

LHRT Newsletter – Guidelines for Prospective Authors

General Instructions for Authors

LHRT Newsletter publishes a variety of content, including messages from officers, feature articles, biographical information, reviews, and official notices. In addition these paragraphs which pertain to all submissions, authors should consult guidelines for specific types of articles in subsequent sections of this document.

LHRT Newsletter intends to promote awareness, encourage research, and build a community of interest in the history of libraries and librarianship. Prospective authors are welcomed to consult with the editor before writing or submitting to the newsletter. Since LHRT includes students, practitioners, library advocates, and members of diverse backgrounds, all submissions must be written in an engaging, straightforward language. Historical articles, such as those submitted for the “Feature Articles,” “Pathbreakers,” “Building Spotlight,” “Source Spotlight,” and “What Is It?” sections, should go beyond basic reportage, to include analysis, reflection, synthesis, and implications for today’s library workers and supporters. In other words, a good article will address reader questions such as “how does this shape library practice today?,” “how does this connect to other disciplines or professions?,” or “what connection does this have to history in general?.” The author is responsible for checking the accuracy of all facts, statements, quotations, and references in the manuscript.

All submissions should include a brief title, the text, and the full name of the author, as well as his or her position, institution, and e-mail address. Authors should consult the latest editions of the *Random House College Dictionary* and *Chicago Manual of Style* for questions about spelling, grammar, punctuation, numbering, and capitalization. In particular, writers should avoid passive voice, run-on sentences, and excessive wordiness.

Given the brevity of newsletter articles, authors should keep endnotes to a minimum. Authors who wish to cite a fact or quotation that is not easily checked should use the numbered endnote style described in chapter 16 of the *Chicago Manual of Style*. In this system, endnote numbers appear in the text as superscripts at the ends of sentences. When referencing more than one source in a sentence, use a single endnote number. Some frequently-used endnote forms include:

Books

1. Jesse H. Shera, *Libraries and the Organization of Knowledge* (Hamden, Conn.: Archon, 1965), 15.

Articles

2. John M. Budd et al., "User-Centered Thinking: Lessons from Reader-Centered Theory," *RQ* 34 (Summer 1995): 487–96.

Manuscripts must be submitted in digital format, preferably as an e-mail attachment. Send all submissions and related correspondence to Bernadette A. Lear (BAL19@psu.edu), including "LHRT newsletter submission" in the subject line of the message.

Manuscript deadlines are October 1st for the Fall issue, and April 1st for the Spring issue. The editor screens all submissions within 2 weeks of receipt, and will contact the author about any recommended revisions. Authors must submit the final version of the article by October 7th or April 7th for inclusion in the forthcoming *LHRT Newsletter*.

Guidelines for Specific Sections

Greetings from the LHRT Chair

The greetings section is reserved for the current Chair of the Library History Round Table and enables him or her to welcome readers to the latest issue of *LHRT Newsletter*. The greeting should be "upbeat," approximately 500 words, and highlight recent round table accomplishments, upcoming opportunities, and opportunities for members to get involved.

Commentary

The commentary section allows any reader to respond briefly to items published in previous issues of *LHRT Newsletter*. We welcome additions and corrections as well as feedback. All comments should be 100 words or less, and should be signed with the author's name, institution, and e-mail address. Comments should also refer to the author, title, date, volume, and issue number of the original article.

Feature Articles

LHRT Newsletter hopes to publish 1-2 feature articles per issue, each comprising up to 2000 words. Any member of LHRT may submit to this section. Ideally, the topic of a feature article will be of wide interest to newsletter readers; will discuss people or events that are not broadly known; and will clearly connect to national themes in the history of libraries, librarianship, reading, or literary/print culture (or the research and study of such topics). Authors should model feature articles after pieces in respectable historical magazines such as *American Heritage*. In other words, authors should employ ethical use of sources, historical accuracy, interesting storytelling, and readable prose in their work. Each feature article should include at least one digital image (at least 300 dpi resolution), and should be signed with the author's name, institution, and e-mail address.

Pathbreakers

LHRT Newsletter hopes to publish 1-2 pathbreaker articles per issue. Any member of LHRT may submit to this section. A pathbreaker article is a brief biographical piece about a deceased person who has made an important contribution to the history of libraries, librarianship,

reading, or literary/print culture. Ideally, the person has not already been the subject of a substantial article or book, nor is he or she already listed in the *Dictionary of Library Biography*. If the person has already been covered, the pathbreaker article must include new information or perspectives on the subject's life and work. Suggested content includes important events in the person's life and career, his/her key contributions to the field, interesting/important anecdotes or quotations, and a further reading list – much like an encyclopedia entry. Each pathbreaker article should include the full name, institution, and e-mail address of the author, the subject's complete name (including maiden and middle names), birth and death year, and a digital image of the subject (at least 300 dpi resolution). The entire article should comprise about 500 words.

