

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

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:

Emily Okada
Undergraduate Library Services
IU Main Library W121
1320 E. Tenth Street
Bloomington, IN 47405

E-Mail: okada@indiana.edu (preferred)
Phone: (812) 855-9857
Fax: (812) 855-9857

Instructions to Authors

Style. Manuscript should follow the *Chicago Manual of Style*, 14th edition. References should appear at the end of the manuscript; footnotes should not be used. The article should be double-spaced throughout with good margins. Pages should be unnumbered. Manuscripts should be original and not published elsewhere. Authors are responsible for the accuracy of all materials including quotations, references, etc.

Length. Contributions of major importance should be 10-15 pages double-spaced. Rebuttals, whimsical pieces and short essays should be 2-7 pages, double-spaced. (Graphics, charts and tables not included in page count.) Charts and tables should be submitted separately from text.

Graphics. Authors are responsible for obtaining permission to use graphic materials (illustrations, images, photographs, screen captures, etc.). Submit camera-ready artwork for all illustrations. Black and white only.

Submitting manuscripts. Authors should be identified by a cover sheet that contains the author's name, position, address and e-mail address. Identifying information should not appear on the manuscript. Manuscripts should be submitted electronically in one of two ways:

1. Microsoft Word (preferred), WordPerfect or plain ASCII text file on a PC-compatible disk, accompanied by a paper copy. (See editor's address above.)
2. Microsoft Word (preferred), WordPerfect or plain ASCII text file (PC compatible) attached to an e-mail message addressed to both cgallion@ilfonline.org and okada@indiana.edu

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

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 Library Federation

General Information

The Indiana Library Federation is a statewide organization for library and media center professionals and supporters. It is the largest organization of its kind in Indiana, boasting more than 3,000 personal, institutional, and library trustee members. The Federation is also fortunate to have individual and corporate contributing members who support the organization's work.

The Federation is devoted to fostering the professional growth of its members and the promotion of all libraries in Indiana. It accomplishes its goals through statewide continuing education, public awareness, and library advocacy. The organization works to create a strong sense of unity within the library community. Members have the opportunity to become organized advocates for Indiana libraries. The Federation also offers members a number of opportunities for library leadership, professional growth, networking, and community service.

The Federation is governed by an executive board which is elected by the membership. The board is responsible for establishing direction, goals, and policies for the organization. The programmatic activity of ILF is performed through units established by the Executive Board as Committees, Associations, Divisions, Sections, or Districts. These units are defined below.

To achieve its stated purpose, the Federation participates in partnerships with other organizations. A long standing partnership with the Indiana State Library has resulted in joint publication of *Focus on Indiana Libraries*, the newspaper of the Indiana library community, as well as trustee education and training. The Federation has also worked with the Indiana Literacy Foundation, Indiana Health Science Library Association, Friends of Indiana Libraries, and The Children's Museum.

Committees

Various committees -- supported by a small professional staff -- do the administrative work of the Federation. These committees include: Archives; Awards & Honors; Budget and Finance; Annual Conference Planning; Constitution & Bylaws; Continuing Education; Financial Development; Insurance & Benefits; Intellectual Freedom; Legislative; Long-Range Planning; Membership; Nominating; Organization, Evaluation & Structure; Personnel; Public Awareness; Publications; and Scholarship.

Associations

The Federation is made up of five library associations. Members of the Federation may choose one or more associations with which to affiliate. The five associations are the Association for Indiana Media Educators, Indiana Academic Library Association, Indiana Corporate & Network Library Association, Indiana Library Trustee Association, and Indiana Public Library Association.

Special Interest Divisions and Sections

Federation members may also join special interest groups, called divisions and sections. Each group is centered around a particular topic of interest to its members. Some of these groups plan workshops, meetings, and conferences that address their particular interests.

Districts

The Federation separates statewide membership into eight geographic districts. Each district elects officers and has their own organizational structure and schedule of events. Annual district conferences are held to provide an opportunity for local library staff to exchange ideas.

Legislative Program

The Federation has a legislative advocate on staff and a legislative network that keeps state and federal lawmakers informed of the concerns of Indiana's library community. Past legislative efforts have been instru-

mental in securing funding for Indiana libraries and protecting intellectual freedom. The Federation organizes opportunities for members to get to know their elected officials.

Publications

Federation members receive two major publications: *Focus on Indiana Libraries* and *Indiana Libraries*.

Focus on Indiana Libraries is ILF's newspaper. Published eleven times a year in cooperation with the Indiana State Library, it keeps members up to date on news and information of interest to the library community.

Indiana Libraries is a professional journal, which is also published jointly by the Federation and the Indiana State Library.

