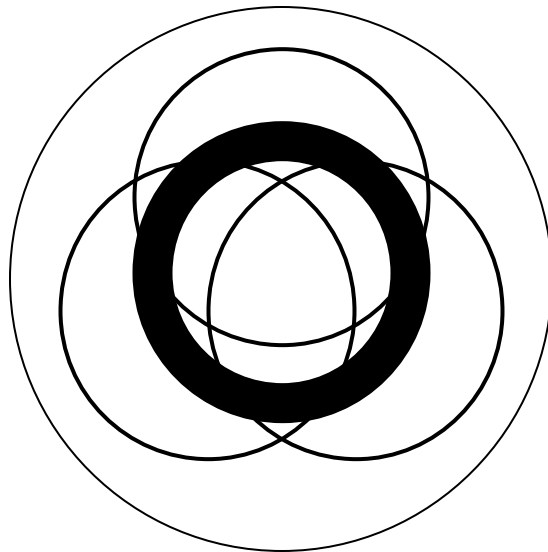


American Association of School Librarians
a division of the American Library Association

Publications Manual



Compiled by the
AASL Publications Committee
January 2001

The mission of the American Association of School Librarians is to
advocate excellence, facilitate change, and develop leaders in the school library media field.

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January 2001; revised September 2001

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Introduction and General Information

Publications are an important component of AASL's services to its members. Publications fall into five categories: the AASL print journal, *Knowledge Quest*, and its online companion, *Knowledge Quest on the Web*; the AASL electronic journal, *School Library Media Research*; AASL divisional publications; publications produced jointly with other divisions; and other publications of interest to AASL members that are published by ALA Editions.

School Library Media Research and *Knowledge Quest* are the responsibility of their editors with support from their editorial boards in planning, encouraging contributions, and related functions. The editors serve as ex-officio members of the Publications Committee, and the chair of the Publications Committee is an ex-officio member of the editorial boards of *Knowledge Quest* and *School Library Media Research*.

The primary role of the AASL Publications Committee is to review, analyze, coordinate, evaluate, and recommend for action all AASL publications, proposals, and manuscripts exclusive of *Knowledge Quest* and *School Library Media Research*. Individuals or units interested in publishing in an AASL publication should consult Appendices A, B, and C.

AASL has the right of "first refusal" for possible publication of the product of any AASL unit and program at the ALA Annual or AASL National Conference. Furthermore, ALA policy is that "materials prepared by a Division for other than its own publication will be offered to ALA Editions for first consideration." This ensures that ALA has the opportunity to disseminate works prepared under its auspices.

When AASL releases a publication to ALA, the AASL staff negotiates the best possible royalty for the division with ALA Editions. The staff negotiates with an outside publisher, if one is involved.

Basic facts about AASL Publishing

The AASL Publications Committee makes recommendations for publications to the AASL Board of Directors, even if the idea for the publication comes from AASL staff or members.

AASL publications may include any type of print or non-print material; examples are bibliographies, monographs, audio- and videocassettes, and software.

The Publications Committee accepts proposals at any time during the year; action on proposals will normally be taken at the ALA Midwinter Meeting or the ALA Annual Conference.

The AASL office does not provide typing services. Clean final manuscript copy and an electronic copy on a 3.5” disk or CD-ROM prepared with a standard word processor such as Microsoft Word must be provided for any approved publication.

Authors or editors are responsible for obtaining permission to use any copyrighted materials in their publications.

The AASL Board of Directors

The AASL Board of Directors approves in concept all AASL-related non-serial publications, both those published by the division and those published by ALA Editions. Before reaching its decision, the Board receives a recommendation from the Publications Committee. Although usually guided by the Publications Committee recommendation, the Board may choose to reject it. If issues arise between author(s) and staff during the editorial or production stages, those issues are referred to the AASL Executive Committee.

AASL Committees

If an AASL committee decides to publish a work, the same policies, which apply to an individual author, apply to that committee (See “The Production of a AASL Publication,” page 7 of this manual). The committee should designate one member to function as the primary author. The primary author will serve as the committee's liaison with the Publications Committee and the AASL Program Officer, Communications and Marketing.

