

# Article Submission Guidelines

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## File Format

Manuscripts should be submitted to your editor via email attachment in Microsoft Word format.

## Biographical Note

Please include a biographical note at the end of your manuscript submission, included in the same Word document. **It is very important that biographical notes follow our standard format below.** Your cooperation with these bio guidelines allows us to host your biographical note in an ordered fashion within a single database that feeds out to the multiple places where it may appear. If you change institutions, move, or acquire a new degree, for example, this will allow us to update many instances of your bio note simultaneously, rather than update the bio note on each individual article.

### 1) First sentence:

- a. Begin with your name exactly as you would like it to appear in print
- b. Follow your name with the abbreviation for the highest degree you hold beyond the bachelor's (if any); please note our house style does not include periods within degree abbreviations
- c. List your current job title (no caps), institution, and location of your institution, if not self-evident from the institution's name
- d. Use two-letter abbreviations for states

### 2) Next sentences:

- a. Provide more detail about your educational background, including the institution where you received your highest degree beyond a bachelor's (if any); please spell out the name of your degree (no caps) in this instance
- b. List your most recent published book (if any)
- c. Note any other relevant experience and awards you would like to highlight
- d. If you would like to share an e-mail address, blog, and/or twitter handle, please conclude with this information

### 3) Personal note (optional):

- a. Describe any special interests, activities, or personal information you think will be of interest to your readers

## Example:

Diane Cordell, MLS, is a retired K-12 teacher librarian who works as a consultant and curriculum writer for CyberSmart Education Company. She earned her bachelor's in English from the College of White Plains, New York, and her master's in library science from Palmer Graduate Library School, C.W. Post campus of Long Island University. Cordell is the author of the book *Using Images to Teach Critical Thinking Skills: Visual Literacy and Digital Photography* and helped to draft a white paper on Educational Technology in Schools for AASL.

Diane is also an enthusiastic photographer; some of her Flickr images have been spotlighted on the site's Explore page, attracting thousands of views. When not traveling, she lives with her husband in upstate New York.

## Author Headshot

An author headshot photo should also be submitted alongside your manuscript as a separate JPG or TIF file. The headshot should be a color portrait photo of your head and shoulders. It should be at least 300 dpi, no smaller than 2x3 inches. Larger is fine.

### Examples:



## Illustrations (Permissions & Releases)

If your manuscript includes charts, graphs, photographs, or other illustrations, please ensure they meet the following requirements before submission:

- Illustrations for your manuscript must meet our minimum **size requirements** to be accepted for publication:
  - Minimum width, horizontal images: 1767 pixels
  - Minimum width, vertical images: 850 pixels

If you did not create the illustrations they must be accompanied by a **signed permission form** from the copyright holder before your manuscript will be accepted for publication. You'll find the permissions forms in the appendices to these guidelines.

Photographs that depict people must be accompanied by a **signed model release** from each individual whose likeness is to be reproduced; a parent or guardian must sign the release of any model under the age of 18. When submitting the image, please indicate who is who so we can match the release forms with the models. You'll find the release forms in appendices to these guidelines.

Images of student work must be accompanied by a student work permission form, which you'll find in the appendices.

We cannot include images without the proper releases and/or permissions. Please reach out to [SLContracts@abc-clio.com](mailto:SLContracts@abc-clio.com) if you have questions about securing them.

## School Library Connection Style Guidelines

On matters of style, *School Library Connection* (SLC) follows *The Chicago Manual of Style* (CMS), 16th Edition, except as otherwise specified in these guidelines, which take precedence over CMS. Please refer to *Merriam Webster's Collegiate Dictionary* for preferred spelling. Use the first spelling.

### Numbers & Dates

As CMS states, "it is difficult if not impossible to be entirely consistent in the treatment of numbers in textual matter." The basic guidelines for SLC are as follows:

Guidelines:	Examples:
Spell out whole numbers one through ninety-nine and any number beginning a sentence	<ul style="list-style-type: none"> <li>– The library buys seventy-five new books a year.</li> <li>– Three thousand guests attended the event.</li> </ul>
Use numerals for whole numbers over ninety-nine	<ul style="list-style-type: none"> <li>– The display used 500 letters.</li> <li>– There were 9,000 birds in this year's migration.</li> </ul>
Always use numerals for: Percentages Page numbers Anniversaries Exact measurements	<ul style="list-style-type: none"> <li>– We had a success rate of 6%.</li> <li>– Check out page 3 for more details.</li> <li>– We celebrated the 15<sup>th</sup> anniversary of the opening.</li> <li>– The 55-year-old woman built a bookcase that was 7 feet high and 2 inches wide, weighed 20 pounds, and took 10 hours to build.</li> </ul>
If similar numbers, both large and small, occur in a single paragraph or section, or if a series of numbers occur closely together, use numerals for all of them	<ul style="list-style-type: none"> <li>– The group consisted of 121 men, 44 women, and 27 children.</li> </ul>
Use an en dash when citing year and number ranges	<ul style="list-style-type: none"> <li>– 1982–1995</li> <li>– 6–9</li> </ul>
When writing dates, use Month, Day, Year	<ul style="list-style-type: none"> <li>– February 12, 1968 (not 12 February 1968 or 2/12/68)</li> </ul>

## Commas & Periods

There are many helpful resources to guide your comma usage, including Chapter 6 of the *CMS*. The Writing Center at UNC also provides clear explanations (<https://writingcenter.unc.edu/tips-and-tools/commas/>). Here are some examples of how to use commas in your article:

<i><b>Guidelines:</b></i>	<i><b>Examples:</b></i>
SLC uses a serial (Oxford) comma for three or more items in a series	– The flowers were red, orange, and yellow.
Use a comma to separate parts of a compound sentence	– The meeting went longer than expected, but the outcome was worth the time invested.
Use commas to set off a nonrestrictive or dependent clause; do not use a comma with a restrictive clause	– The books, which included new information, elevated the history curriculum. – The books that we purchased last year elevated the history curriculum.
Use a comma between day and year	– On December 7, 1941, Pearl Harbor was bombed.
Use a comma with introductory phrases	– In 2010, Stacy Harbaugh, Wisconsin ACLU community advocate, provided assistance to a group of parents and students. – After hearing the good news, she ran to tell her family.
There should only be <b>one space</b> after the use of a period prior to the beginning of the next sentence	– We love libraries. Libraries love us.

## Captions for Figures (e.g., charts, tables, pictures, illustrations, etc.)

- Label figures as follows: Fig. 1.
- Label figures consecutively, e.g., Fig. 1., Fig. 2, etc.
- Within the text, spell out the word, e.g., See Figure 1.

## Capitalization

Again, the *CMS* is a good resource for capitalization rules. See below for examples of how we use capitalization in article titles and within the text.

### Guidelines:

### Examples:

For titles and headlines, use headline style as described in *CMS* 8.157

- 21st-Century Learning in School Libraries
- At the Crossroads: Librarians on the Information Superhighway
- Your Library Is the Answer: Demonstrating Relevance to Tech-Savvy Learners
- DIY Programming and Book Displays: How to Stretch Your Programming without Stretching Your Budget and Staff

In the text, titles of positions, even long or important ones, should be lowercase unless followed by the name of a particular person

- the king; King Arthur
- the president; President Roosevelt

For titles of organizations in the text, full titles are capitalized, but not the shortened form

- the Lazy Hiker's Club
- the club

## Abbreviations & Acronyms

Spell out on first use and include the acronym in parentheses: Department of Transportation (DOT), chief executive officer (CEO). The acronym should then be used for subsequent instances in the article.

Use "United States" if a noun ("the flag of the United States"). Use "U.S." if an adjective ("U.S. flag").

## Foreign Words

Foreign words not commonly used in the English language are introduced in italics (on first use only), without quotation marks. There's no need to capitalize a foreign word unless it's a proper name, etc. Examples: *griot*, *kimjang ch'öl*.

## Other SLC Standards: Terminology & Spelling

- |   |  |
|---|--|
| – award-winning author                      | – the Web (proper noun); website (common usage)    |
| – multicultural                             | – the Internet (proper noun); internet sites (adj) |
| – read aloud books; read alouds (no hyphen) | – Search engine                                    |
| – makerspaces                               | – online   |
| – nonfiction                                | – DVDs; CDs; MP3s (no apostrophe)                  |
| – videos                                    | – eReader, eBook                                   |

## In-Text Citations

An in-text citation follows the author-date format whether it is a direct quote or not. Page numbers may be included as a specific reference.

### Guideline:

### Examples:

Do not use a comma between the author and the year

– The following year, this team led teachers to set up inquiry stations in their classrooms (Winkley and Grizzle 2016).

Use a comma between year and page number, if provided, but do not use “p” to designate page numbers

– The overarching implication is that researchers in school librarianship need to focus on practical and useful research such as contributions of library media programs to student achievement and issues that can impact student learning such as “access, equity, staffing, school culture, learning environment” (Johnston and Green 2018, 34).

