

# 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., "The value of campus partnerships in redesigning library instruction," May 2002).

2. Essays for "The Way I See It" that offer reasoned and informed speculation or comment on relevant topics (e.g., "Access Service and RIL," October 2002).

3. 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 (e.g., "Crisis, disaster, and emergency management," November 2002).

4. Essays that explore the ACRL President's theme. The 2002–03 theme is "New Realities, New Rela-

tionships"; the 2003–04 theme will be "Partnerships and Connections: The Learning Community as Knowledge Builders." The President's Program Planning Committee slates authors and topics for this column; manuscript ideas should be sent to the committee chair.

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

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

7. Standards, guidelines, or recommendations of an ACRL committee or other official ACRL group (e.g., "Guidelines for Academic Status for College and University Librarians," October 2002).

8. 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*, 14th 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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