

Instructions for Authors for *Colorado Libraries*

Manuscripts

Manuscripts pertaining to the theme should be submitted to the Guest or Content Editor(s). Columns should be submitted to the appropriate column editor.

Unsolicited manuscripts must be submitted to the Content Editor. Unsolicited columns will be published at the discretion of the editor.

Manuscripts will not be considered without a cover page with the title of the article or column, author's name, institutional affiliation (if any), mailing address, phone number, and email address.

Copy and ads must be received in electronic format. The approved formats are Word or ASCII text. Graphics should not be embedded in the documents (send separately). Ads must be provided in PDF format only. The CAL editorial staff will not do any editing on ads submitted for publication.

Payment must be included with ad copy at the time of submittal.

For further clarification, contact the Production Editor or Content Editor at:

- Jim Agee, Content Editor, jim.agee@unco.edu, phone 970/351-1547
- Melissa Powell, Production Editor, thelibrarygirl@comcast.net, phone 970/218-4753

Length

Articles may be up to 2,000 words and columns may be up to 750 words. Lengthier manuscripts may be considered at the discretion of the Content Editor.

Style

The author is responsible for preparing the manuscript in the appropriate style. Manuscripts must conform to the latest edition of Kate L. Turabian's *A Manual for Writers* (Chicago: University of Chicago Press) or *The Chicago Manual of Style, Revised* (Chicago: University of Chicago Press). Spelling should follow the latest edition of *Webster's Collegiate Dictionary*.

References and Footnotes

Authors must not use the automatic references or footnotes within word processing applications. Use regular aligned numbers (1., 2., 3., etc.), *not* superscript. Number and double-space all citations sequentially throughout the manuscript and list all at the end of the article or column.

Citations, like the text, should be double-spaced throughout and should conform to *The Chicago Manual of Style*. Do not use abbreviations for publication titles. Citations must conform to Turabian's electronic sources.

Illustrations

Authors are encouraged to submit content-related images, such as photographs or illustrations with their manuscripts. Images from library archives or other rights holders, however, must be accompanied with a letter granting permission to reprint the image in *Colorado Libraries*. Captions should be provided for all photographs.

All tables, figures, and illustrations must be camera-ready, numbered using Arabic numerals, must be included in a separate file and not embedded in the manuscript file. Graphics must be production ready. Screen captures will not be accepted.

Deadlines

***Colorado Libraries* is published quarterly. Please refer to the schedule of deadlines published on the CAL Web site:
www.cal-webs.org/publications.html**