Submission Guidelines

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, etc.

1. First sentence:
   - Begin with your name exactly as you would like it to appear in print
   - 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.
   - List your current job title (no caps), institution, and location of your institution, if not self-evident from the institution’s name. Use two-letter abbreviations for states.

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

3. Personal note (optional):
   - Describe any special interests, activities, or personal information you think will be of interest to your readers

Example:
Judi Moreillon, PhD, is an associate professor in library science at Texas Woman's University, Denton. She received her doctoral degree from the Department of Language, Reading, and Culture in the College of Education at the University of Arizona, Tucson. Judi has been a school librarian at all instructional levels. Her most recent professional book for school librarians and classroom teachers is Coteaching Reading Comprehension Strategies in Elementary School Libraries: Maximizing Your Impact (ALA 2013). Judi tweets @CactusWoman and coblogs at http://buildingacultureofcollaboration.edublogs.org. Her personal website is at storytrail.com.

In addition to professional books, book chapters, and articles, Judi Moreillon writes children's books, three of which have been published. Her most recent children's book is Ready and Waiting for You, illustrated by Catherine Stock (Eerdmans Books for Young Readers 2013).
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. Most digital cameras can accommodate.

Illustrations
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
- Illustrations of which you are not the creator must be accompanied by a signed permission form from the copyright holder before your manuscript will be accepted for publication. (A permissions form is included in the appendices to these guidelines.)
- Photographs which 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. (Release forms included in appendices to these guidelines.)

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
As CMS states, “it is difficult if not impossible to be entirely consistent in the treatment of numbers in textual matter.” Basic guidelines for SLC:

- Spell out whole numbers one through ninety-nine and any number beginning a sentence.
- Always use numerals for percentages (6 percent), page numbers (page 3), anniversaries (15th anniversary), age (55-year-old-woman), and exact measurements (7 feet; 20 pounds; 2 inches; 10 hours).
- Use numerals for whole numbers over ninety-nine, e.g., 500 letters (instead of five hundred letters); 9,000 birds (instead of nine thousand birds).
- 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 (The group consisted of 121 men, 44 women, and 27 children).
- Use an en dash when citing year and number ranges (1982–1995; 6–9).

Dates, Eras
Use February 12, 1968 (not 12 February 1968 or 2/12/68)
A.D. 1500 (note that there is no comma in “1500”)
240 B.C.

Commas
Use a serial comma for three or more items in a series: The flowers were red, orange, and yellow.

Other examples of comma use:

- On December 7, 1941, Pearl Harbor was bombed.
- In 1903, the Wright Brothers made history with their flying machine.
- In August 2001, she explored the western regions of Alaska.
Today, …

**Periods**
There should only be one space after the use of a period prior to the beginning of the next sentence.

**Capitalization**

**Headlines/titles:** Use headline style as described in *CMS 8.157*.

Examples:
- 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

**Text:** Titles of positions, even long or important ones, should be lowercase unless followed by the name of a particular person. Examples: the king; the president; King Arthur, President Roosevelt. Likewise, full titles of organizations are capitalized: the Lazy Hiker’s Club, but not the shortened form: the club.

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

**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’ôl.

**Other SLC Standards**
- award-winning author
- Search engine (e.g., Google)
- online
- multicultural
- website (common usage)
- eReader, eBook
- read aloud books; read alouds (no hyphen)
- the Web (proper noun)
- makerspaces
- videos
- the Internet (proper noun)
- DVDs; CDs; MP3s (no apostrophe)
- internet sites (adjective)

**U.S./United States**
Use “United States” if a noun (“the flag of the United States”)
Use “U.S.” if an adjective (“U.S. flag”)

**Captions for Figures (e.g., charts, tables, pictures, illustrations, etc.)**
Label figures as follows: Fig. 1. Call number with two parts.
Label figures consecutively, e.g. Fig. 1. Fig. 2, etc.
Within the text, spell out the word, e.g., See Figure 1.

**References and In-Text Citations**

**Parenthetical Citations**
An in-text citation follows the author-date format whether it is a direct quote or not. Page numbers may be included if the writer has provided them as a specific reference. Do not use a comma between the author and the year. Use a comma between year and page number, if provided, but do not use “p” to designate page numbers. Example: (Wiggins and McTighe 1998, 28)
**Personal and Email Citations**
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 Reference List. Example: (Jane Doe, email message to author, May 9, 2011.)

**Blog Citations**
Blog entries should be cited in running text instead of an in-text citation. A short citation with the blog name and URL should be listed in the reference list.

**Blog Running Text Citation Example:**
In a comment posted to the School Library Monthly blog on June 14, 2011, Kristin Fontichiaro noted “Around 80% of this nation’s states have committed themselves to replacing current curriculum with the Common Core Standards.”

**Blog Reference List Example:**

**Reference Lists: Citations & Citation Style**
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, list separately as Further Reading (those not cited in the text).

Please note the periods and commas in each citation. Note that there is only one space after each period. If an annotation accompanies the citation, include it directly following the citation (same line). For website annotations, use a new line.

Please note SLC does not include place of publication data in citations.

**Apps:**

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

**Examples:**

**Books on Audio Cassette or CD:**
Author. Title/Subtitle. Read by. Abridged if applicable. Series if applicable. Publisher, Year of Release. Number of CDs/Tapes: Minutes.

**Examples:**

**Magazines:**
Author [if available]. “Article.” Magazine Title volume, issue number (Month Year): page notation.

**Examples:**

**Movies and Films:**
Title. Publisher/Film Company, Year. Minutes.

**Examples:**
Inside Hawaii’s Volcanoes. Smithsonian Institute, 1989. 25 min.
Lilo and Stitch. Disney, 2002. 85 min.

**Selection in an Anthology or Chapter in a Book with an Editor:**
SCHOOL LIBRARY CONNECTION
ABC-CLIO
P.O. Box 1911, Santa Barbara, CA 93116-1911
Author. “Title of Chapter.” In Title of Book, edited by, page notation. Publisher, Year.

Example:

Websites:
Author [if available]. Title and subtitle of website/page. URL (access date).

Examples: