

About College & Research Libraries

SUBMITTING MANUSCRIPTS

Manuscripts of articles are to be sent to the editor, C. James Schmidt, c/o Research Libraries Group, Jordan Quadrangle, Stanford, CA 94305.

Instructions for Authors

In preparing articles to be submitted for publication in *College & Research Libraries*, please follow these procedures:

1. Submit original, unpublished articles only. Authors are responsible for the accuracy of the statements in their articles. If the paper has been presented at a conference, identify the conference by name and date in a cover letter.

2. Manuscripts are to be typewritten, double-spaced, and submitted in three copies. The title, name, and affiliation of the author, and an abstract of 75 to 100 words should precede the text. Do not repeat this information elsewhere in the text. Manuscripts usually range in length from 1,000 to 5,000 words, although longer manuscripts are occasionally received.

3. Bibliographical references are to be consecutively numbered throughout the manuscript, and typewritten, double-spaced, on a separate sheet or sheets at the end of the article.

4. Consult Merriam-Webster's *New Collegiate Dictionary*, 8th ed. (supported by Webster's *Third International*), for spelling and usage; prefer the first spelling if there is a choice. Verify the spelling and accuracy of names in an appropriate reference.

5. The *C&RL* journal follows *A Manual of Style*, 12th ed., rev. (Chicago: Univ. of Chicago Pr., 1969) as authority for capitalization, punctuation, quotations, tables, captions, and all matters of bibliographical style. Authors may consult recent issues

of the journal for examples of the style.

6. In general follow the practices recommended by *A Manual of Style* with these exceptions: Cite journal articles according to: author's first name or initials, author's surname, title of article, title of journal volume: page references (issue date). For example:

1. John Gardner and Gladys Rowe, "Thinking Small in a Big Way," *College & Research Libraries* 40:533-38 (Nov. 1979).

For subsequent references to a previously cited work, the surname of the author(s), a shortened form of the title, and the page reference are enough. Do not use op. cit. or loc. cit. For example:

15. Gardner and Rowe, "Thinking Small," p.534.

If no other reference intervenes, use "Ibid." to take the place of the elements of the previous reference that apply. Do not underline "Ibid." Do underline or quote all titles in both references and bibliographies. Number items as 1., 2., etc., but do not use superscript numbers. Use p.726-30, not pp. 726-730, for citations to a book or journal when listing page numbers. Abbreviate volume as V.2 or 2v. However, it is not necessary to give total number of pages or volumes when a reference cites an entire work. VERIFY ALL CITATIONS CAREFULLY.

7. Submit all tables and illustrations at the end of the paper, each on a separate page. Indicate the desired placement in the text by adding an instruction in brackets, e.g., (Insert table 2). Provide a brief title for each illustration or table. Type all tables double-spaced and follow the examples in *A Manual of Style* in constructing the tables, omitting the vertical lines to indicate columns. Use tables sparingly.

8. Submit original, camera-ready art for illustrations, figures, and graphs. Please

protect camera-ready copy when mailing your manuscript. All original, camera-ready art will be returned to the author(s) after publication.

SUBJECT CONTENT

College & Research Libraries includes articles in all fields of interest and concern to academic and research librarians—for example, library collections, their acquisition and organization; services to readers and bibliographic instruction; library organization and management; library buildings; library history. In its treatment of a subject, the manuscript may employ a number of different approaches, for example, a case study or a descriptive or historical narrative, an article expressing informed opinion on a matter of continuing interest, a report on the procedures and results of a controlled research project.

REVIEW OF MANUSCRIPTS

Manuscripts received are given an initial review by the editor, and those selected for further review are submitted to at least two readers, generally from members of the Editorial Board. Names of authors are removed from the manuscript, and thus author identification should be on the first page of the manuscript only. Insofar as possible, other items in the manuscript that identify the author (e.g., a bibliographical reference) are blocked out by the editor prior to submission for formal review.

When the review is completed, generally in six to eight weeks, the editor notifies the author. An author is not to submit a manuscript to another publication while it is under review by *College & Research Libraries*.

In their review the readers will direct their attention to the content and style of the manuscript, addressing such questions as the following: Does the manuscript make a substantially new contribution to the literature? As for the method employed, is it appropriate to the subject, and does the author demonstrate competence with it? Is the author then able to

communicate findings clearly to an educated yet not necessarily specialized audience? Does the author demonstrate through a review of the literature and other developments how the research or opinions here presented relate to them?

PUBLICATION

If accepted for publication, the manuscript is generally published from six to nine months after acceptance (depending on the supply of accepted manuscripts). The manuscript will be edited to conform to the style of the journal, and the editor may offer recommendations to the author on changes to make.

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Readers are invited to comment on articles in the journal through letters addressed to the editor. It is recommended that such communications be as short as possible and no longer than 200 words. All letters should be typewritten, double-spaced. A letter commenting on an article in the journal is shared with the author, and a response from the author may appear with the letter.

REVIEWS

College & Research Libraries includes reviews and listings of new publications of interest to academic and research librarians. Publishers are invited to send review copies of their publications as well as announcements to the editor (C. James Schmidt, c/o Research Libraries Group, Jordan Quadrangle, Stanford, CA 94305).

Readers wishing to review books for the journal are invited to write to the editor indicating their special areas of interest and qualifications.