AASL Publications Committee Responsibilities

The Publications Committee has the following duties:

Develops a publication plan, which can guide the selection of appropriate AASL publications.

Approves publication project ideas and develops recommendations for the AASL Board governing the disposition of publishable materials generated by units, presenters of AASL programs at the ALA Annual Conference and the AASL National Conference, and members of AASL.

Develops procedures or guidelines to be followed by individual authors, AASL units, and AASL staff in preparing and submitting manuscripts for publication.

Assists individual authors and AASL units by generally reviewing manuscripts for content (not copy editing) and by providing general advice and guidance.

Reviews total AASL publications list for balance, relevance, accuracy, and currency.

Publications Committee Editorial Criteria

These general criteria will guide Publications Committee members as they review manuscripts and will be useful to AASL units and authors as they prepare publications.

Subject

Is the subject in harmony with the mission statement of AASL and with the publications program delineated by the Publications Committee?

Is the subject or topic clearly and adequately defined?

Is the subject of current interest?

Is the subject significant to school library media specialists?

Does the manuscript contribute to our knowledge? Does it provide new information or insights? Does it build on previous work? Does it fill a need not addressed by other similar publications?

Is the conclusion of the work clear?

Market

Is the manuscript clearly directed toward a specific audience? Is the audience identified in the work?

Does the treatment suit the audience?

What is the intended purpose of the manuscript? For example, is it an historical document, a major reference work, a how-to guide, a survey of the literature, a workbook, or a bibliographic essay?

Do the quality and content of the manuscript match its purpose?

Format

What is the appropriate format for publication of the manuscript? Monograph? Pamphlet? A/V format? Electronic (disk or Internet availability)?

Author/editor/compiler

Does the author/editor/compiler have sufficient subject expertise and writing skill to insure a high-quality manuscript?

Scholarship and Credibility

Does the evidence presented support the author's position(s) and meet the needs of the market for which the work is being published?

Does the manuscript contain adequate and effective documentation, as evident in endnotes, bibliography, references, statistics, etc.?

Are tables, graphs, formulas, and illustrations effectively used and adequately explained or interpreted?

Is the methodology appropriate to the topic and explained clearly?

Presentation: Organization and written expression

Is the work well organized and coherent? Does it have, for example, an introduction, helpful breaks (chapters, subsections, paragraphs), and a conclusion?

Is the text clear, logical, convincing and interesting? Is the choice of words accurate and precise? Is it written in Standard English, avoiding jargon and unnecessarily technical language?

If originally prepared for another purpose (for example, speech, research proposal, grant report, or dissertation), has the manuscript been adapted appropriately?

Presentation: Form and mechanics

Does the manuscript consistently follow the most recent edition of *The Chicago Manual of Style* for spelling, punctuation, and endnote style?

Is the printed manuscript a clean and completely legible copy, double-spaced, with 1-1/2 inch margins?

Is the manuscript available on disk prepared with a standard word processor such as Microsoft Word?

AASL Staff Responsibilities

AASL staff members who assist with the publications program are:

AASL Executive Director, who serves as the Division Publisher

The AASL Executive Director/Division Publisher approves publication budgets, negotiates publishing contracts with ALA Editions and outside publishers, and provides general staff supervision for all publications projects.

AASL Program Officer, Communications and Marketing

The AASL Program Officer, Communications and Marketing serves as the staff liaison to the Publications Committee, assisting in guiding publication recommendations from the Committee to the AASL Board of Directors, assisting the Committee in setting publishing priorities, and providing the Committee with budget information and sales figures upon request.

The Program Officer, Communications and Marketing monitors and guides the publishing process, from receipt of the finished manuscript through sale of the finished product; prepares budgets with production, promotion and other costs (subject to the approval of the Executive Director); coordinates the editing, design and production of non-serial publications; writes press releases for new publications; oversees production of promotional materials; and sends review copies to library reviewing publications.

The Program Officer, Communications and Marketing is the Managing Editor of for *Knowledge Quest*, coordinating the efforts of the editors and editorial board, ALA Production Services, and the advertising sales manager to produce the journal.

The Production of an AASL Publication

While there are sometimes exceptions, the following points are guidelines to the AASL and ALA publishing process.

