

Collaborative Librarianship

Author Guidelines

Instructions for Authors

Page Extent: We expect From the Field reports to be between 2,500-5,000 words on average. Peer reviewed articles are 5,000 words and over on average. However, we do encourage authors to present their work as concisely as possible for their argument.

Supporting Content: Color figures and photographs are encouraged.

Font size: The main text should be set in 12 point Times New Roman, using double line spacing. All text should be produced as a single column.

Main section headings should be set in Bold and 14 point Times Roman and the second level headings set in 12 point Times Roman. The Title of the paper should be in 16-point Times Roman.

Style: Papers should have an abstract and conclusions in addition to the introduction and technical sections. References must be at the end of the paper.

Figures and Tables: Figures and Tables must be numbered sequentially.

Page Numbering: Please do not number the pages.

File Format: Authors should prepare their files in Microsoft Word and upload their article as an MS Word file to the journal website.

References: Use the latest edition of *The Chicago Manual of Style*. We use the Notes Bibliography format. The publication has an easy to use online Quick Guide with the format for the Notes style at: http://www.chicagomanualofstyle.org/tools_citationguide.html.

Please use Endnotes, using the Word Endnote function and Arabic numeral superscripts, rather than references in parentheses in the text. Examples of Notes are as follows (additional examples can be found in the *Chicago Manual* online):

Journal article in a print journal:

John Maynard Smith, "The Origin of Altruism," *Nature* 393 (1998): 636.

Journal article in an online journal:

Mark A. Hlatky et al., "Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy: Results from the Heart-Estrogen/Progestin Replacement

Study (HERS) Trial.” *Journal of the American Medical Association* 287, no. 5 (2002), <http://jama.ama.org/issues/v287n5/rfull/joc10108.html#aainfo>.

Book, one author:

Wendy Doniger, *Splitting the Difference* (Chicago: University of Chicago Press, 1999), 65.

Book, two – three authors:

Guy Cowlshaw and Robin Dunbar, *Primate Conservation Biology* (Chicago: University of Chicago Press, 2000), 104-7.

Book, four or more authors:

Edward O. Laumann et al., *The Social Organization of Sexuality: Sexual Practices in the United States* (Chicago: University of Chicago Press, 1994), 262.

Book, editor, translator or compiler instead of author:

Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91-92.

Book, editor, translator, or compiler in addition to author:

Yves Bonnefoy, *New and Selected Poems*, ed. John Naughton and Anthony Rudolf (Chicago: University of Chicago Press, 1995), 22.

Chapter or other part of a book:

Andrew Wiese, “The House I Live In’: Race, Class, and African American Suburban Dreams in the Postwar United States,” in *The New Suburban History*, ed. Kevin M. Kruse and Thomas J. Sugrue (Chicago: University of Chicago Press, 2006), 101-2.

Book published electronically:

Philip B. Kurland and Ralph Lerner, eds. *The Founders’ Constitution* (Chicago: University of Chicago Press, 1987), <http://press-pubs.uchicago.edu/founders/> (accessed June 27, 2006).

Thesis or dissertation:

M. Amundin, “Click Repetition Rate Patterns in Communicative Sounds from the Harbour Porpoise, *Phocoena phocoena*” (PhD diss., Stockholm University, 1991), 22-29, 35.

Paper presented at a meeting or conference:

Brian Doyle, "Howling Like Dogs: Metaphorical Language in Psalm 59" (paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, June 19-22, 2002).

Web site:

Evanston Public Library Board of Trustees, "Evanston Public Library Strategic Plan, 2000-2010: A Decade of Outreach," Evanston Public Library, <http://www.epl.org/library/strategic-plan-00.html>.

E-mail message:

John Doe, email message to author, October 31, 2005.

Future Issues and Deadlines

As of January 1, 2021, our publication schedule has changed to twice per year.

Our publication schedule is:

Issue #1 January/February

Peer review articles due by September 1

From the Field (FtF) articles due by October 1

Other articles (editorials, columns) due by October 1

Issue #2 August/September

Peer review articles due by April 1

From the Field (Ftf) articles due by May 1

Other articles (editorials, columns) due by May 1