

Instructions for Guest Issue & Column Editors of *Colorado Libraries*

Due Dates for *Colorado Libraries*:

Ads to Ad Coordinator	Articles to Guest Editor	Columns to Content Editor	Publication Date
January 15	January 15	February 1	Spring, March 15
April 15	April 15	May 1	Summer, June 15
July 15	July 15	August 1	Fall, September 15
November 15	October 15	November 1	Winter, December 15

The final content of *Colorado Libraries* is the responsibility of the Co-Editor(s). The Co-Editors are appointed by the CAL Executive Board as recommended by the CAL Publications Committee. Guest Editors, who solicit articles for each thematic issue, are selected by the Co-Editor(s) of *Colorado Libraries*.

GUEST EDITOR

When submitting content:

- Indicate the order you wish the articles to have in the issue.
- Send a list of author names and contact information along with the articles to content co-editor.

The DEADLINE for materials to reach the Content Editor is six weeks prior to the planned publication date. For instance, deadline for the Summer issue is May 1, August 1 for the Fall issue, November 1 for the Winter issue, February 1 for the Spring issue. The suggested deadline for your contributors is two weeks prior to these dates. Please notify the Content Co-Editor if you expect materials to be late.

To expedite the process and ensure a superior issue:

- SOLICIT ABOUT 50 PAGES OF MATERIAL, TYPED, DOUBLE-SPACED. Any combination is fine, e.g., 5 to 7 articles of 7-10 pages or 10 to 15 articles of 3-5 pages in length. Soliciting an extra article is a good general guideline to follow. The Guest Editor is welcome to author one of the articles.
- Each author should provide the following information: name, email, phone number, job title, place of employment, address.
- Do NOT accept articles from authors who refuse to be edited for clarity, sentence structure, grammar, etc.
- Solicit materials from all over the state and from people who work in all kinds of libraries. One article from an author outside of Colorado is acceptable.
- Keep in mind the variety of the readership and make sure that the articles appeal to more than one type of audience.
- Allow yourself enough lead time to review and perform general edits to the articles as well as to write an introductory essay and still get the materials to the content co-editor in time. The co-editors will complete the final copy editing. (spelling, grammar, sentence structure, etc.).
- Check to see that authors did follow the "Instructions to Authors." Return the manuscript to author if you feel manuscript is too long and require author to shorten.

- Encourage authors to provide photographs of relevant scenes, although these may not be used depending on layout. Captions should be provided.
- Tell authors that there is always a chance, however small, that their article may not be published. This could be due to any number of reasons including quality and/or content. What may seem innocuous to one may be offensive to others; the final decision on publication rests with the Editors. All possible steps will be taken to prevent this from happening and you will be consulted if such a case arises.

Remember, YOU are the Guest Editor of this issue. Do not be reluctant to question accuracy, good taste, etc., of the articles. Do not hesitate to ask the authors to rewrite if you feel the writing is poor, too lengthy, etc. You want to be proud of your issue and so do we; we value your opinion.

Please contact the Content Co-Editor with questions:

Jim Agee
James.Agee@unco.edu
 James A. Michener Library - Box 48
 University of Northern Colorado
 Greeley, Colorado 80639 USA
 970-351-1547

COLUMN EDITOR

Column editors solicit and edit 1-4 columns per year and:

- Provide authors with guidance and encouragement.
- Submit material to Content Editor by the following deadlines:

Columns to Content Editor
February 1
May 1
August 1
November 1

Please notify the Content Editor if you expect materials to be late.

To expedite the process and ensure a superior issue:

- Request that the authors submit their material electronically.

- Solicit 2 to 3 typewritten pages (ca. 800-1000 words). Encourage writers to stay within this length.
- Editors may author the column only once per year.
- Focus on current issues, trends and scholarly material. News or announcements should be sent to *CAL News*.
- Provide authors with a copy of "Instructions to Authors."
- Make sure the quality is such that you are proud to be the editor of the column.
- Each author should provide the following information: name, email, phone number, job title, place of employment, address.
- Solicit authors from all over the state and from people who work in all kinds of libraries.
- Keep in mind the variety of the readership and make sure that the column appeals to more than one type of audience.
- Photos can add interest to a column if they are meaningful. (Individual portraits are not considered acceptable unless that person is the subject of the column.)

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