

DISCUSSION QUESTIONS

Have you ever thought about using this journal for professional development? Here's an idea: Hold a study group. Ask staff to read the issue (or even a single article) before coming. Use the Discussion Questions below (or just a few of them) to start the discussion. The questions are designed to move through participants through three viewpoints:

- o Text-to-self (i.e., a participant's own experience)
 - o Text-to-world (i.e., participants' application in his/her environment)
 - o Text-to-text (i.e., participants' knowledge about other theories, research, or writing)
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1. What kinds of customer feedback does your library gather? Did you get any ideas from the articles about new methods that your library might employ?
2. What are your library's Mission, Vision, and Values? If you don't know, how might you find out? If your library doesn't have a shared Mission, Vision or Values, how might you go about developing them?
3. What are your library's Key Success Factors? (They might be called "goals" or "strategic directions.")
4. Do you know how many processes your library has? What ideas for improving your processes did you get from reading the articles?
5. What kinds of data do you gather about the performance of your processes? How do you use the data to make improvements?
6. If you were going to adopt the process improvement approach in your library, where would you begin?
7. As you reflect on the continuous improvement approach, how would you compare it with other planning and improvement efforts with which you are familiar?

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

For information and to discuss ideas for article topics, contact the *Indiana Libraries* editors:

Editor:

Alberta Davis Comer

Indiana State University
Cunningham Memorial Library
650 Sycamore St.
Terre Haute, IN 47809
Email: acomer@isugw.indstate.edu (preferred)
Phone: (812) 237-2649
FAX: (812) 237-3376

Assistant editors:

Emily Okada

Associate Head & Reference Services Librarian
Information Commons Undergraduate Services
IU Wells Library W121
1320 E. Tenth Street
Bloomington, IN 47405
Email: okada@Indiana.edu (preferred)
Phone: (812) 855-9857
FAX: (812) 855-9857

Marissa Priddis

Assistant Director/Head of Adult Services/Webmistress
Alexandrian Public Library
115 W. Fifth Street
Mount Vernon, IN 47620
Email: theloudlibrarian@yahoo.com (preferred)
Phone: (812) 838-3286
FAX: (812) 838-9639

Julie Moline

Library Media Specialist
Kitley Intermediate School
8735 East Indian Creek
Indianapolis, IN 46259
E-mail: julie.moline@ftcsc.k12.in.us
Phone: (317) 803-5918
FAX: (317) 803-5982

Instructions to Authors

Style. Manuscripts should follow the parenthetical citation style of documentation modeled by the American Psychological Association (APA). The Publication Manual of the American Psychological Association: Fifth Edition

was most recently updated in 2001; some online information on using the APA Manual is available at <http://www.apastyle.org/>. The article should be double-spaced throughout with one-inch margins on all sides. 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. However, articles of any length may be submitted. (Graphics, charts, and tables are not included in the 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.

Photos: Authors may submit photos of themselves and photos that illustrate the manuscript. Photos should be submitted electronically as a jpeg or a tif at 300 dpi or higher resolution. Photos may also be sent by mail to the editor (see address above).

Submitting manuscripts. Authors should be identified by a cover sheet that contains the author's name, position, address, and email 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.)

OR

2. Microsoft Word (preferred), WordPerfect or plain ASCII text file (PC compatible) attached to an email message addressed to acomer@isugw.indstate.edu

Manuscripts will be acknowledged upon receipt and a decision concerning use will be made within thirty days after the date of receipt. The editor reserves the right to revise all accepted manuscripts for clarity and style. Edited articles will be returned to the authors for review. Those articles not returned to the editor within 5 days will be published as revised by the editor or assistant editors. Upon publication, the author will receive two complimentary copies.

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) including phone number, email address, and work address.
6. Short bio of author(s), about 3-4 lines for each author.

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., indianalibrariesarticle.doc or reference.doc).

See Also:

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

Forthcoming Issues of *Indiana Libraries*

General Issues

To contribute an article, contact the editor
(Alberta Davis Comer/
acomer@isugw.indstate.edu)
General Winter and Summer issues will be published
January and July each year.

Guest-Edited Issues

Special Issue:

School Media Specialists
(March 2008)

Guest Editor: Susie Highley
Creston Middle School
10925 E. Prospect Street
Indianapolis, IN 46239-9697
shighley@warren.k12.in.us

Special Issue:

Archives, Archivists, and Archival Practice
(October 2008)

Guest Editor: Alison Stankrauff
Franklin D. Schurz Library
Indiana University South Bend
P.O. Box 7111
South Bend, IN 46634
astankra@iusb.edu

Special Issue:

Library Job Searching
(March 2009)

Guest Editor: Karen Evans
Indiana State University
Cunningham Memorial Library
650 Sycamore Street
Terre Haute, IN 47809
libevak@isugw.indstate.edu



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: www.ilfonline.org

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