Conferences

The Indiana Library Federation's conferences provide an excellent opportunity for professional networking and serve as a forum for the exchange of ideas. Conference workshops and programs offer up-to-date information on a variety of library-related topics.

Federation members receive reduced registration rates for the annual conference as well as many other continuing education conferences and workshops throughout the year.

Endowment Fund

The Federation has established a general endowment fund to provide money for programs, services, and public awareness efforts that cannot be supported by the Federation budget. These programs and services include special events, lectures, seminars, providing funds to promote library services, and granting scholarships and awards for achievement in the library field.

The ILF Endowment also maintains two memorial funds. The Esther Schlundt Fund was donated in the memory of a Lafayette woman and is to be used for general scholarships or programs. The Sue Marsh Weller Fund is dedicated to the memory of Sue Weller, who was a children's librarian at Morrisson-Reeves Public Library in Richmond. Money from this fund provides scholarships for future children's librarians.

The Endowment Board works in conjunction with the ILF Scholarship Committee to see that funds from the endowment go to worthy recipients.

Insurance Program

The Federation has a wide range of insurance and other financial benefits that can be offered to its members. Currently, institutional members can participate in a comprehensive Indiana Library Federation Group Health and Life Insurance program. In 1997, ILF hired Richard Sutton, D.B. Englehart & Associates, as the organization's insurance agent of record. The ILF Group Health Insurance program began coverage on January 1, 1998 with coverage offered through Anthem Blue Cross & Blue Shield. More than 50 libraries currently participate in this program.

In 1999, the Federation began offering:

- A directors' and officers' insurance program to trustee members
- A long- and short-term disability insurance program to institutional members
- A long-term care insurance program to personal members

In 2000, the Federation began offering:

- Homeowner and auto insurance to personal members

Indiana Libraries Advertising Reservation Form

To reserve advertising space in Indiana Libraries, please complete this form and return to:
Indiana Library Federation, 941 E. 86th St., Suite 260, Indianapolis, IN 46240, Fax: (317)257-1389

- Inside Front Cover \$150.00/issue
(7 1/8" by 9 3/4")
- Inside Back Cover \$150.00/issue
(7 1/8" by 9 3/4")
- Full Page \$100.00/issue
(6 3/8" by 9 1/4")
- Half Page \$75.00/issue
(6 3/8" by 9 1/4")
- Quarter Page \$50.00/issue
(3 1/4" by 3 1/2")

Contact Person: _____

Business: _____

Address: _____

City, State, Zip: _____

Phone: (_____) _____ Fax: (_____) _____

- ✓ Reservations for advertising must be received by May 1 for summer issue, and December 1 for winter issue.
- ✓ Camera-ready artwork for all advertising must be received by May 1 for summer issue, and December 1 for winter issue.
- ✓ Cover space is available on a first-come basis. If more than one reservation for the same space is received on the same day, lots will be drawn. If you request cover space, we will notify you immediately whether or not the space is available.
- ✓ Please make checks payable to the Indiana Library Federation.
- ✓ Questions about advertising should be directed to Linda Kolb or Crissy Gallion at (317) 257-2040.

NOTES:

Indiana Libraries Advertising Reservation Form

System designed by the Indiana Library Council, 1974. Revised 1980. All rights reserved.
This form is available to all Indiana libraries. For more information, contact the Indiana Library Council, 100 North Meridian Street, Indianapolis, IN 46202-1100.

1. Name of Library: _____

2. Address: _____

3. City: _____

4. State: _____

5. Zip: _____

6. Name of Librarian: _____

7. Title: _____

8. Telephone: _____

9. Name of Advertiser: _____

10. Address: _____

11. City: _____

12. State: _____

13. Zip: _____

14. Name of Advertiser Representative: _____

15. Title: _____

16. Telephone: _____

17. Name of Agency: _____

18. Address: _____

19. City: _____

20. State: _____

21. Zip: _____

22. Name of Agency Representative: _____

23. Title: _____

24. Telephone: _____

25. Name of Product: _____

26. Description of Product: _____

27. Estimated Circulation: _____

28. Estimated Advertising Revenue: _____

29. Estimated Advertising Expense: _____

30. Estimated Advertising Profit: _____

31. Name of Library: _____

32. Address: _____

33. City: _____

34. State: _____

35. Zip: _____

36. Name of Librarian: _____

37. Title: _____

38. Telephone: _____

39. Name of Advertiser: _____

40. Address: _____

41. City: _____

42. State: _____

43. Zip: _____

44. Name of Advertiser Representative: _____

45. Title: _____

46. Telephone: _____

47. Name of Agency: _____

48. Address: _____

49. City: _____

50. State: _____

51. Zip: _____

52. Name of Agency Representative: _____

53. Title: _____

54. Telephone: _____

55. Name of Product: _____

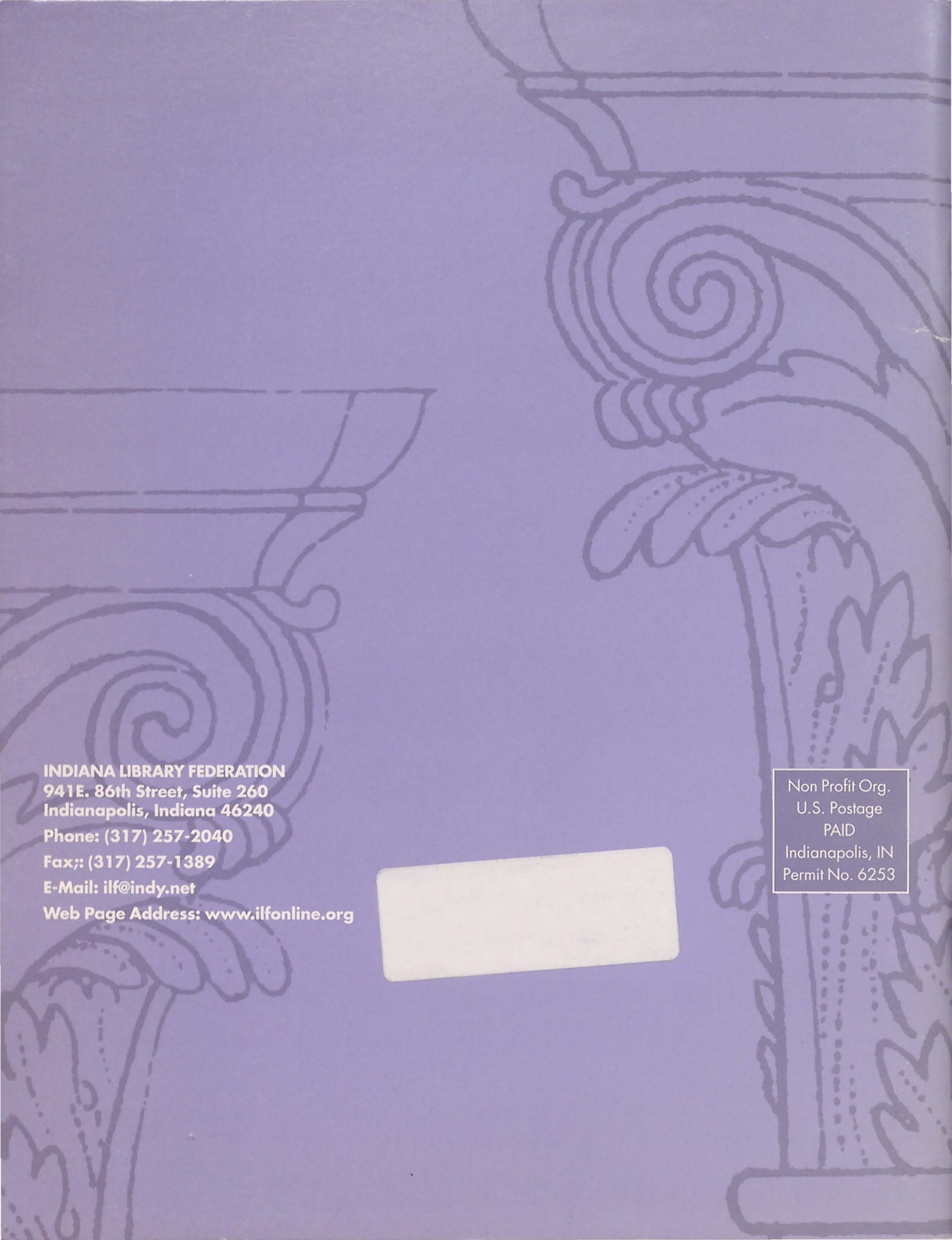
56. Description of Product: _____

57. Estimated Circulation: _____

58. Estimated Advertising Revenue: _____

59. Estimated Advertising Expense: _____

60. Estimated Advertising Profit: _____



INDIANA LIBRARY FEDERATION
941 E. 86th Street, Suite 260
Indianapolis, Indiana 46240

Phone: (317) 257-2040

Fax: (317) 257-1389

E-Mail: ilf@indy.net

Web Page Address: www.ilfonline.org

Non Profit Org.
U.S. Postage
PAID
Indianapolis, IN
Permit No. 6253