



School Library Connection

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 you 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:

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. Most digital cameras can accommodate.

SCHOOL LIBRARY CONNECTION

ABC-CLIO

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T: 805-968-1911 F: 805-685-9685 www.abc-clio.com

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
- 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. (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

Use February 12, 1968 (not 12 February 1968 or 2/12/68)

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’ōl*.

Other SLC Standards

award-winning author	Search engine	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 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:

School Library Monthly (blog). <http://blog.schoollibrarymonthly.com>.

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:

Barefoot World Atlas. Touch Press, 2012. Version 2.0.0.

Books:

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

Examples:

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.

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:

Armstrong, Lance. *Every Second Counts*. Read by Stephen Hoye. Books on Tape, 2003. 6 CDs.

Bond, Michael. *A Bear Called Paddington*. Read by Stephen Fry. Harper Children’s Audio, 2005. 1 CD: 159 minutes.

Dickens, Charles. *A Christmas Carol*. Read by Jim Dale. Books on Tape, 2003. 2 Tapes.

Magazines:

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

Examples:

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

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

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:

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

Example:

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

Websites:

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

Examples:

School Librarian's Role in the Teaching of Reading Toolkit. American Association of School Librarians.

<http://www.ala.org/aasl/aaslissues/toolkits/slroleinreading> (accessed May 21, 2015).

Brown, Mary. "Electronic Portfolios in the K-12 Classroom." *Education World*.

http://www.educationworld.com/a_tech/tech/tech111.shtml (accessed May 21, 2015).