

Fall 2003

## Guidelines for Submissions to The Southeastern Librarian

Follow this and additional works at: <https://digitalcommons.kennesaw.edu/seln>

---

### Recommended Citation

(2003) "Guidelines for Submissions to The Southeastern Librarian," *The Southeastern Librarian*: Vol. 51 : Iss. 3 , Article 12.  
Available at: <https://digitalcommons.kennesaw.edu/seln/vol51/iss3/12>

This Article is brought to you for free and open access by DigitalCommons@Kennesaw State University. It has been accepted for inclusion in The Southeastern Librarian by an authorized editor of DigitalCommons@Kennesaw State University. For more information, please contact [digitalcommons@kennesaw.edu](mailto:digitalcommons@kennesaw.edu).

## Guidelines for Submission and Author Instructions

*Revised August, 2003*

*The Southeastern Librarian* (SELn) is the official publication of the Southeastern Library Association (SELA). The quarterly publication seeks to publish articles, announcements, and news of professional interest to the library community in the southeast. The publication also represents a significant means for addressing the Association's research objective. Two newsletter-style issues serve as a vehicle for conducting Association business, and two issues include juried articles.

1. Articles need not be of a scholarly nature but should address professional concerns of the library community. SELn particularly seeks articles that have a broad southeastern scope and/or address topics identified as timely or important by SELA sections, round tables, or committees.
2. News releases, newsletters, clippings, and journals from libraries, state associations, and groups throughout the region may be used as sources of information.
3. Submissions should be directed to: Frank R. Allen, SELn Editor, University of Central Florida Libraries, P. O. Box 162666, 4000 Central Florida Blvd, Bldg #2, Orlando, Florida, 32816-2666. FAX: (407) 823-2529, E-mail: [fallen@mail.ucf.edu](mailto:fallen@mail.ucf.edu).
4. Manuscripts must be submitted in electronic format as attachment to an e-mail, preferably in MS Word or compatible format. Articles should be written in a grammatically correct, simple, readable style. The author is responsible for the accuracy of all statements in the article and should provide complete and accurate bibliographic citations. Although longer or shorter works may be considered, 2,000- to 5,000-word manuscripts are most suitable.
5. Notes should appear at the end of the manuscript in a section titled "References." The editor will refer to the latest edition of *The Chicago Manual of Style* is followed for capitalization, punctuation, quotations, tables, captions, and elements of bibliographic style. The basic forms for books and journals in the reference list are as follows:- Gilmer, Lois C. 1994. *Interlibrary Loan: Theory and Management*. Englewood, Colorado: Libraries Unlimited. - Childress, Schelley. 1994. "Planning for the Worst: Disaster Planning in the Library." *The Southeastern Librarian* 44 (2) (Summer): 51-55.
6. The name, position, and professional address of the author should appear in the bottom left-hand corner of a separate title page. The author's name should not appear in the document.
7. Photographs will be accepted for consideration but cannot be returned. Digital images preferred.
8. No other publisher should be simultaneously considering a manuscript submitted to SELn until that manuscript is returned or the editor provides written permission.
9. Upon receipt, a manuscript will be acknowledged by the editor. Incoming manuscripts are added to a manuscript bank from which articles are selected for each issue. The editor assigns manuscripts to at least two reviewers who receive the manuscript with no direct information on the author or the author's affiliation. Following the review, a decision will be communicated to the writer. A definite publication date is given prior to publication. Publication can be expected within twelve months.
10. Beginning with Vol. 51, #3 (2003), *The Southeastern Librarian* has entered into an agreement to license electronic publishing rights to H. W. Wilson Company. Authors agree to assign copyright of manuscripts to The Southeastern Library Association, subject to certain limited licenses granted back to the author.
11. Advertisements may be purchased. The appearance of an ad does not imply endorsement or sponsorship by SELA. Contact the editor for further information.



**SOUTHEASTERN LIBRARY ASSOCIATION**  
Copyright Assignment Agreement

AUTHOR NAME: \_\_\_\_\_  
AUTHOR ADDRESS: \_\_\_\_\_  
TITLE of WORK: \_\_\_\_\_  
JOURNAL NAME: **The Southeastern Librarian**  
Vol. \_\_\_\_\_ Issue \_\_\_\_\_ Season/Month: \_\_\_\_\_ Year: \_\_\_\_\_  
EFFECTIVE DATE: \_\_\_\_\_

The Southeastern Library Association (the "Publisher") and the Author agree as follows:

1. Author hereby grants to Publisher all right, title and interest in and to the Work, including copyright in all means of expression by any method now known or hereafter developed, including electronic format. If publisher does not publish the Work within two (2) years of the Effective Date, copyright shall revert back to the author. Publisher agrees to always credit Author as the author of the Work.

2. Publisher hereby grants Author a royalty-free, limited license for the following purposes, provided the Work is always identified as having first been published by Publisher:

- The right to make and distribute copies of all or part of the Work for use in teaching;
- The right to use all or part of the material contained in the Work in a book by the Author, or in a collection of the Author's work;
- The right to use and distribute the Work internally at the Author's place of employment, and for promotional and any other non-commercial purposes;
- The right to use figures and tables from the Work for any purpose;
- The right to make oral presentations of material from the Work;
- The right to use and distribute the Work on the Author's Web site.

Such license shall be effective thirty (30) days after the Work is first published in the above-referenced Journal.

3. The Author represents and warrants that the Work: (a) is the Author's original work and that Author has full power to enter into this Agreement; (b) does not infringe the copyright or property right of another; (c) contains no material which is obscene, libelous, defamatory or violates another's civil right, right of privacy, or is otherwise unlawful; and (d) has not been previously published, in whole or in part, except as follows:

Author shall indemnify and hold Publisher harmless against loss or expenses rising from breach of any such warranties.

AUTHOR  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Send signed original to:  
Frank R. Allen, Editor  
*The Southeastern Librarian*  
University of Central Florida Library  
P.O. Box 162666  
Orlando, FL 32816-2666  
[fallen@mail.ucf.edu](mailto:fallen@mail.ucf.edu)