

Sample Contributor Guidelines

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- ☐ The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- ☐ The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- ☐ Where available, URLs for the references have been provided.
- ☐ The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- ☐ The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

Library Sample Journal

The Library Sample Journal is an important publication. Tell your prospective authors a little about your journal in a few sentences here.

The Library Sample Journal aims to increase subject diversity and opportunities for historically elided groups to participate in academic publishing. The Editors welcome papers on topics relevant to the journal's subject, which you should elaborate on here. Papers can be short or long (6–9,000 words is recommended, but there is flexibility in both directions at the discretion of the Editors), illustrated or not (a maximum of 12 illustrations), and polemical, topical, theoretical, archival, tightly focussed or wide ranging in approach. They may be cross-disciplinary and cross-cultural, or not, depending on what kind of content you want to see in your journal. Current debates and topical issues are welcome. Articles are not remunerated and illustrations are the responsibility of individual contributors.

If your journal also accepts other formats, such as book reviews or opinion pieces, you should also outline what you hope to see in texts of that style, how long they should be, and whether you expect additional media to accompany those submissions.

The Journal operates a double-anonymous system of peer group review, and each article is subject to two reviews. If there is disagreement, a third review may be conducted.

I. SUBMISSIONS

Submissions to the Journal are made through our online system. *Please click here to register and submit your materials.*

Please submit:

- **Cover sheet** including the title of your article, your full name, institutional affiliation, and your email address
- **Biography or CV**
- **Scholarly abstract** (no references) is required for use in bibliographical databases. It should include your thesis methodology, and any major personalities, collections, or locations discussed.
- **Full Text** of your article, to be submitted as a PDF or Microsoft Word document with a .doc or .docx extension.

II. MANUSCRIPT PREPARATION

Originality and Language

- All text should be original and neither previously published nor under consideration for publication elsewhere.
- Submitted ready for publication, all quotations and references should have been verified.
- Texts may be submitted in English or French. Articles submitted in French will also be translated into English for bilingual publication.
- If your text has been translated, translators' names should be supplied and will be acknowledged in print.

Peer Review

- References within the submission to the author's own work should be in the third person, to enable anonymous peer-review.
- All copy will be submitted to referees. Anonymous commentary from review will be communicated by an editor.

Formatting

- If there are images to accompany the submission, please attach these files at the time of your manuscript submission. Figure references should be included in the text (in parentheses, e.g. '(fig. 1)') and the images labelled numerically (not descriptively). Low-res image files, if available, may be uploaded initially and hi-res versions sent subsequently if the submission is accepted. **For more information on media and captioning, please see Section III.**
- Ensure that references are provided in the endnotes for all quotations.

- Please do not use headers and footers.
- Please paginate the article.

Selection for Publication

- Authors will be alerted by an editor as to whether their manuscript has been accepted, declined or a revision requested.
- If a revision is requested, authors should carefully consider and respond to the referee comments, and resubmit.
- Authors of accepted papers will receive proofs of their article 3-5 weeks after the decision is sent. Timely attention to proofs will ensure the article is prepared in time for publication of the next issue.

Resubmissions

Previously submitted articles not accepted for publication must be accompanied by a cover letter and updated abstract that detail significant changes in argument, structure, and/or approach. If the article has been reviewed and rejected, please provide a point-by-point listing as to how each of the reviewers' comments has been addressed and describe any other changes made to the manuscript.

III. ILLUSTRATIONS AND MEDIA

Articles may carry up to a dozen images. There is no guarantee of the maximum being published, and the Editors reserve the right to reduce the number where necessary. Book reviews require one image, which in the normal course of events should be supplied free of charge and with copyright clearance from the publishers. Please begin acquiring images and clearing rights as soon as your article or review has been accepted. Delays affect our tight schedules, and articles and reviews without adequate illustration be dropped if images are not received on time. For additional information and help with media and image permissions, please visit our **Resources for Authors**.

All images must have been cleared for copyright purposes and all costs and permissions to reproduce are the responsibility of the contributor, who must provide correct credit lines for the image as well as the digital files. Online rights must be obtained from the rights-holder. The Library Sample Journal illustrates its digital publication in full color, although grayscale images may be accepted for publication depending on the source material.

The Journal also accepts multimedia additions to its articles. Copyright clearance and any associated costs for permissions for audio and video recordings or other varieties of digital media are the sole responsibility of the author.

Captions

- Please ensure that images are of a suitable standard to reproduce, at least 300 dpi. Images may be submitted as PNG, JPEG or TIFF files.
- Please number figures in order and make sure that image files can be clearly identified from their file-names.
- All images must have a catalogue-style caption supplied as a separate list. Captions should include:
 - Maker
 - Title (in italics)
 - Date
 - Medium
 - Measurements (in centimeters or meters)
 - Location (Institution, Geographic Location)
 - Copyright statement
 - Courtesy line and/or photo credit

Examples:

Fig 1. Yinka Shonibare, *The Swing (after Fragonard)*, 2001, mannequin, cotton costume, 2 slippers, swing seat, 2 ropes, oak twig and artificial foliage, 3.3 x 3.5 x 2.2 m (Tate, London) © Yinka Shonibare; image courtesy Stephen Friedman Gallery, London

Fig 2. Katsushika Hokusai, *Under the Wave off Kanagawa, also known as 'The Wave'*, ca. 1830-32, Polychrome woodblock print; ink and color on paper, 25.7 x 37.9 cm (Metropolitan Museum of Art, New York); Public Domain

IV. HOUSE STYLE

The Library Sample Journal uses the **Chicago Manual of Style, 17th ed.** Please refer to the manual for guidance on internal style and crafting reference citations.

Please adhere to the following house style preferences:

- Paragraphs should be indicated by a line-space, not indented.
- Bold type and underlining should not be used.
- In the main text, italicize titles of books and journals (please do not use underlining)
- Put titles of articles, doctoral theses and exhibitions in single inverted commas
- Illustrations should be referred to in the text as: (fig. 2) etc.
- Notes should be formatted as endnotes, with Arabic numerals.

Book Reviews: Please give full publication details at the head of the text. For example:

Roxanne Dunbar-Ortiz, *An Indigenous People's History of the United States*, Beacon Press, Boston, 2014. \$27.95. ISBN 9780807000403.

Spelling: Follow American English usage e.g. color, center, recognize.

Quotations: Set within double inverted commas; quotations within quotations in single inverted commas. Quotations more than six lines long should start on the next line and should be indented.

Transliteration: Please use the Standard Arabic Technical Transliteration System (SATTS) for the transliteration of Arabic words and phrases.