When the author is already mentioned in the text, put the year in parentheses at the end of the sentence

– My approach mirrored what Muhtaris and Ziemke outline in *Amplify* as following a workshop-style mini lesson (2015).

When there is more than one reference cited in one in-text citation, separate entries with a semicolon

– Other common themes in articles promoting author visits are that they are inspirational and fun (Sanacore 1995; Follos 2004; Ruby 2007).

If you're discussing a useful web resource as a topic within the article or providing a resource list, include the URL after the name of the site rather than providing a full citation

– The Lilead Program (<https://lileadproject.org>) empowers, equips, and engages school library supervisors to create transformational change in their school districts.

Cite email and other personal communications (e.g., telephone calls, letters, emails) as an in-text citation only; do not include these citations in the works cited list

– One librarian used her sign-in log to demonstrate the library had more traffic than any other place in the school except the cafeteria and convinced her administrator to replace the library carpet (Paige Jaeger, email message to author, August 27, 2015).

## Works Cited List

The list of citations at the end of an article should be entitled **Works Cited** for those items referenced within the text. For other resources—not cited in the text—list separately as **Further Reading**.

Our citation house style closely follows *The Chicago Manual of Style*, but is not exactly the same. For example, SLC **does not include** place of publication data in citations. Please review the following guidelines and examples. Note that there is only one space after each period.

## Books

**Author(s). Title: Subtitle. Illustrator/photographer. Series if applicable. Publisher, Year.**

Furgang, Kathy. *Mount St. Helens: The Smoking Mountain*. Volcanoes of the World Series. Power Kids Press, 2001.

Short, Joan, and Bettina Bird. *Crocodilians*. Illus. by Deborah Savin. Mondo, 1997.

## Selection in an Anthology or Chapter in a Book with an Editor

**Author. "Title of Chapter." In Title of Book, edited by, page notation. Publisher, Year.**

Haycock, Ken. "Leadership Is about Influence." In *The Many Faces of School Library Leadership*, edited by Sharon Coatney, 6–8. Libraries Unlimited, 2010.

## Magazines & Journals

**Author. "Article." Magazine/Journal Title volume, issue number (Month Year): page notation. URL [if applicable].**

Arnold, David H., Paige H. Fisher, Greta L. Doctoroff, and Jennifer Dobbs. "Accelerating Math Development in Head Start Classrooms." *Journal of Educational Psychology* 94, no. 4 (December 2002): 762–770.

Deming, W. Edwards. "On a Classification of the Problems of Statistical Inference." *Journal of the American Statistical Association* 37, no. 218 (1942): 173–85. doi:10.2307/2279212.

"Have a Luau." *Kids Discover* 10, no. 2 (February 2001): 18.

Johnston, Melissa P. and Lucy Santos Green. "Still Polishing the Diamond: School Library Research over the Last Decade." *School Library Research* 21 (2018). <http://www.ala.org/aasl/pubs/slr>.

Malfatto, Brooke. "Fallingwater." *Highlights* 17, no. 5 (May 2005): 22–23.





## Websites

**Author [if available]. "Title of Web Page." Publishing Organization of Name of Website. Date of last modification [preferred] or access. URL.**

"Highly Effective Schools through Libraries: Every Student Succeeds." Colorado Department of Education. Accessed July 20, 2017. <http://www.cde.state.co.us/cdelib/highlyeffective>.

Limer, Eric. "Heck Yes! The First Free Wireless Plan is Finally Here." Gizmodo. October 1, 2013. <http://gizmodo.com/heck-yes-the-first-free-wireless-plan-is-finally-here-1429566597>

"Position Statement on Flexible Scheduling." American Association of School librarians. Last modified June 2014. <http://www.ala.org/aasl/advocacy/resources/statements/flex-sched>

"The Role of Effective School Library Programs in the Every Student Succeeds Act of 2015. A Position Statement from California School Library Association." California School Library Association. Last modified October 1, 2016. [http://csla.net/wp-content/uploads/2016/10/CA\\_ESSA\\_Position\\_Statement-20161001.pdf](http://csla.net/wp-content/uploads/2016/10/CA_ESSA_Position_Statement-20161001.pdf).

## Apps

**Title. Publisher, Year. Version.**

*Barefoot World Atlas*. Touch Press, 2012. Version 2.0.

