

Indiana Libraries Submission Guidelines

Indiana Libraries is a professional journal for librarians and media specialists. Published twice a year, it is a joint publication of the Indiana Library Federation and the Indiana State Library.

Practitioners, educators, and researchers are invited to submit manuscripts for publication. Manuscripts may concern a current practice, policy, or general aspect of the operation of a library system in Indiana.

For more information and to discuss ideas for article topics, or to discuss guest editing a special theme issue, contact the *Indiana Libraries* editor:

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Toll Free: (866) 758-6254

Indiana Libraries Submission Format/Instructions to Authors

Order of Information in Submission

1. Title of article
2. Name of author(s)
3. Text of article with references to source material in APA parenthetical notes
4. References for source material in APA format
5. Institutional affiliation, job title, and contact information for author(s). *Preferred format: Name (email address) is Title at Institution.*

Text Format Requirements

1. Use 12-point Times New Roman for all text.
2. Submit files as Word (.doc) or Rich Text File (.rtf) documents, either as attachments or on disk if sending via USPS.
3. Save files with distinctive names (i.e., your last name, or a word or phrase specific to the article content) rather than with generic ones which anyone might use (i.e., editorsdeskpierc.doc instead of indianalibrariesarticle.doc).
4. Single space content within paragraphs; double space content between title and body of paper, between sub-headings and subsequent paragraphs, between paragraphs, and between items in the References list.

See Also:

1. *The Librarian's Guide to Writing for Publication* (Scarecrow Press: 2004)
2. APA Style Home at www.apastyle.org

Indiana Library Federation

Publication Subscription Information

Focus on Indiana Libraries

Focus is the Federation's newspaper. Published 11 times a year in cooperation with the Indiana State Library, it keeps members up to date on news and information of interest to the Indiana library community. Included are articles about innovative programs, upcoming conferences, continuing education opportunities, and legislative issues. A current listing of job opportunities in Indiana libraries is also included.

Publication Schedule: Monthly (April/May issues combined)

Subscription: \$15.00/year

Indiana Libraries

Indiana Libraries is a professional journal for librarians and media specialists. It is also published jointly by the Federation and the Indiana State Library.

Publication Schedule: Two issues per year

Subscription: \$10.00/year

To subscribe to either publication, fill out the information requested below and return with a check or money order to: Indiana Library Federation, 941 E. 86th St., Suite 260, Indianapolis, Indiana 46240. Questions should be directed to the Federation executive office at (317)257-2040.

Please make checks payable to the Indiana Library Federation.

Subscription Form

Name: _____

Business: _____

Department: _____

Address: _____

City, State, Zip Code: _____

I would like to subscribe to:

Focus on Indiana Libraries \$15.00/year

Indiana Libraries \$10.00/year

Total: _____

Return to: Indiana Library Federation ■ 941 E. 86th St., Suite 260 ■ Indianapolis, IN 46240
Phone: (317) 257-2040 ■ **Fax:** (317) 257-1389 ■ **E-mail:** ilf@indy.net

Indiana Libraries Seeks New Editor

Starting with the first issues of 2006, *Indiana Libraries* will be in need of a new editor. Ordinarily the term of office for the Editor is three years. A description of the Editor's responsibilities follows this notice, and applicants should address their remarks to their abilities to fulfill those functions. Those interested in being considered for the editorship should submit a cover letter, resume, and supporting materials which demonstrate the author's authoring and editing skills to

Chair, Publications Committee, Indiana Library Federation, 941 East 86th Street, Suite 260, Indianapolis, Indiana, 46240

For consideration, application materials should be postmarked by *30 April 2005*. Questions regarding the editorship can be addressed to the Editor at jenpierc@iupui.edu.

Indiana Libraries Editor Position Responsibilities

1. Ensure the inflow of high-quality, publishable articles for the journal through the following means
 - a. Review of unsolicited manuscripts
 - b. Discussion of manuscripts with the associate/assistant editor
 - c. Recruiting potential contributors
 - d. Soliciting suggestions of potential contributors from ILF members
2. Review and edit manuscripts for publication, including
 - a. Directing authors' revision work on manuscripts
 - b. Ensuring consistency in format of articles within each issue
 - c. Proofreading both manuscripts and galleys
3. Providing guidance and consistency for the publication by
 - a. Communicating with the Managing Editor and the ILF Publications Committee
 - b. Revising the Instructions to Authors document as necessary and appropriate
 - c. Developing thematic foci for issues or other strategies as needed to generate content
 - d. Providing a publications topics calendar for the ILF Web site, supplemented by publication in *Focus*
 - e. Developing supporting documentation to assist with the editing and publishing process.

Forthcoming Issues of *Indiana Libraries*

The following issues are in the works; contact information for editors working on each issue are provided for potential contributors.

General Issues

To contribute an article, contact either the editor (Jennifer Burek Pierce/jenpierc@iupui.edu) or the associate editor (Emily Okada/okada@indiana.edu).
Winter 2005: No theme; all submissions welcome
Summer 2005: Health Information

Special Issue: Continuous Improvement

Guest Editor: Sara Laughlin
1616 Treadwell Lane
Bloomington, IN 47408
Phone: (812) 334-8485
Fax: (812) 336-2215
web: www.saralaughlin.com

Guest-Edited Issues

Special Issue: Information Literacy
Guest Editor: Marsha Miller, Coordinator, Library Instruction
Indiana State University
Terre Haute, IN 47809
Phone: (812) 237 2606
marshamiller@indstate.edu

Special Issue: Diversity

Guest Editor: Karen Evans, Assistant Librarian/Professor
Instruction and Research
Cunningham Memorial Library
Indiana State University
Terre Haute, IN 47809
Phone: (812) 237-8824
Fax: (812) 237-2567
libevak@isugw.indstate.edu

Indiana Libraries Seeks New Editor

The Journal of the American Library Association, Indiana Library Association, and the Indiana Library Council are seeking a new editor for the journal. The journal is published quarterly and is the primary source of information for librarians in Indiana. The journal is published by the Indiana Library Council, 100 North Meridian Street, Indianapolis, Indiana 46204.

