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:


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

**Book, one author:**

**Book, two – three authors:**

**Book, four or more authors:**

**Book, editor, translator or compiler instead of author:**

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

**Chapter or other part of a book:**

**Book published electronically:**

**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:**

Web site:


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