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Author FAQs about LRTS

Focus of the Journal

Library Resources & Technical Services (LRTS) has been the official journal of the Association for Library Collections and Technical Services for several decades. Its purpose is to communicate thoughtful reflection on practice as well as research. Any contribution will be considered that takes a critical approach to the questions and problems facing libraries with regard to:

- collections (physical and electronic),
- preservation (including digitization),
- acquisitions (including economic elements of acquisition and licensing),
- serials (in all media), and
- cataloging and classification (of all types of objects).

LRTS is intended to be the primary communication tool of all librarians, information professional, and educators interested in the above areas. We encourage the submission of papers that deal with any related topic. All submissions will be rigorously reviewed to insure that all published articles are of high quality. The editor and members of the editorial board will work with authors whose work is promising in order to improve methodology, analysis, or presentation. For the profession to thrive, beginning professionals, as well as experienced librarians, should address the most pressing issues we face. While the review process *LRTS* adheres to suits anyone who is in a tenure-track position, the goal of the journal is to present reflective practice. Articles on operations in libraries will be considered, as long as they communicate an evaluative approach to practice and a serious examination of the work's impact on libraries in general. We do not limit the journal's content to a narrow definition of research that limits method or perspective.


Any interested author can contact the editor with an idea or to submit a paper.

A prospective author may have questions about preparing and submitting an article to *LRTS*. The following is an attempt to anticipate some of those questions and to provide some brief answers.

If I have an idea, what should I do first?

If you have some idea, based on challenges faced in your own library or more broadly in the profession, one step to take is to talk to colleagues about the idea. It may well be that this issue is on their minds also. Also, they may be able to suggest some ways to examine the challenge so that you and others can

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understand it better, or can address it practically. In this early stage, you should look at the recent literature on the issue. Perhaps the challenge has been addressed by others who have written about their approach to solving problems. If there is little or no literature on the topic, this may be an indication that the time is ripe for a serious approach to the challenge. Even if there are some publications on the topic, a critical review of those items may reveal that important aspects of the challenge remain to be addressed. At this stage, you can contact the editor about your idea for suggestions or guidance.

Once I have done the work to tackle a challenge, how do I prepare a manuscript for *LRTS*?

The instructions to authors are available at the Web site (www.ala.org/alcts/lrts). Following the instructions will make a favorable impression on referees who will read and comment on your paper. Also, look at recent issues of the journal for a clear presentation of the format, arrangement, presentation (including tables and figures), and bibliographic style. Again, it may be useful to ask a colleague to read your manuscript. That person may be able to suggest stylistic or substantive changes that can lead to preparation of a better paper. When the paper is in a final form, you can mail three copies of it to the editor, or you can send it to the editor as an e-mail attachment (preferably formatted in MS Word).

After I've submitted a manuscript to the editor, what happens to it?

The editor examines the paper to insure that it fits within the scope of *LRTS* and to gain an understanding of the basic issue addressed. The editor will then contact potential referees who might be willing to read and comment on the paper. The referees are usually practicing professionals (or sometimes library and information science educators) who have demonstrated knowledge and expertise in the area addressed by the paper. The referees are sent the paper and are given about five weeks to review it. The referees assess the importance of the topic to readers of *LRTS*, the originality of the approach, the secondary sources used, and the quality of the presentation (writing style, use of supporting graphic, etc.). They then make a recommendation to the editor that can range from not publishing the paper, urging the author to revise the paper substantially and to resubmit it, to publish with minor revisions, or to publish it as is. The editor and editorial board are committed to assisting authors to produce publishable papers. If a paper shows promise, but needs more work, the editor will attempt to pair the author with someone (possibly a member of the editorial board) who can help the author with revisions.

How long does the review process take?

In general the initial review is completed in about two to three months. If a paper is accepted with minor revisions or as is, production can begin soon after the completion of the process. If more substantive revisions and a second review are required, the process depends on the author's completion of a revised manuscript.

If my paper is accepted for publication, what happens next?

When a paper is accepted, the next step is production. ALCTS staff members work with the editor and the author to typeset the paper and to prepare it for publication in *LRTS*. At this stage the author may be asked to clarify some parts of the paper and to make sure there are no grammatical or typographical errors. Appearance in the journal depends on the backlog of accepted manuscripts. If

there is little or no backlog, the paper could appear in the next issue of *LRTS*; if there is a backlog it would appear in a successive issue.

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Library Resources & Technical Services (LRTS) Editorial Board

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Library Resources & Technical Services (LRTS) Guide for Authors

Manuscript Submission

Manuscripts of articles should be sent to ALCTS LRTS Submissions; Peggy Johnson; Assistant University Librarian; University of Minnesota; 309 19th Ave South; 499 Wilson Library; Minneapolis, MN 55455-0438; (612) 624-2312; (612) 626-9353, fax; m-john@umn.edu.

