

# 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:

Jennifer Burek Pierce  
Assistant Professor  
755 W. Michigan St., UL 4115H  
Indianapolis, IN 46202-5195

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Phone: (317) 274-1759  
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., editorsdeskpiere.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](http://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.

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## 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](mailto: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 86<sup>th</sup> 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](mailto: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.

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## 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](mailto:jenpierc@iupui.edu)) or the associate editor (Emily Okada/[okada@indiana.edu](mailto: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](http://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](mailto: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](mailto:libevak@isugw.indstate.edu)



# Indiana Libraries Seeks New Editor

The Indiana Library Association (ILA) is seeking a new editor for the journal *Indiana Libraries*. The journal is published quarterly and is the primary source of information for librarians in Indiana. The journal is published by the Indiana Library Association, 1000 North Meridian Street, Indianapolis, IN 46202. The journal is published by the Indiana Library Association, 1000 North Meridian Street, Indianapolis, IN 46202. The journal is published by the Indiana Library Association, 1000 North Meridian Street, Indianapolis, IN 46202.

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## Editorial Consideration Process

1. Manuscripts should be submitted to the editor by the following means:

- 1. E-mail to: editor@indianalibrary.org
- 2. Hard copy to: Editor, Indiana Libraries, 1000 North Meridian Street, Indianapolis, IN 46202
- 3. Fax to: 317-434-2100
- 4. Directly to the editor by hand delivery to the editor's office.

2. Manuscripts should be submitted to the editor by the following means:

- 1. E-mail to: editor@indianalibrary.org
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- 3. Fax to: 317-434-2100
- 4. Directly to the editor by hand delivery to the editor's office.
- 5. Manuscripts should be submitted to the editor by the following means:
- 6. Manuscripts should be submitted to the editor by the following means:
- 7. Manuscripts should be submitted to the editor by the following means:
- 8. Manuscripts should be submitted to the editor by the following means:

## Forthcoming Issues of Indiana Libraries

The following are the titles of the forthcoming issues of the journal *Indiana Libraries*.

### Current Issue

- 1. *Indiana Libraries*, Volume 34, Number 1, Spring 2002
- 2. *Indiana Libraries*, Volume 34, Number 2, Summer 2002
- 3. *Indiana Libraries*, Volume 34, Number 3, Fall 2002
- 4. *Indiana Libraries*, Volume 34, Number 4, Winter 2002

### Upcoming Issues

- 1. *Indiana Libraries*, Volume 34, Number 1, Spring 2003
- 2. *Indiana Libraries*, Volume 34, Number 2, Summer 2003
- 3. *Indiana Libraries*, Volume 34, Number 3, Fall 2003
- 4. *Indiana Libraries*, Volume 34, Number 4, Winter 2003

### General Information

- 1. *Indiana Libraries*, Volume 34, Number 1, Spring 2002
- 2. *Indiana Libraries*, Volume 34, Number 2, Summer 2002
- 3. *Indiana Libraries*, Volume 34, Number 3, Fall 2002
- 4. *Indiana Libraries*, Volume 34, Number 4, Winter 2002
- 5. *Indiana Libraries*, Volume 34, Number 1, Spring 2003
- 6. *Indiana Libraries*, Volume 34, Number 2, Summer 2003
- 7. *Indiana Libraries*, Volume 34, Number 3, Fall 2003
- 8. *Indiana Libraries*, Volume 34, Number 4, Winter 2003

### Editorial Information

- 1. *Indiana Libraries*, Volume 34, Number 1, Spring 2002
- 2. *Indiana Libraries*, Volume 34, Number 2, Summer 2002
- 3. *Indiana Libraries*, Volume 34, Number 3, Fall 2002
- 4. *Indiana Libraries*, Volume 34, Number 4, Winter 2002
- 5. *Indiana Libraries*, Volume 34, Number 1, Spring 2003
- 6. *Indiana Libraries*, Volume 34, Number 2, Summer 2003
- 7. *Indiana Libraries*, Volume 34, Number 3, Fall 2003
- 8. *Indiana Libraries*, Volume 34, Number 4, Winter 2003



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