

# Indiana Libraries

*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. The ILF Publications Committee is currently taking suggestions for subsequent themes for the publication. If you would like to discuss possible themes for the publication or have ideas for a paper, contact *Indiana Libraries* editor:

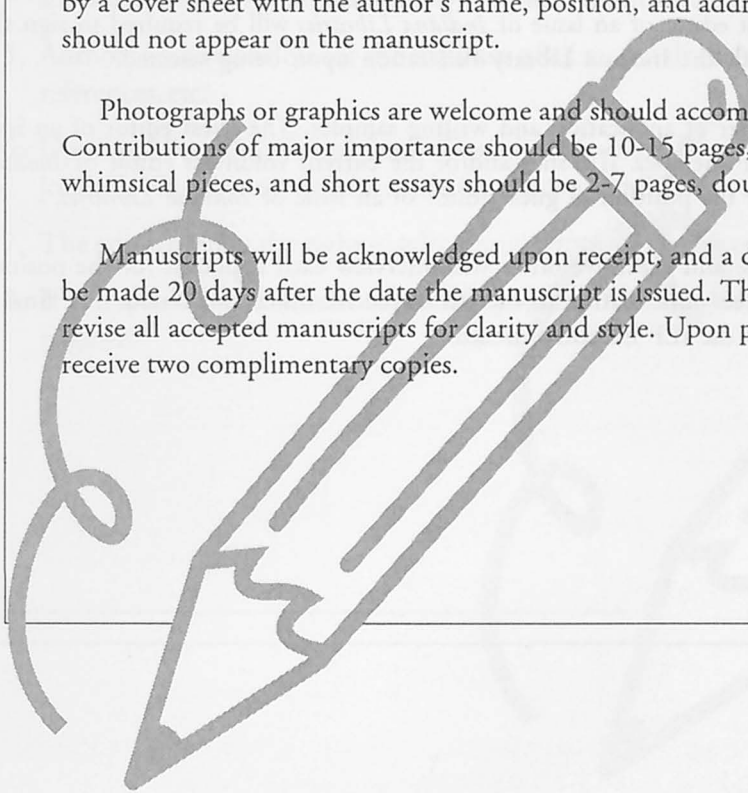
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All manuscripts should be submitted on a computer disk, if possible. The article should be double-spaced throughout with good margins. Writers should be identified by a cover sheet with the author's name, position, and address. Identifying information should not appear on the manuscript.

Photographs or graphics are welcome and should accompany the manuscript. Contributions of major importance should be 10-15 pages, double spaced. Rebuttals, whimsical pieces, and short essays should be 2-7 pages, double spaced.

Manuscripts will be acknowledged upon receipt, and a decision concerning use will be made 20 days after the date the manuscript is issued. The editor reserves the right to revise all accepted manuscripts for clarity and style. Upon publication, the author will receive two complimentary copies.