Proposal Stage

Any AASL unit or individual member may initiate an idea for publication.

An AASL Preliminary Publication Proposal form (see Appendix A) should be completed and submitted to the Publications Committee. Members of the Publications Committee serve as a panel of reviewers for the proposed publication.

Once the Committee has reviewed the proposal, it is the responsibility of the Chair to inform the author or contact person of the disposition of the AASL Preliminary Publication Proposal. Approval of the AASL Publication Proposal means that the author/editor should proceed with the development of the manuscript, but the chair's authorization is not a commitment to publish. It should be understood that the members of the Publications Committee would again review the completed manuscript.

The Chair of the Publications Committee notifies the AASL Board of its recommendations, but no Board approval is required at this stage.

If a committee or other group is writing the manuscript, one person should serve as a primary author/editor.

Manuscript Stage

The Publications Committee Chair, in concert with AASL staff, works with the author to advise, encourage, and move the publication along. During the preparation of the manuscript, the author/editor is responsible for assuring that the work is in compliance with copyright law. The author/editor must obtain permission to use any copyrighted materials that are included in the manuscript. (See Appendix B for Instructions to Authors.)

When the manuscript has been completed, it is reviewed by the members of the Publications Committee, usually just prior to an ALA Midwinter Meeting or Annual Conference. One of the following recommendations can be made by the Committee:

- a. Recommend for AASL publication;
- b. Refer to ALA Publishing. If ALA declines to publish a manuscript, then the Executive Director and Program Officer, Communications and Marketing with the AASL Publications Committee, may explore alternative methods of publication;
- c. Publication declined, which allows the author to submit the manuscript to another publisher, without further obligation to AASL. Should the author/editor submit the publication elsewhere, no ALA or AASL endorsement or affiliation should appear on the publication, although the committee members may be listed as authors.

The AASL Publications Committee forwards its recommendations to the AASL Board for approval.

The AASL Executive Committee has final authority if issues arise between the author(s) and the AASL staff.

AASL Publications Process

The AASL Program Officer, Communications and Marketing advises the author/editor on specific production details, as final copy is prepared in machine-readable form.

Once the final manuscript and disk are received in the AASL Office, the AASL Program Officer, Communications and Marketing reviews the manuscript for obvious typos, typeface suggestions/revisions, paging problems, etc., hiring a copy editor if necessary.

Necessary edits are made and discussed with the author(s). The final manuscript is prepared.

The AASL Program Officer, Communications and Marketing contacts and works with ALA Production Services or outside vendors for page layout, cover design and printing.

The AASL Program Officer, Communications and Marketing prepares a budget, subject to the approval of the AASL Executive Director, with production, promotion, and other costs to determine the unit cost and member/nonmember price.

The AASL Program Officer, Communications and Marketing obtains an ISBN and arranges for the title to be added to the ALA Order Fulfillment system.

The AASL Program Officer, Communications and Marketing prepares press releases and submits to the ALA Public Information Office.

Three copies of the book are sent to ALA Headquarters Library and two are sent to the U.S. Copyright Office.

Specific promotional mailings may be undertaken, and the AASL staff prepares advertising for each new title.

Each new title is included in the AASL/YALSA Publications Checklist.

ALA Publication Process

The AASL Program Officer, Communications and Marketing receives the manuscript and a disk and transmits these to ALA Editions, along with a transmittal letter copied to the AASL Publications Committee and the author/editor.

The steps described above are accomplished by ALA Editions in those cases where an AASL publication is taken on by ALA Editions.

On behalf of AASL, the Executive Director negotiates the intramural publishing agreement and serves, along with the Program Officer, Communications and Marketing, as the resource person to ALA Editions staff during the publication process.

AASL does not pay overhead on royalties earned by ALA publications, but AASL does pay overhead on sales of divisional publications, as specified in the ALA Operating Agreement with the various divisions of the ALA.

If the author of an ALA publication is an AASL committee, royalty payments are generally negotiated to be paid to the division as author. If an individual AASL member is the author of an ALA publication, contract specifications for payment of royalties will vary with the individual publications. However, if the manuscript is produced under the auspices of AASL, or is financed in any way by AASL (such as through a grant), AASL will be listed as a second author, and royalties will be paid to AASL as well as to the individual author.

