

## Instructions to authors of *Louisiana Library* articles

The editor welcomes articles of interest to Louisiana librarians. Manuscripts may pertain to any aspect of librarianship, but those concerning librarianship in Louisiana will be given first consideration. Authors are encouraged to submit queries in advance of preparing manuscripts which are intended specifically for *Louisiana Libraries* or associated with a particular event, because publication schedules are dictated to some extent by the calendar of forthcoming theme issues. Signed articles do not necessarily reflect the Louisiana Library Association's approval.

Specific areas judged by referees include appropriateness to *Louisiana Libraries*, innovation, scholarship, and quality of writing. Articles should be analytical, critical expositions based on original research where indicated. They should be historical, descriptive, or experimental based on subjects of broad interest to Louisiana members of the profession. Articles should reflect issues and developments in library theory and practice. They should present new information, a new interpretation, or a different perspective. Articles should demonstrate an awareness of current writing and activity on the subject and cite it appropriately. The manuscript should be well organized, with material presented logically and clearly. Mechanics (grammar, spelling, punctuation) and the literary style must be of acceptable quality.

The manuscript should not have been published elsewhere, nor should it be under simultaneous consideration for another publication. Material should be entered on computer and submitted on disk, saved in Microsoft Word, and accompanied by a printout. Manuscripts may be submitted to the editor as Word document attachments. Since there may be technical difficulties in transmission, authors should be prepared to forward a disc with accompanying paper copies to the editor if necessary. If the electronic submission method is chosen, provide a separate attachment with authors' names, affiliations, and addresses; the authors' names should not appear in the body of the article.

Text and references should be reproduced on standard 8.5" by 11" paper, double spaced, with one-inch margins. Paragraphs are to be indented. All titles and section headings are to be left-justified and in upper and lower case (do not center titles or section headings, underline them, or type them in all caps). Provide a separate title page with authors' names, affiliations, and addresses; the authors' names should not appear in the body of the article. Please do not use the footnote component; instead, use superscript with endnotes when referencing information. A single article should be a minimum of 6 and a maximum of 20 double-spaced pages, including all figures, tables, and references. At least three reviewers, including one or more members of the *Louisiana Libraries* editorial board and one or more outside reviewers, blind review all articles for content and style. The review process usually requires six to eight weeks. Authors are notified upon receipt of the manuscript and when a decision has been reached. The editor reserves the right to edit for style and clarity, and length. Manuscripts will not be returned, unless for revision.

Define all symbols and spell out all acronyms the first time they are used.

*Louisiana Libraries* follows the most recent edition of *The Chicago Manual of Style*. Under most circumstances, the journal style does not use professional, social, or academic titles in the text.

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Authors are encouraged to submit illustrations that complement the text. They should be 8" x 10" or preferably, 5" x 7" glossy black-and-white photographs. Drawings or graphs must be camera-ready. The author is responsible for obtaining written permission to reproduce illustrations and paying all fees associated with the photographs. A photocopy of the owner's permission must accompany the typescript, and appropriate credit must be shown in the body of the work as prescribed by the owner. The editor reserves the right to limit the number of illustrations or to omit them. Photographs will not be returned.

Submit manuscripts to Vivian Solar, Editor, *Louisiana Libraries*, Ascension Parish Library, 708 S. Irma Blvd., Gonzales, Louisiana, 70737 (225/647-8924). For questions, email: [vsolar@state.lib.la.us](mailto:vsolar@state.lib.la.us)