In general, the editorial staff follows the Guidelines for Authors, Editors, and Publishers of Literature in the Library and Information Field adopted by the American Library Association Council in 1983 and available from the ALA Executive Offices.


Information about copyright policies also is available from ALA headquarters.

Manuscript Preparation

Please follow these procedures for preparing manuscripts for *Library Resources & Technical Services*:

1. Submit original, unpublished manuscripts only. Do not submit manuscripts that are being considered for publication in other venues. Authors are responsible for the accuracy of statements included. Papers presented at a conference should be identified with the conference name and date in the cover letter.
2. Machine-print and double-space the manuscript. Provide three copies. The editor will request a disk copy from authors for accepted articles.
3. Write the article in a grammatically correct, simple, readable style. Avoid jargon, anthropomorphism, and acronyms. All acronyms must be accompanied by their full spelled-out form. For spelling and usage consult the *Random House Webster's College Dictionary* (New York: Random House, 1991). Verify the spelling and accuracy of all names in an appropriate source. Consult *The Chicago Manual of Style* 15th ed. (Chicago: University of Chicago Press, 2003) for capitalization, abbreviations, usage of numbers, tables, captions, and elements of bibliographic style.
4. Give the article a brief title; if the title does not fully describe the content of the article, add a brief subtitle. Give the article title, the name(s) of the author(s), and the position title, institutional affiliation, and address of each author on a separate first page.
5. Give the title followed by a brief, informative abstract on the second page

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- of the manuscript . Do not identify the author(s) here or elsewhere in the manuscript. Number all pages throughout the manuscript.
6. Submit all references on separate pages at the end of the text, preceding any tables or illustrations.
 7. With v. 48, no. 1, *LRTS* implements the *The Chicago Manual of Style* documentary-note or humanist style of references (see chapter 16). Bibliographic reference should be consecutively numbered throughout the manuscript. Double-spaced endnotes should appear on separate pages at the end of the article. Use regular aligned number (1., 2., etc.), not superscripts. Authors should not use the auto-foot/endnoting feature in word processing programs. Verify each citation by sight, very carefully. Consult *LRTS*.
 8. Follow the examples and suggestions in chapter 12 of *The Chicago Manual of Style* in designing tables. Submit each table on a separate page at the end of the manuscript. Indicate the preferred placement in the text with an instruction in square brackets. Provide each table with a brief, meaningful caption.
 9. Electronic files (tifs, eps, or pdf, at 150 dpi or higher) for all illustrations are preferred. Each file should be labeled as referenced in the text. If camera-ready copy is supplied, a separate photocopy of each, with a brief, meaningful caption noted on the verso, is necessary. Screen-captured images must be 150 dpi or higher; 300 dpi is preferred.

Editorial Policy

LRTS is the official journal of the Association for Library Collections & Technical Services (ALCTS), a division of the American Library Association. The following statement of editorial policy was adopted by the ALCTS Board of Directors, July 1, 1991.

Purpose

The purpose of *LRTS* is to support the theoretical, intellectual, practical, and scholarly aspects of the profession of collection management and development, acquisitions, cataloging and classification, preservation and reformatting, and serials, by publishing articles (subject to double-blind peer review) and book reviews, and editorials and correspondence in response to the same.

Audience

The audience for *LRTS* includes practitioners, students, researchers, and other scholars with an interest in collection development and technical services and related activities in all types of libraries.

Frequency

LRTS is published quarterly, with the volume calendar corresponding to the calendar year. Numbers appear in January, April, July, and October.

Scope

The editor of *LRTS*, with the assistance of an editorial board, strives to achieve a balance among the articles published in the journal so that the interests of each of the sections of ALCTS (Acquisitions, Cataloging & Classification, Collection Management and Development, Preservation and Reformatting, Serials) is represented in the journal. Articles on technology, management, and education,

e.g., are appropriate to the journal when the application of these is to issues of interest to practitioners and researchers working in collection development and technical services. The scope of the articles published in *LRTS* is also guided by the "Mission and Priorities Statement" adopted by the ALCTS Board of Directors in 1990.

Content

The content of *LRTS* is to include:

1. Articles that further the advancement of knowledge by reporting the results of research or other scholarly activity.
2. Periodic literature review essays that discuss issues and trends.
3. Notes that report unique or evolving technical processes.
4. Notes that report unique or evolving research methods.
5. Substantive book reviews of new publications.
6. A brief, factual, annual statement of the Association's accomplishments.

LRTS is not an appropriate forum for brief reports on new products, new services, or other current news items.