

# C&RL News submission guidelines

## Editorial purpose

*College & Research Libraries News (C&RL News)* publishes articles, reports, and essays written by practitioners addressing philosophy and techniques of day-to-day management of academic library services and collections. *C&RL News* provides current information relating to issues, activities, and personalities of the higher education and academic and research library field. User education, technology, professional education, preservation, government actions that affect libraries, public relations, acquisitions of special collections, grants to libraries, reports on meetings, products, and the business of ACRL are covered in *C&RL News*. Established in 1966, *C&RL News* is the official newsmagazine and publication of record of the Association of College and Research Libraries (ACRL). It maintains a record of selected actions and policy statements of the association and publishes timely reports on the activities of ACRL and its units. It is published 11 times per year.

## Content

The editor bears all responsibility for the content of each issue of *C&RL News* and selects material for publication. The editor also reserves the right to make appropriate revisions in material selected for publication in order to standardize style or improve clarity (except official ACRL documents). *Note:* Formal, theoretical, or research-oriented articles inappropriate for *C&RL News* will be forwarded to the editor of *College & Research Libraries* for consideration.

Material selected should fall into one of the following categories:

1. Articles on a project, program, or service dealing with a topic relevant to academic librarianship (e.g., "Strategies to keep the wolf from the door," September 2003).

3. Essays for "The Way I See It" that offer reasoned and informed speculation or comment on relevant topics (e.g., "Multilingualism at the reference desk," May 2003).

4. Topics for the "Internet Resources" column. Submit a topic idea and brief information about the compiler's knowledge of the proposed topic. Compilers whose topics are selected will receive specific manuscript preparation information.

5. Essays that explore the ACRL President's theme. Topics and authors are selected by the President's Program Planning Committee.

6. Humorous essays and cartoons related to issues of academic librarianship and higher education.

7. Essays for the "Scholarly Communication" column. ACRL's Scholarly Communication Committee has editorial responsibility for this column; manuscript ideas should be sent to the committee chair.

8. Standards, guidelines, or recommendations of an ACRL committee or other official ACRL group.

9. Requests for the donation of books or materials to libraries. *C&RL News* may occasionally initiate requests for the donation of books or materials to libraries, especially foreign libraries, which have suffered extensive loss through fire, hurricane, or natural disaster. Other libraries soliciting contributions for other reasons will be referred to the rates for classified advertising in *C&RL News*.

## Instructions to authors

1. *Style.* Articles should be practical and written in an informal, accurate, and informative manner and follow the *Chicago Manual of Style*, 15th ed.

Manuscripts should be original and not published elsewhere. (Exceptions may be made for items previously published in institutional newsletters.) Footnotes, charts, and tables should be kept to a minimum.

2. *Length.* News notes may be 150–350 words; essays for "The Way I See It" should be 750–1,000 words; articles should be no more than 2,000 words.

3. *Graphics.* Whenever possible, photographs, illustrations, images from Web sites, etc., should accompany article submissions. Authors are responsible for obtaining permission to use graphic materials. Submit camera-ready artwork for all illustrations. On the back of each photograph include a brief caption, credits (if appropriate) and your name, address, phone number, and e-mail.

4. *Submitting manuscripts.* Manuscripts must be submitted electronically to the editor at sorphan@ala.org. (Note: An e-mail note of inquiry may precede submission of the article.) ■

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## **ACRL/TLT Group Online Seminar Series Information Literacy**

### **Information Literacy and Assessment**

February 5–19, 2004

Seminar leaders: Debra Gilchrist, Pierce College; Tom Kirk, Earlham College; and Robin Zuniga, TLT Group.

Live Webcasts will be held on Thursdays from 3:00 to 4:00 p.m. EST.

### **Best Practices in Information Literacy in Undergraduate Education**

March 2–16, 2004

Seminar leaders: Nancy Becker, St. Johns University and Margit Watts, University of Hawaii at Manoa

Live Webcasts will be held on Tuesdays from 3:00 to 4:00 p.m. EST.

### **Information Literacy: Achieving Effective Collaboration**

April 6–20, 2004

Seminar leaders: Steven Bell, Philadelphia University and John Shank, Penn State University

Live Webcasts will be held on Tuesdays from 3:00 to 4:00 p.m. EST.

**For information and link to TLT Registration, visit:  
[www.acrl.org/e-learning](http://www.acrl.org/e-learning)**

ACRL and TLT have partnered to offer this seminar series. ACRL members, staff of TLT group subscriber institutions, and ALA members can register at a reduced rate. There is also a discount for registering more than one person from the same institution.