Joint Divisional Publication Process

A manuscript must be approved in concept by the Publications Committees and the Boards of Directors of AASL and the other ALA division(s).

The steps described above are accomplished jointly by AASL's Program Officer, Communications and Marketing and the publications staff member of the other division.

Generally, revenue and expenses are equally shared by the two divisions.

Summary of Publications Stages

AASL unit or member decides to propose a publication.

AASL unit or member submits proposal to AASL Publications Committee for review and recommendation.

Publications Committee recommends whether or not to publish to AASL Board or Directors.

AASL Board approves/rejects publication; decides whether to submit to ALA.

AASL Publication

Program Officer, Communications and Marketing edits the manuscript or hires copy editor.

Program Officer, Communications and Marketing prepares a budget with production, promotion and other costs to determine AASL's costs and member/nonmember prices.

Press releases for the ALA Public Information Office are prepared by the Program Officer, Communications and Marketing.

ALA Publication

Program Officer, Communications and Marketing transmits manuscript/disk to ALA Editions, which edits it.

ALA Editions determines budget for production and promotion. Price of publication and royalties are determined.

ALA Editions/Marketing promotes the publication.

Edits are discussed with author(s). Final manuscript is prepared.

The page layout, cover design and are developed by a graphic designer.

The publication is assigned an ISBN and is added to the ALA Order Fulfillment system.

The publication is copyrighted and added to the AASL/YALSA Publications Checklist

APPENDIX A
PRELIMINARY PUBLICATION PROPOSAL FORM

Date _____

**American Association of School Librarians
Preliminary Publication Proposal**

This form should be completed and sent with requested attachments to: American Association of School Librarians, Attn: Program Officer, Communications and Marketing, 50 E. Huron St., Chicago, IL 60611-2795. Copies will be distributed to the AASL Publications Committee for review. Attach additional pages as needed.

1. Working title: _____
2. Expected date of completion of manuscript: _____
3. Estimated length of completed manuscript: _____
4. Attach a brief summary (one paragraph) of this publication.
5. What is the significance of this publication and why is it different from other publications on the subject that are currently available?
6. a. Attach an outline of the proposed publication. Please be as specific as possible about the content (e.g., chapter headings, articles, titles, and authors, introduction, etc.).

b. Attach a tentative bibliography/Webliography for the proposed publication.
7. Define the target audience for this publication. Provide information about the potential market for this publication.
8. What will be the point of view and style of the publication?
9. Provide information about the author(s), showing his/her qualifications for writing this work. A resume or vita may be attached.
10. Who will be responsible for coordinating the development of this manuscript?

 Name

 Address

 Phone Number

 E-mail Address

APPENDIX B
GUIDELINES FOR AUTHORS OF MONOGRAPHS

GUIDELINES FOR AUTHORS OF MONOGRAPHS

The following guidelines for authors are adapted from the ALA Editions guidelines, “Ten Musts for Authors Preparing ALA Editions Manuscripts” (see www.ala.org/editions/guidelines.html).

When preparing your manuscript for submission on 3.5” disk or CD-ROM, word processing (such as Microsoft Word) is assumed. If you are preparing camera-ready copy, however, you will receive different instructions and will be advised through the process by your editor and members of the production staff. **Do not** use any desktop publishing system (e.g., PageMaker) unless under specific instructions from us for camera-ready copy.

1. Double space your entire manuscript. This includes quotations, notes, and annotations. Do not use a paragraph indent. Start each paragraph flush left and put a blank line (two hard returns) between the paragraphs.
2. Number the pages consecutively when you have completed your final draft. Begin with arabic numeral 1 on the upper right portion of the title page, about a half-inch in from the margins, and continue the numbering through all the parts. Do not use roman numerals or a combination of chapter and page numbers (e.g., IV-3) here. Pencil (dark only) or ink numbering is acceptable. You may retain your word-processor chapter numbering at the bottom of the page in whatever form you prefer.
3. Justify the left margin only. Set your right justification to “OFF.” “Ragged” right is required.
4. Send an original printout of the manuscript, plus the number of copies required by your contract or editor. If continuous-feed paper is used, remove the tractor holes and separate the pages. Dot-matrix printouts must be 24-pin or more, letter quality, of average darkness.