## PERMISSIONS FORM

Dear \_\_\_\_\_:

I would like to request permission to include the material noted below in my article, \_\_\_\_\_, for original publication in *School Library Connection*, published by the Libraries Unlimited imprint of ABC-CLIO. This article is due to be published \_\_\_\_\_.

I hereby request permission to include the material noted below in all languages and all media formats throughout the world. Please note that this work will be published simultaneously as a print and electronic product. We also request permission to include this material in our online database.

If you hold United States rights only, I would be grateful if you could advise me as to who owns the copyright in the rest of the world, so that I may obtain world rights.

If you have a preference for the form of notice and acknowledgement, please indicate below.

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**Credit Line:** \_\_\_\_\_

\_\_\_\_\_ or ☐ use standard Credit Line.

**Permission Granted by:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: ☐ United States ☐ Other: \_\_\_\_\_

**Approval Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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I hereby grant to ABC-CLIO and its successors and assigns ("ABC-CLIO") the irrevocable and unrestricted right and permission with respect to the photographs of me or in which I may be included with others, copies of which are attached hereto, to do any or all of the following:

- (a) To copyright the same in its own name and any other name that it may select; and
- (b) To use, re-use, publish or re-publish the same in whole or in part, separately or in conjunction with other photographs, without restriction as to changes or alterations, made in any medium now or hereafter known or developed, and for any purpose whatsoever, including, but not limited to, illustration, promotion, art, editorial, advertising and trade.

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I hereby release and discharge ABC-CLIO from all and any claims and demands ensuing from or in connection with the use of the photographs, including any and all claims for libel and invasion of privacy. This authorization and release shall inure to the benefit of the licensees, successors and assigns of ABC-CLIO, as well as to the person(s) who took the photographs.

I hereby warrant that I have reached the age of majority and have the right to contract in my own name. I have read the foregoing and fully understand the contents hereof. This release shall be binding upon me and my heirs, legal representatives, licensees and assigns.

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Printed name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_



Explore. Connect. Understand.



## MINOR MODEL RELEASE

In consideration of the engagement as a model of the minor named below, and for other good and valuable consideration herein acknowledged as received upon the terms hereinafter stated, I hereby grant to SCHOOL LIBRARY CONNECTION (ABC-CLIO), their heirs, legal representatives and assigns, those for whom SCHOOL LIBRARY CONNECTION (ABC-CLIO), is acting, and those acting with their authority and permission, the absolute right and permission to copyright and use, re-use, publish, and re-publish photographic portraits or pictures of the minor or in which the minor may be included, in whole or in part, or composite or distorted in character or form, without restriction as to changes or alteration, in conjunction with the minor's own or a fictitious name, or reproductions thereof in color or otherwise, made through any medium at any location, and in any and all media now or hereafter known for illustration, art, advertising, trade, or any other purpose whatsoever. I also consent to the use of any printed matter in conjunction therewith.

I hereby waive any right that I or the minor may have to inspect or approve the finished product or products or the advertising copy or printed matter that may be used in connection therewith or the use to which it may be applied.

I hereby release, discharge and agree to save harmless SCHOOL LIBRARY CONNECTION (ABC-CLIO), their heirs, legal representative and assigns, and all persons acting with their permission or authority or those for whom they are acting, from any publication thereof, including without limitation any claims for libel or invasion of privacy.

I hereby warrant that I am of full age and have every right to contract for the minor in the above regard. I state further that I have read the above authorization, release, and agreement, prior to its execution, and that I am fully familiar with the contents thereof. This release shall be binding upon me and my heirs, legal representatives and assigns.

Date: \_\_\_\_\_

Article Title: \_\_\_\_\_

Article Author: \_\_\_\_\_

\_\_\_\_\_  
Minor's Name (please print)

\_\_\_\_\_  
(Father/Mother/Guardian) please print

\_\_\_\_\_  
Minor's Address

\_\_\_\_\_  
(Father/Mother/Guardian) signature

\_\_\_\_\_  
Minor's Address

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## STUDENT WORK PERMISSION FORM

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I would like to request permission to include the material noted below in my article, \_\_\_\_\_, for original publication in *School Library Connection*, published by the Libraries Unlimited imprint of ABC-CLIO. This article is due to be published \_\_\_\_\_.

I hereby request permission to include the material noted below in all languages and all media formats throughout the world. Please note that this work will be published simultaneously as a print and electronic product. We also request permission to include this material in our online database. If you are under 18, the signature of a parent/guardian is also required.

If you have a preference for the form of notice and acknowledgement, please indicate below.

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**Credit Line:** \_\_\_\_\_

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: ☐ United States ☐ Other: \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_