About College & Research Libraries

MANUSCRIPT PREPARATION

Manuscripts of articles should be sent to the editor, Gloriana St. Clair, c/o E506 Pattee Library, The Pennsylvania State University Libraries, University Park, PA 16802; (814) 865-1858; Fax: (814) 863-7293, gss@psulias.

INSTRUCTIONS FOR AUTHORS

1. Submit original, unpublished manuscripts only. Authors are responsible for the accuracy of the statements included. Papers presented at a conference should be identified with the conference name and date in the cover letter.

2. Manuscripts should be machine-printed and double-spaced. Three copies should be provided. Disk copy may be requested from authors for accepted articles. Authors’ titles, names, and affiliations should appear on a cover page only. Do not repeat this information in the text. Using key words from the title, put a header or footer on each page and include the page number. A 75- to 100-word abstract should precede the body of the article. Although longer works may be considered, 1,000- to 5,000-word manuscripts are most suitable.

3. Clear, simple prose enhances the presentation of ideas and opinions. The editor especially encourages writing in the active voice.

4. Local peer review increases a manuscript’s quality. Distribute the paper to colleagues, discuss it, and make revisions based on their commentaries.

5. Spelling will follow Webster’s New Collegiate Dictionary. First spellings will be preferred. Proper names should be checked in appropriate sources.


7. The author is responsible for verifying all citations carefully. Bibliographical references should be consecutively numbered throughout the manuscript. Double-spaced endnotes should appear on separate pages at the end of the article. Use regular aligned numbers (1., 2., etc.) not superscripts.

8. C&RL uses the scheme volume: pages (date) rather than the Chicago style of volume (date): pages. For example:


First mention of an article should use the author’s full name; subsequent mentions will be by last name only.


Consult C&RL for further examples.

10. Tables and illustrations should appear on separate pages at the end of the paper. Indicate desired placement by adding an instruction, such as (Insert table 2), in parenthesis. Each illustration or table should have a number and a brief title. Tables should be double-spaced and should follow examples in The Chicago Manual of Style.

11. Submit original, camera-ready art for illustrations, figures, and graphs. Please protect camera-ready copy when mailing the manuscript.

SUBJECT CONTENT

College & Research Libraries includes articles in all fields of interest and concern to academic and research libraries. Well-done manuscripts on all aspects of academic and research librarianship will be considered. Manuscripts may include research studies, case studies, descriptive narratives of successful and unsuccessful ventures, thoughtful discussions of issues in librarianship, and other suitable methods.

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College & Research Libraries is a refereed journal using double-blind review-
ing. The editor peruses manuscripts and submits them to two readers, generally members of the Editorial Board. For this process, the cover sheet with authors' names and other identifying materials is blocked out or deleted.

Editorial board readers address themselves to the content and style of the manuscript. Main areas of consideration are:
• Does the manuscript make a new contribution to the literature?
• Is the method used appropriate to the subject?
• Does the evidence presented support the hypothesis?
• Does the author communicate clearly with an educated yet not necessarily specialized audience?
• Does the literature review place the research or opinions in perspective?
• Does the literature review place the research or opinions in perspective?

This review process takes six to eight weeks. After the decision has been made, the editor writes to the author accepting the manuscript, accepting it contingent on revisions, or rejecting it. Authors may not submit manuscripts to other publications while a C&RL review is in progress.

PUBLICATION

If accepted, manuscripts generally appear about nine months after completion of the review process. The editor may offer recommendations for changes when the article is accepted. Further editing may occur to tailor the article to C&RL's style.

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Readers who wish to comment on articles in the journal should address the letters to the editor. Letters should be succinct; no longer than 200 words. They should be machine-printed and double spaced. Letters will be shared with the author, who may be invited to respond.

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Acknowledgment

The C&RL Editor and the Board wish to thank Eldon W. Tamblyn for his continuing contribution of the annual index. Mr. Tamblyn has performed this service for the journal since 1975. Because his work helps ACRL members to find materials more effectively, he has the additional gratitude of the whole membership.
Index to Vol. 52 (1991)
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Compiled by Eldon W. Tamblyn
Portland State University, Oregon

FILING
Filing is word-by-word

ABBREVIATIONS

Standard abbreviations are used except in titles. Names of some organizations, ALA, ACRL, LC, etc., are also abbreviated and are alphabetized as if spelled out.

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