You may write in (by hand) a modest number of additions and corrections on the printout, but please make them clearly legible and use a caret to indicate their location in the text. Enter all handwritten changes on your disk, so that your submitted disk and manuscript are a match.

Additions and corrections longer than a line should be “type,” not handwritten, in the manuscript and entered on the disk. We prefer that you reprint the revised page, using a hard-page break to accommodate text that exceeds your original page length (thus keeping your original page sequence). Or, you may print out the revised lines on a separate manuscript page, giving clear identification as to their location. E.g., INSERT B FOR PAGE 146. Near the line where the insertion goes, mark “INSERT HERE,” with an arrow to the exact spot. (E.g., INSERT B-146 HERE). Should your disk and

manuscript somehow differ, the manuscript is our guide to your final draft. Make your copies after you have marked the manuscript.

5. Follow the *Chicago Manual of Style*, preferably the 14th edition, as your general guide to punctuation, capitalization, long quotes, use of italics, abbreviations (do not use ZIP abbreviations for states except in addresses), bibliographies, etc. Be extremely sparing in your use of boldface; do not use it simply for emphasis. For endnotes, the *Manual* offers two styles: humanities system and author-date style (see 14th ed., 15.2); please use one or the other. Do not use a combination of both. Electronic documents cited should also be referenced. Examples for documentation of materials obtained from computer information services and standards adapted from the *Chicago Manual of Style* for citing electronic documents are provided in *Online! A Reference Guide to Using Internet Sources* (New York: Bedford/St. Martin's Pr., 1998), chapter 7: "Using Chicago Style to Cite and Document Sources," which is available online: <http://www.bedfordstmartins/online/cite7.html>.
6. Include all front and back matter by the deadline date (preferably with the rest of your submission) unless your editor has made other arrangements with you. Front matter always includes title page with author/editor name and other credits as you want them to appear, and a table of contents (TOC). It helps us if you reference the manuscript-page numbers (at the top right of your pages) on the TOC. Other front matter you may need includes a dedication, a list of illustrations and/or tables, foreword, preface, acknowledgments, and introduction. Back matter consists of appendixes, notes, glossary, bibliography, author biographical note and/or contributor lists/bios, as appropriate. Indexes are prepared according to your contract.
7. Number endnotes consecutively within each chapter, beginning each chapter with number 1 again. Place the endnote number(s) at the end of the sentence containing the reference(s). Consult with your editor on whether the notes are ultimately to appear on the pages with the references, at the end of the chapter, or the end of the book. On your manuscript, however, the text of the notes should always be typed at the end of each chapter.
8. Number tables and/or figures consecutively. If you have more than one table or figure per chapter, you may number them according to chapter, with chapter number first; e.g., Table 2-1 and Table 2-2.
9. Use a separate sheet for any figures, tables, or graphics meant to be reproduced, rather than placing these items within the running text. Cross reference between the graphic item and the page (e.g., GRAPHIC FOR PAGE 22 on the graphic, and SEE GRAPHIC NO. 22 in the text.)
10. Provide a complete inventory of missing materials if any text, graphics, or other material could not be submitted with the final draft. For each item, provide the date it will be supplied.

Permissions

When quoting from or reproducing copyrighted materials, you must obtain permission from copyright holders if your use exceeds the boundaries of “fair use.” These boundaries are discussed in numerous authors' guides, including *The Chicago Manual of Style*. Factors include, the length of a quote relative to the length of the whole work, the nature of the work (e.g., nothing may be quoted without permission from copyrighted song lyrics), and the nature and purpose of your work.

Generally (but with exceptions), a sentence or two from a chapter-length prose text would be fair use, as would an extract up to 300 words from a book-length prose text. However, since authors are responsible for abiding by copyright law, they must familiarize themselves with recent guidelines on fair use of print, graphic, and electronic materials.

Permission need not be obtained for works in the public domain. Such works would include federal and state government publications (not necessarily government-contracted publications) and works older than 75 years (we suggest using 80 years to be safe).

