MANUSCRIPT PREPARATION

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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 Submit original, unpublished manuscripts only.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 will be requested from authors for accepted articles. Virtually any MS-DOS disk can be processed. 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.

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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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