each line of a lengthy prose quotation.**
- 10) Either use the hanging indent feature to format the bibliography or tab indent the first line of each entry, as you would paragraphs of text.
- 11) Number pages consecutively throughout the manuscript using the header/footer feature.
- 12) **Consistently format subheads** within the text as follows:
 - a. First-level Subheads in Caps/lowercase, Centered, on a Separate Line
 - b. Second-level Subheads in Caps/lowercase, Flush Left, on a Separate Line
 - c. Third-level Subheads in Caps/lowercase, Flush Left, and Underlined, with the text beginning on the same line.
- 13) To mark divisions without using subheads, center three asterisks on a separate line as follows:

- 14) Add an extra line of space (i.e., an extra hard return) above but not below all subheads and centered asterisks.

Tables

- 1) Tables should be formatted as black-and-white text only, not as a graphic.
- 2) Each table should appear on a separate page (not embedded in the text), **with a call-out within the text to show where the table should be inserted**, e.g., [Table 1 here].
- 3) Each table should be numbered and have a caption. Provide and format captions as follows: "Table 1." followed by a space and then the caption.
- 4) Every column should have a heading.
- 5) All abbreviations and terms should be explained within the table.
- 6) Terms used in the tables should be consistent with terms used in the text.

Figures/Artwork

- 1) Each figure should appear on a separate page (not embedded in the text), **with a call-out within the text to show where the figure should be inserted**, e.g., [Figure 1 here].
- 2) Each figure should be numbered and have a caption. Provide and format captions as follows: "Figure 1." followed by a space and then the caption.
- 3) **Each figure should have a caption.**
- 4) All figures should be saved as a separate file, preferably as JPG or TIF and not embedded in Word documents. Embedding figures and images makes for very poor quality.
- 5) Submit artwork as individual, separate grayscale files, saved as either TIF, PDF, or EPS files (Please do NOT submit JPG files).
- 6) Photos should be scanned at 300 dpi or better. Line art and music examples should be submitted at 1200-1500 dpi.
- 7) **Permissions for artwork or illustrations from other sources must be provided in writing (see below).**
- 8) **Please do NOT submit artwork or illustrations as Word files or embedded into a Word document.**
- 9) **Please do NOT submit artwork files in color, with the exception of hard copy color photos, which are OK to submit for us to scan.**

Permissions

As the author of the article, it is your responsibility to obtain and acknowledge at the appropriate place in the manuscript, such permissions as may be required to reprint any copyrighted material, whether previously published or not, that falls outside the bounds of fair use. This includes but is not limited to graphs, line drawings, maps, photographs, tables, musical scores or examples, portions of or entire chapters, and quoted prose, poetry, or song lyrics. Such permissions must be obtained in writing and submitted with the final version of the manuscript (prior to copyediting). You should request worldwide rights, in both print and electronic forms, in all languages and editions.

Section 107 of the Copyright Law of 1976 indicates that the following factors must be taken into consideration when determining fair use:

1. the purpose of the use, including whether such use is commercial or nonprofit/educational;
2. the amount quoted in relation to the copyrighted work as a whole;
3. the nature of the copyrighted work;
4. the effect of the use upon the market for or value of the copyrighted work.

If some of your own writing in the manuscript has been previously published, either in journals or books, you may need permission or assignment of copyright from the earlier publisher, depending on the length and nature of the reprinted material.

For additional information on copyrights and permissions, you may wish to consult *The Chicago Manual of Style*, 15th ed. (Chicago: University of Chicago Press, 2003).

If you encounter difficulty deciding whether or not permission is required for a particular use or have general questions about the preparation of your manuscript, please consult managing editor Cindy Ashwill, Assistant Dean for Communications, Graduate School of Library and Information Science, at (217) 244-4643 or cashwill@illinois.edu.