Standard publishing agreements, including ours, specify that authors must 1) acquire all necessary permissions, 2) provide copies of granted permissions, and 3) pay fees required by the copyright holder. Therefore, we recommend that you borrow only those copyrighted materials most valuable to your work.

APPENDIX C
KNOWLDGE QUEST GUIDELINES FOR AUTHORS

KNOWLEDGE QUEST GUIDELINES FOR AUTHORS

PURPOSE

Knowledge Quest is read by building-level library media specialists, supervisors, library educators, and others concerned with the development of programs and services from pre-school through high school. Its role is to publish substantive articles to inform, inspire, motivate, and assist school library media practitioners in integrating theory and practice; to encourage scholarship in the school library media field; to provide information on new developments in the library media field, education, psychology, and other related disciplines.

SUBMISSION OF MANUSCRIPTS

Author Responsibility

- Submit only manuscripts that have not been submitted or accepted elsewhere.
- Write the article in correct, simple, readable style.
- Check all statements, names, and references for accuracy.

Submission Format

- Single space the entire manuscript including quoted material, references, and tables.
- Feature article manuscripts average 2000-3000 words in length; column manuscripts average 800-1000 words in length.
- Write a 100-word, descriptive abstract built around the key words found in the article.
- Submit references on separate pages at the end of the article. (Do not use the automatic footnote function.)
- Number each table consecutively, provide a brief, meaningful title for each, and submit each on a separate page at the end of the paper. Mention each table, by number, in text.
- Supply camera-ready copy for each illustration. Accompany each with a number and a brief, meaningful caption. Photographs should have captions and, where appropriate, credits. Black and white photographs (5" x 7") are preferred.
- Send one electronic copy (either on diskette or via e-mail) and one paper copy of the article, with the following header on the first page:
 - Knowledge Quest*
 - Article title
- For each author please include the following information in the header:
 - Name
 - Author identification: One to two sentences that indicate author's title, affiliation, a recent publication or other relevant information
 - Address (home and work)

Telephone number (home and work)
 E-mail address (home and work)
 Can you read Adobe Acrobat documents: Yes/No

Style

- Choose terms that reflect the philosophy in *Information Power: Building Partnerships for Learning* (Chicago: American Library Association, 1998). The terms library media specialist, library media program, and library media center should be used. Avoid sexist language.
- Consult the *Random House Webster's College Dictionary* for spelling and usage.
- Consult the *Chicago Manual of Style*, 14th ed. (Chicago: University of Chicago Pr., 1993) for endnote and bibliographic style, capitalization, abbreviations, and design of tables.
- Electronic documents cited should also be referenced. Examples for documentation of materials obtained from computer information services and standards adapted from the *Chicago Manual of Style* for citing electronic documents are provided in *Online! A Reference Guide to Using Internet Sources* (New York: Bedford/St. Martin's Pr., 1998), chapter 7: "Using Chicago Style to Cite and Document Sources," which is available online: <http://www.bedfordstmartins/online/cite7.html>
- Use references to document the text, not to amplify it.

Web-based Content

Knowledge Quest on the Web, an online companion to the print journal, publishes web-based documents to complement each print issue's editorial content. Each author is strongly encouraged to submit with his/her manuscript a "package" of informative links, resources and/or sidebar material to further educate the reader on the topic. This web-based content should take advantage of the power of hypertext and links to point readers to material that expands upon and supports the article or column. Manuscripts that include this complementary web-based content will be given priority consideration for publication.

Submission Process

One electronic copy (either on diskette or via e-mail) and one paper copy of feature article or column manuscripts, including any complementary web-based content, should be sent to Debbie Abilock, 783 Cereza Drive, Palo Alto, CA 94306-3145; e-mail: dabilock@pacbell.net. All manuscripts will be acknowledged by the editor within one week. The editor has final responsibility for the action taken on the manuscripts. The above process normally is completed within fifteen weeks.

RIGHTS OF PUBLICATION

Each author, in granting of publication to *Knowledge Quest*, guarantees that the manuscript has not been published/accepted for publication elsewhere. Upon acceptance of an article, each author will be asked to sign either an ALA License Agreement or ALA Limited License Agreement.

COPYRIGHT

A manuscript published in the journal is subject to copyright by the American Library Association for the American Association of School Librarians. Information about copyright policies is available from the ALA Office of Rights and Permission.