For consideration, send your resume and references to the Editor, Indiana Libraries, 100 North Meridian Street, Indianapolis, Indiana 46204.

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1. Review the editor of the journal for the following areas:

- a. Scope of journal's coverage
 - b. Clarity of writing style with the appropriate use of technical terms
 - c. Accuracy of references
 - d. Adherence to the journal's style guide
2. Prepare a list of recommendations for the journal's future:
- a. Changing content, format, length, etc.
 - b. Cover design, layout, etc.
 - c. Advertising and circulation
 - d. Distribution and subscription rates
 - e. Review process and timeline
 - f. Budget and financial issues
 - g. Marketing and promotion
 - h. Other relevant issues

Forthcoming Issues of Indiana Libraries

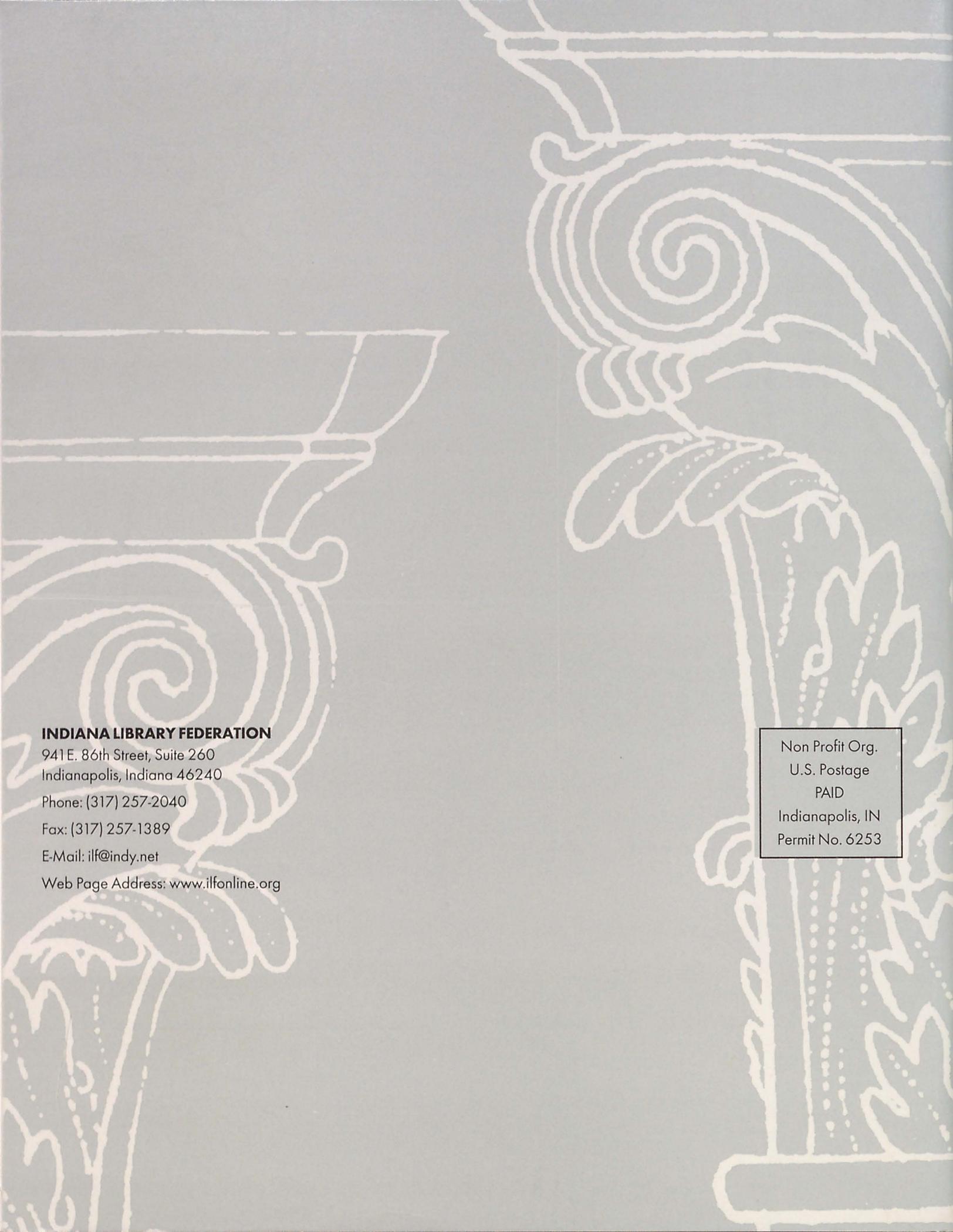
The following information is for the forthcoming issues of the journal. Please contact the publisher for more information.

Current Issue
 To subscribe or make a donation, please contact:
 Indiana Library Council, 100 North Meridian Street,
 Indianapolis, Indiana 46204
 Phone: (317) 432-1234
 Email: ilc@ilc.org

Next Issue (Spring 2000)
 Editor: [Name]
 Editor: [Name]
 Editor: [Name]
 Editor: [Name]
 Editor: [Name]

Future Issues
 Special Issue: [Topic]
 Guest Editor: [Name]
 Guest Editor: [Name]
 Guest Editor: [Name]
 Guest Editor: [Name]
 Guest Editor: [Name]

Special Issue
 Guest Editor: [Name]
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