# *Indiana Libraries*

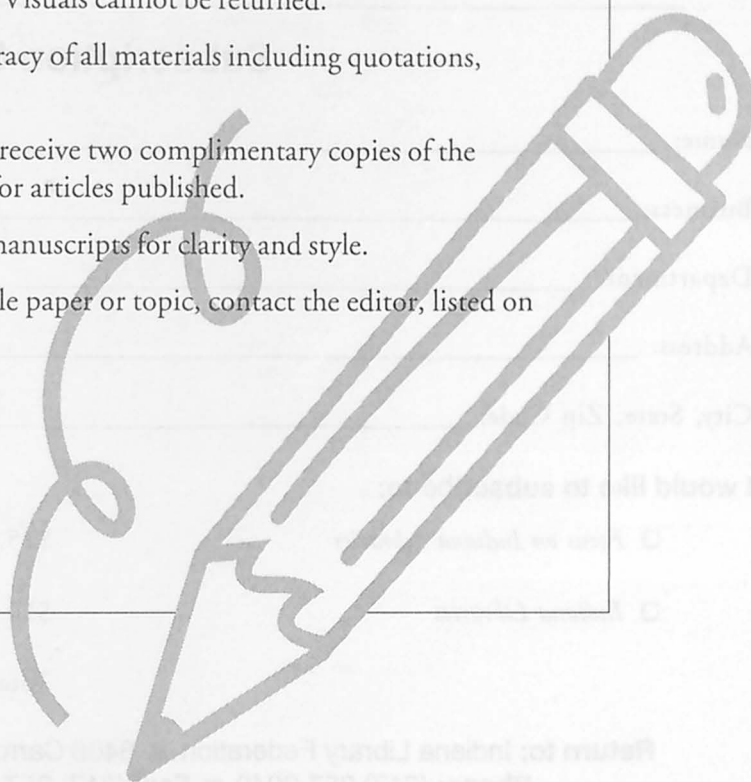
## *Guest Editor Guidelines*

1. It is important that each issue of *Indiana Libraries*, when not constrained by subject focus, represent all types of libraries. It is also important that each issue of *Indiana Libraries* be geographically representational. In other words, each issue of *Indiana Libraries* must be composed of articles about different types of libraries which have been written by members of the library community who are from geographically diverse areas of the state, in order to provide a diverse, statewide sampling of current research, articles, etc.
2. The guest editor of an issue of *Indiana Libraries* will work with the appropriate ILF unit(s) to produce a cooperative publication.
3. The guest editor of an issue of *Indiana Libraries* should have a professional background related to the scope of the issue, especially when dealing with technical or profession-specific topics.
4. The guest editor of an issue of *Indiana Libraries* must be prepared to review and edit articles for content, clarity, and style.
5. The specific terms and conditions of a guest editorship will be detailed in a professional services contract for that issue. The guest editor of an issue of *Indiana Libraries* will be required to sign the professional services contract with the Indiana Library Federation upon being selected.
6. All applicants must submit a letter of application and writing samples. The guest editor of an issue of *Indiana Libraries* must be an ILF member. ILF staff and/or the current volunteer editor of *Indiana Libraries* are eligible to apply for the position of guest editor of an issue of *Indiana Libraries*.
7. The ILF Publications Committee and executive office will interview each applicant for the position of guest editor and make a hiring recommendation to the ILF executive office and Board. The final and official decision will be made by the ILF Executive Board.

Adopted by Committee: 8/5/98  
Approved by COES: 7/28/98  
Ratified by ILF Executive Board: 9/9/98

# Manuscript Submission Guidelines

1. Manuscripts should be double spaced and submitted in one of two ways:
  - a. Microsoft Word (preferred), Wordperfect, or plain ASCII text file on an IBM-compatible disk, accompanied by two paper copies.
  - b. Microsoft Word (preferred), Wordperfect, or plain ASCII text file (IBM-compatible) attached to an E-mail message addressed to both [sschlag@iupui.edu](mailto:sschlag@iupui.edu) and [twhitehd@doe.state.in.us](mailto:twhitehd@doe.state.in.us).
2. References or endnotes should appear at the end of the manuscript; footnotes should not be used. Manuscript should conform to MLA style (Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 4<sup>th</sup> ed. New York: Modern Language Association, 1995.) Pages should be unnumbered.
3. Authors should be identified by a cover sheet with the author's name, position, and address. MLA style exception: Identifying information should not appear on the manuscript.
4. Photographs and illustrative material should be in black and white, and graphics should be of good technical quality. Visuals cannot be returned.
5. Authors are responsible for the accuracy of all materials including quotations, references, etc.
6. Upon publication, each author will receive two complimentary copies of the journal. No payment will be made for articles published.
7. The editors retain the right to edit manuscripts for clarity and style.
8. If you would like to discuss a possible paper or topic, contact the editor, listed on page 42.



# 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, 6408 Carrollton Avenue, Indianapolis, Indiana 46220. 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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