SCHEDULING PUBLICATION OF MANUSCRIPTS

Accepted manuscripts will be scheduled for publication on the basis of appropriateness to an issue theme and availability of space. Consideration will be given to scheduling manuscripts while content remains timely.

COPIES OF ISSUES

Each author whose manuscript has been accepted for publication will receive two copies of the issue in which the article appears.

APPENDIX D
SLMR MANUSCRIPT POLICY

MANUSCRIPT POLICY

SCHOOL LIBRARY MEDIA RESEARCH (SLMR)

PURPOSE

The purpose of **School Library Media Research (SLMR)** is to promote and publish high quality original research concerning the management, implementation, and evaluation of school library media programs. The journal will also emphasize research on instructional theory, teaching methods, and critical issues relevant to school library media.

As the scholarly refereed journal of the American Association of School Librarians, **SLMR** seeks to distribute major research findings worldwide through both electronic publication and linkages to substantive documents on the Internet. The primary audience for **SLMR** includes academic scholars, school library media and instructional specialists, and other educators who strive to provide a constructive learning environment for all students and teachers.

SLMR seeks manuscripts that will meet the review criteria provided in the manuscript policy. Manuscripts may be based on original research, an innovative conceptual framework, or a substantial literature review that opens new areas of inquiry and investigation.

A manuscript is published after it meets the extensive review criteria. All published manuscripts are open to continued review from readers of the scholarly community and practicing educators.

Compiled on an annual basis, **SLMR** strives to provide researchers with contacts to concepts and ideas that will enhance school library media programs.

MANUSCRIPT SUBMISSION

Author Responsibility

- Original, research-based manuscripts are invited. Submit only manuscripts that have not been submitted or accepted elsewhere.
- Also considered for publication:
 - Innovative, conceptual essays, and
 - Extensive research literature reviews.
- Check all statements, names, and references for accuracy.

Submission Process

Four print copies and one disk copy of the manuscript should be sent to Daniel Callison, SLIS 005, 10th and Jordan, Indiana University, Bloomington, IN 47405. All manuscripts will be acknowledged by the editor. Manuscripts are reviewed through a blind referee

process, which involves reviewers from the academic ranks of library education and established professionals in building-level, district, or state-level library media services. The review will involve three to five referees. The editor, in consultation with the current editorial board, will have final responsibility for action taken on manuscripts. The review process normally takes eight to twelve weeks. Referees are requested to consider a manuscript on the following questions:

1. Does the study address a significant problem, topic, or issue?
2. Does the study offer fresh insights or original treatment of the problem?
3. Does the author demonstrate knowledge and wise use of relevant literature?
4. Are the research methods appropriate to the problem?
5. Are there flaws in the methods, arguments, and/or data analysis?
6. Do the findings confirm, expand, revise, or challenge conventional knowledge or professional consensus?
7. Are the conclusions justified by the results of the analyzes?
8. Is the paper well organized and clearly written?
9. Is the paper interesting?
10. Are there appropriate graphs, charts, or other graphics that contribute to the understanding of the narrative?

When the manuscript is added to the electronic journal, it is dated as to submission, review, revision, and acceptance. The manuscript continues to be subject to review and comment from readers and such comments may be compiled by the Editor and posted with the manuscript over time. The electronic journal will be indexed by major indexing services and will eventually be compiled in the *AASL Electronic Library*.

Submission Format

- Double space the entire manuscript including references.
- Manuscripts average 25–30, double-spaced pages in twelve-point type with one-inch margins.
- Number each page.
- Write a 100–200-word abstract for the manuscript.
- The printed form of the manuscript should be as follows:
 1. Front page with title, author, and author's address; the front page is detached for the review process.
 2. Second page should contain the title and the beginning of the abstract.
 3. The manuscript should follow with “works cited” and tables given at the end.
- One disk copy should be submitted as well. WordPerfect or Microsoft Word are preferred, although manuscripts prepared using other wordprocessing software are acceptable.