Building Spotlight

LHRT Newsletter hopes to publish 1-2 building spotlight articles per issue. Any member of LHRT may submit to this section. The building spotlight article highlights a library building that is not necessarily well-known, but is of broad interest to library history researchers. The article should include the building's location (address, state/province, country), date, the historical significance of the building, a digital image (at least 300 dpi), and other details of interest to scholars. Some architectural detail is welcomed, but should not be the main point of the article. The entire piece should comprise approximately 500 words, and should be signed with the author's name, institution, and e-mail address.

Member Spotlight

LHRT Newsletter hopes to publish 1 member spotlight article per issue. Any member of LHRT may submit to this section. Member spotlights are interviews or profiles of current LHRT members (not necessarily current officers). Authors must consult with the editor of *LHRT Newsletter* prior to selecting interviewees and devising questions. Those who do not wish to write may recommend people of interest to the editor. Each article should include the full name, position, and institution of the interviewee, interview questions, and a digital image of the interviewee (at least 300 dpi resolution). Suggested content includes the member's reasons for joining LHRT, areas of research interest, how the history of libraries impacts daily work, and his or her personal relationship with libraries or reading. The entire article should comprise approximately 500 words, and should be signed with the author's name, institution, and e-mail address.

Source Spotlight

LHRT Newsletter hopes to publish 1 source spotlight article per issue. Any member of LHRT may submit to this section. Source spotlights highlight primary resources that are not necessarily well-known, but are of broad interest to library history researchers. Each article should describe the origin and scope of the item, including the date, content, organization scheme, unique features, and other details of interest to scholars. The article must include a complete bibliographic citation. If discussing a rare book or archival document, the article should also cite the repository, collection name, box number, and other details that will assist researchers in locating it. Digital images (at least 300 dpi) are welcomed. The entire article should comprise

approximately 500 words, and should be signed with the author's name, institution, and e-mail address.

Book/Website Reviews

LHRT Newsletter hopes to publish 1-2 reviews per issue. Any member of LHRT may submit to this section. Reviews should be approximately 300 words in length, and highlight a newly-published (less than 1 year old) book or website pertaining to the history of libraries, librarianship, reading, or literary/print culture. Ideally, each review will identify the book or website's main argument, intended audience, strengths and weaknesses, and a comparison with other existing treatments of the topic. All reviews for books should include a complete bibliographic citation as well as the ISBN, number of pages, and cover price. All reviews for websites should include a URL address.

What Is It?

The "What Is It?" Section of *LHRT Newsletter* comprises images and descriptions of outmoded library technologies that are not necessarily well-known, but were used by libraries of yesteryear and may be of interest to today's library history researchers and librarians collectors. Any member of LHRT may submit to this section. The article must include a digital image (at least 300 dpi) and explain the use and significance of the item. The article should also mention when and how the item was invented, manufactured, and/or purchased, its unique features, and other details of interest to scholars. The entire article should comprise approximately 300 words, and should be signed with the author's name, institution, and e-mail address.

About LHRT

The "About LHRT" section is reserved for articles and notices written by current members of LHRT's Executive Board and committees (or their designees). Such pieces may report on recent events, promote upcoming programs, provide details on current initiatives, suggest ways for members to become involved in the round table, convey information which is important to all members, etc.

Round Table Actions

The "Round Table Actions" section is reserved for articles and notices written by current members of LHRT's Executive Board (or their designees). Such pieces may report the names of LHRT nominees for office, election results, the outcome of ballot measures, the passage of important round table policies, and other official business.

Firsts

Any member of LHRT may submit a "first," and such blurbs will be used as page filler throughout the *LHRT Newsletter*. A "first" is an upcoming, memorable date in the history of libraries, librarianship, reading, or literary/print culture. Each "first" submission should include a date, a brief explanation of why the date is important, and the author's name, institution, and e-mail address. Since the goal of this section is to enable readers to recognize and celebrate

library history, “firsts” for the Spring issue should date from May through November, and “firsts” for the Fall issue should date from November through May.

Voices from Our Past

Any member of LHRT may submit a “Voices from Our Past,” and such blurbs will be used as page filler throughout the *LHRT Newsletter*. “Voices from Our Past” are brief quotations (up to 100 words) of interest or significance to the library history community. Each submission should include a full, accurate, and pithy quotation (use ellipsis ... if necessary); a bibliographic citation; and a date and brief description of the circumstances surrounding the quotation. Those submitting a “Voices from Our Past” item should also include their own name, institution, and e-mail address.

Opportunities

Opportunities will be published at the back of the *LHRT Newsletter*, and may be submitted by any reader (including non-members of LHRT). They may include upcoming conferences, events, calls-for-papers, open positions, and other things of interest to a national audience of library historians and library history enthusiasts. All items should be 500 words or less. If needed, abridge the notice and refer readers to a URL and/or contact person for complete information. Contacts should include a person’s name, institution, and e-mail address.

Other *LHRT Newsletter* Content

In addition to the regular sections described above, the Editor welcomes other ideas for newsletter content. Feel free to contact Bernadette A. Lear (BAL19@psu.edu or 717-948-6360) with your suggestions.