

Author Instructions for the Preparation of Articles in *Library Trends*

GENERAL REQUIREMENTS

Articles must be submitted in Microsoft Word, typically via e-mail or an electronic file sharing service, to the issue editor for review.

A brief abstract (200 words maximum) should appear at the beginning of the article, and a biography for each author (150 words maximum) should be included at the end.

Articles published in *Library Trends* are normally in the range 4,000-10,000 words, not including references and supplementary material. Longer or shorter submissions *can* be accommodated, but this is dependent on the significance of the content and subject to consultations with the issue and general editors.

If you are including an acknowledgement statement, this should be inserted at the end of the text, before the references and endnotes.

TEXT FORMATTING

Use Times New Roman 12 pt. type and justify to the left only.

Articles should be single spaced.

Use American spelling (except within quotes).

Number pages consecutively throughout the manuscript.

Do not insert any header or footer other than the page number.

Format subheads consistently, using no more than three levels; for example: capitals (level 1); italics (level 2); italics run-in to paragraph text (level 3). Justify all sub-headings to the left.

Subhead examples:

LEVEL 1

Level 2

Level 3. Run-in to paragraph text

To mark divisions without using subheads, center three asterisks on a separate line, as follows:

Only use bullets for vertical lists (do not use numbered lists).

Lengthy quotes (normally exceeding 5 lines) should be formatted as block quotations, and indented from the left margin.

Notes can be used for narrative expansions of the text. Notes can also be used to cite archival material, and in such cases you are encouraged to do so. Do not use a note simply to state a URL. A URL is merely a location. Follow the guidelines given below for placing web-derived material in the list of references. When using notes, use the automated note-preparation facility in Word. If you use notes, it is important that you use endnotes, not footnotes. In your submitted Word document, it is permissible for endnotes to appear after the list of references, this being a feature of the automated note system. Subsequently, copy editors will place endnotes before the list of references.

Do not use hanging indents in the bibliography.

The general rule for text formatting is to follow *The Chicago Manual of Style (CMS)*.

REFERENCE FORMATTING

For all reference material (including in-text citations), use the *Publication Manual of the American Psychological Association (APA)*. Examples of the required citation style follow:

Book:

Bullock, N. (2002). *Building the post-war world: Modern architecture and reconstruction in Britain*. London and New York: Routledge.

Journal Article:

Bowen, E. (1956). Swedish library development since 1950. *Library Association Record*, 58(6), 216-219.

Chapter in book:

Yates, Nigel. (1990). Pugin and the medieval dream. In G. Marsden (Ed.), *Victorian values: Personalities and perspectives in nineteenth-century society* (pp. 58-70). London and New York: Longman.

Journal Article from Website:

Newman, P. (2007). Copyright essentials for linguists. *Language Documentation & Conservation*, 4(1), 28-43. Retrieved from <http://scholarspace.manoa.hawaii.edu/html/10125/1724/newman.html>

Newspaper Article from Website:

Parker-Pope, T. (2008, May 6). Psychiatry handbook linked to drug industry. *The New York Times*. Retrieved from <http://www.nytimes.com>

Research Report from Website:

National Endowment for the Arts. (2007, May). *To read or not to read*. Research Report #47. Retrieved from <http://www.nea.gov/research/ToRead.pdf>

Anything cited in the text needs to be in the list of references. Conversely, anything in the list of references requires a citation in the text.

For additional examples, visit the following URLs for previous issues of *Library Trends*, which are available in IDEALS, the digital repository for scholarly works at the University of Illinois:

<https://www.ideals.illinois.edu/handle/2142/31871>

<https://www.ideals.illinois.edu/handle/2142/31884>

TABLES

Collect all tables together in a separate Word file. Do not embed them in the text.

Tables should be formatted in Word as grayscale text, not as a graphic image that cannot be manipulated.

Include column headings and explain all abbreviations and terms, making them consistent with usage in the text.

Include a call-out in the text to show where each table should be inserted (e.g., "INSERT TABLE 1 HERE"). We will do our best to accommodate the desired location of the table.

Place a caption beneath the call-out. The caption should include the table number, followed by a description.

FIGURES: PHOTOGRAPHS & ILLUSTRATIONS

Submit each figure in a separate file (JPG or TIF). Do not submit photographs or illustrations as Word files, as they make for very poor quality.

Do not submit files in color. Because the journal is produced in grayscale, the benefits of colors will be lost and distinctions made in the text based on color may not be evident to readers.

Figures should be scanned at 300 dpi or higher and saved as grayscale files in TIF or JPG. Music figures should be submitted at 1200-1500 dpi.

Each figure should be numbered and have a caption. Place a call-out and the attached caption in the text at the required point. We will do our best to accommodate the desired location.

Figure captions should normally include the figure number, a description, and a permission or source statement.

PERMISSIONS

It is the responsibility of the author to obtain permissions as may be required to reprint any copyrighted material, whether previously published or not, that falls outside the bounds of fair use. Such permissions must be obtained in writing and submitted with the final version of the manuscript, prior to copyediting. Authors should acknowledge receipt of permissions in captions at the appropriate place in the manuscript.

INQUIRIES

If you have any questions about the preparation of your manuscript, please consult the Managing Editor of *Library Trends*, Cindy Ashwill, Assistant Dean for Communications, School of Information Sciences, email cashwill@illinois.edu