STYLE

Resources to Consult

- Choose terms that reflect the philosophy in *Information Power: Guidelines for School Library Media Programs* (Chicago: ALA, 1988). The terms *library media specialist*, *library media program*, and *library media center* should be used. Avoid sexist language.
- Consult the *Random House Webster's College Dictionary* for spelling and usage.
- Consult the *Chicago Manual of Style*, 14th ed. (Chicago: University of Chicago Pr., 1993) for capitalization, abbreviations, bibliographic style, and design of tables. Take special note of citation style described in Chapters 15 and 16.

Citations

(Author Date) System:

For greater detail on the author-date system, consult the *Chicago Manual of Style*, Chapter 16.2.

- In this system, author's names and dates of publication are given in the text, usually in parentheses, and keyed to a list of works cited, which is placed at the end of the article. The basic reference in the author-date system consists of the last name of an author and year of publication of the work, with no punctuation between them: (Smith 1989).
- The term author refers to the name under which the work is alphabetized in the list of works cited; thus it may refer to an editor, compiler, or organization as well as an individual author or group of authors. Note, however, that ed. or comp. are not given in the text reference.
- The citation may be incorporated in text: Smith (1989) observed that this process was irrefutable.
- When a specific page number is cited, page numbers follow the date, preceded by a comma:
(O'Toole 1980, 27)
(Mathews 1987, 131-33)
- For more than three authors, use the name of the first followed by "and others".
- Separate multiple references with semicolons: (Howard 1987; Howard and Fine 1984; DaRita 1972)
- A list of references should follow the style of "Literature Cited," *Chicago Manual of Style*, fig. 16.1. Examples are given below:
Alexander, R. D. 1974. "The evolution of social behavior." *Ann. Rev. Ecol. Syst.* 5:324-83.
Allen, G. M. 1939. *Bats*. Cambridge: Harvard Univ. Pr.
Altmann, J. 1974. "Observational study of behavior: Sampling methods." *Behavior* 49:227-65.

Anthony, E. L. P., and T. H. Kunz. 1977. "Feeding strategies of the little brown bat." *Ecology* 58:775-86.

Baker, H. G. and I. Baker. 1981. "Floral nectar constituents in relation to pollinator type." In *Handbook of experimental pollination biology*, ed. C. E. Jones and R. J. Little, 243-64. New York: Van Nostrand-Reinhold.

- Electronic documents cited should also be referenced. Examples for documentation of materials obtained from computer information services and standards for citing electronic documents are provided in the *Chicago Manual of Style*, pages 632–34. The general format for Web addresses is as follows:
Author/editor. (Year). *Title* (edition) and publication information. Available: <http://> or <gopher://> or <telnet://> [Access date].
A specific example: Li, X., & Crane, N. (1996). Bibliographic formats for citing electronic information. Available: <http://www.uvm.edu/~xli/reference/estyles.html> [1996, April 29].
- Footnotes or Endnotes are not used in this system.

DEFINITIONS OF ACCEPTABLE MANUSCRIPT CONTENT

Research

A substantial report of a research project in which there is adequate discussion of the research questions, application of appropriate methodology, review of and reference to supporting research literature, and conclusions are clearly stated.

The report is original and adds significant information to the field.

Data are reported in clear tables, graphs, and/or charts when necessary.

These manuscripts are reviewed through a normal "double blind" referee process. Neither the author nor the referee is aware of the other's identity or professional standing. Referee comments and recommendations are gathered in writing by the editor. Usually, up to five referees will judge the quality of a manuscript for the initial review.

Rejection by three or more of the referees normally results in rejection of the manuscript for further consideration. The editor may, however, inform the author of referee recommendations for further revision. Manuscripts may be revised and reviewed until a majority of the referees involved and the editor approve the manuscript.

Manuscripts are posted for full board review and majority approval before they are placed online for general public access. Manuscripts are subject to further critical review by any reader of the electronic journal. Constructive comments submitted to the editor may be shared with the author and may be posted as part of the article.

Concept

A substantial, informed statement concerning issues which are of great importance to the field. Such statements will include extensive reference to the research literature where appropriate. A conceptual framework defining emerging theory and/or application of established theory should be evident.

Literature Review and Proposal

A substantial, organized, logical and critical review of the key literature supporting a research proposal or summarizing key issues from the research may be acceptable for publication.

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