
C&RL News guidelines for submission of articles or news items

A statement of purpose and content for College & Research Libraries News.

Purpose of *C&RL News*

College & Research Libraries News is the official news magazine of the Association of College & Research Libraries, a division of the American Library Association. Its purpose is to record significant activities of ACRL and to report news about academic and research libraries. As the official ACRL news magazine, *C&RL News* maintains a record of selected actions and policy statements of the association and publishes timely reports on the activities of ACRL and its sections, committees, discussion groups, councils, task forces, and chapters.

As a vehicle for communication among college and research libraries, *C&RL News* reports news items pertinent to academic and research librarianship, including information on bibliographic instruction, continuing education, appointments, acquisition of special collections, grants to libraries, new technology, and publications (brief notices).

The editor bears responsibility for the contents of each issue of *C&RL News*. Materials selected by the editor must be newsworthy, timely, and of practical value to people in the field. The editor has authority to decide what material is appropriate for publication, based on the following guidelines. The editor also reserves the right to make appropriate revisions in material selected for publication in order to standardize style or improve clarity (except official ACRL documents, president's letters, and similar material).

Statistical, theoretical, or research-oriented articles inappropriate for *C&RL News* will be forwarded to the editor of *College & Research Li-*

braries for review.

I. Length

Articles and columns should be no more than 3,000 words and no less than 500 words.

II. Style

C&RL News style is informal, but informative and precise.

III. Content

Materials selected should fall into one of the following categories:

a. Reports on a project, program, or research underway or recently completed dealing with a topic relevant to academic librarianship. Footnotes should be minimal and charts or tables avoided. These reports may be preliminary descriptions of programs or research to be published formally at a later date in library literature (*e.g.*, "Library Instruction within the Curriculum," December 1984).

b. Reports on a recent conference or workshop of interest to academic or research librarians (*e.g.*, "The Changing Role of Libraries in Higher Education: A Symposium at Northern Illinois," November 1984).

c. Reasoned and informed speculation or comment on a relevant topic, especially if solicited by the editor or an official ACRL group (*e.g.*, "Decidification Dialogue," January 1985).

d. State-of-the-art reports on a relevant topic (*e.g.*, "A Closer Eye on Appraisals," February 1985).

e. Standards, guidelines, or recommendations of an ACRL committee or other official ACRL group

(e.g., "A Proposed Planning Process for ACRL," September 1984).

IV. Manuscript

Authors should submit two copies, double-spaced, following either the *Chicago Manual of Style* or Turabian.

The preferred typewriter elements are: Courier 10, Prestige Elite 12, or Letter Gothic 12.

The deadline for receipt of editorial copy is approximately the 26th of each month, for inclusion in the issue of the second month following.

V. Requests for Donations

C&RL News may occasionally print requests for the donation of books or materials to libraries, especially foreign libraries, which have suffered extensive loss through fire, hurricane, or other natural disaster. Other libraries soliciting contributions for other reasons will be referred to the rates for classified advertising in *C&RL News*.

Editor's Note: These guidelines were adopted by the C&RL News Editorial Board at the Denver Midwinter Meeting on January 25, 1982. ■■

Chapter visits

The ACRL Executive Director visits the Minnesota and Illinois chapters.

Minnesota, November 1. A brisk fall day, clear and bright, greeted me in Minnesota. Driving to Northfield for the Minnesota Chapter meeting with Peg Johnson gave me the chance to meet our new Audiovisual Committee chair and see some suburban countryside. The Concert Hall on Carleton College's campus was the setting for the meeting, which was attended by over 60 academic and research librarians.

The day-long program began with my talk, entitled "Eight Possible Things Before the Main Speaker," in which I described ACRL, its physical setting, its relation to ALA, a who's who of the staff and a description of key staff activities, and how to participate in the Association at a variety of levels.

Beverly Lynch, president-elect of ALA, gave the keynote speech and addressed the role of the librarian as related to the academic environment. Emphasizing the Naisbett theme of decentralization, Lynch suggested that ALA will be increasing its outreach activities to involve members. She urged librarians in academic institutions to become aware of the environment within their institutions, to consider the problems facing the administration as the key problems for them also, and to contrib-

ute a unique viewpoint to their solution. She also emphasized that they need to keep abreast of the whole field of higher education—the external environment of the institution—and to increase their attention to such matters as information policy, access to information, the cost of information retrieval, new skills needed by library staff and users, and the principles of learning.

Lynch reviewed some of her earlier work on the relationship of the library to other organizations, characterizing them as input/output relations, and stressed the political realities which often carry more weight than "rational" management techniques in practical dealings among organizations. A lively question period ensued.

During the lunch break, visitors were treated to tours of the remodeled library building, which features beautiful vistas, practical facilities, plenty of cozy spaces for study, and room for expansion.

The afternoon's program featured a panel of Minnesota librarians: Michael Kathman, Allen Dollerschell, Valera Rohrer, and Darrel Meinke, who presented some thought-provoking ideas for everyone to take back, including:

- the need for libraries to rise above competition