GUIDELINES FOR CONTRIBUTORS

Scope and Policy
Judaic Librarianship is devoted to the organization and management of Judaica and Hebrew collections of all types. The editors welcome articles on all aspects of the Jewish library and book world. The journal is designed to duplicate existing Jewish bibliographic and book reviewing media; however, only reviews of professional and reference works are considered for publication. See the Guidelines for Reviewers, below.

Articles published elsewhere are not ordinarily considered for publication. Exceptions include extensively revised and updated versions of papers included in the AL Convention Proceedings. Authors are requested to include a cover note to the editors describing any prior versions that might be considered applicable to the work now being submitted. The cover note should also include the author’s e-mail address and daytime and evening phone numbers.

Submission of manuscripts are refereed by three experts and are either accepted or rejected, based on the recommendations of the editorial board. Manuscripts must be in English.

Format and Submission of the Manuscript
Articles and reviews must be submitted to the editor electronically, via e-mail attachment or on disk, either as a Microsoft Word document (.doc) or in Rich Text Format (.rtf). Manuscripts should be double-spaced (including tables and references), in 12-point type with margins of at least one inch (2.5 cm) on all four sides to allow for editing. Manuscript pages should be numbered consecutively.

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References
Authors should take responsibility for the provision of complete and accurate bibliographic references. Full journal titles, rather than abbreviations, should be given in bibliographic references.

Textual footnotes should be used sparingly. The preferred method of referencing is the author-date system, also known as the Harvard System of Citation. For additional background, see The Chicago Manual of Style, 15th edition, revised (Chicago: University of Chicago Press, 2003).

Here are some brief instructions on the use of the system:

When a statement in a text requires documentation, place the author's name, the date of publication, and, if necessary, the page reference in parentheses before the period that ends the sentence, e.g.,

(Schwartz, 1982, p. 21)

If the author's name is part of the sentence, the date (and page) may be placed right next to it, e.g.,

(Schwartz, 1982)

This suggestion was made by Schwartz (1982, p. 21).

If the work to be cited has a lengthy corporate name, the parenthetical reference may be an abbreviation, e.g.,

(AIJ, 1981)

In the list of references at the end of the paper, the abbreviated form should be bracketed, and the full name of the organization spelled out after it, e.g.,

(AIJ, 1981) Association of Jewish Librarians

If you are citing two works by one author that were published in the same year, add a and b to the dates in parenthetical references, e.g., (Levy, 1984a; Levy, 1984b). Repeat the date after the author's full name in the reference at the end of the paper, e.g.,


Where only one work by a given author, or works published in different years, are cited, no additional labeling need only be placed in the references in normal position, following the volume and issue number of a periodical and preceding pagination, or following the publication data for a book.

Illustrations
Photographs and other illustrations (tables, figures, diagrams, charts, graphs, illustrations, appendices, screen captures) should be submitted in machine-readable format. For tables and charts the preferred software is Microsoft Word. For graphics, use TIFF or a format that can be translated into TIFF (such as .ppa). Each illustration should be in a separate file. Tables and figures should be numbered and referred to in the text. Graphs, charts, and other illustrative matter should be in black and white, not color.

Altered titles of reference works and Reviews
Authors are expected to submit manuscripts, disks, and art that are free from misspellings and other typographical errors. (Judaica Librarianship and production staff will correct typing errors.) Authors are responsible for making revisions requested by the editor. All editorial revisions must be made before the issue goes into production. Deadlines for making these revisions will be strictly observed.

Upon making these revisions authors are requested to send the editor a final, revised copy of the article by e-mail attachment.

Proofs and Reprints
Authors receive a free copy of the journal issue in which their work appears, and permission to photocopy their articles for distribution to their colleagues.

GUIDELINES FOR REVIEWERS

Reviews of reference books, works of professional interest, CD-ROMs, websites, and other electronic resources are expected to include descriptions, evaluations, and critical comments (preferably in this sequence).

The descriptive part should acquaint the reader with both the purpose and contents of the work. Basic information about the author or producer, and the work itself (part of a series, illustrations, etc.) may be included in this portion of the review.

The evaluation of the material should consist of an objective examination of the contents, a spot-check of sources, and a summation of findings (whether the work meets the stated objectives of the author or producer, whether the work meets scholarly standards, etc.). Critical comments pertaining to the technical aspects of the work (arrangement of material, order of chapters, bibliographic functionality of the interface, etc.) may be included in this section.

Basic criticism, including the reviewer’s opinions and final judgment of the work, should be placed toward the end of the review.

Note to publishers: Judaica Librarianship other than reference books, works of professional interest, and new periodicals should be sent to review editors for the AJL Newsletter; as outlined on that publication’s website:

http://www.jewishlibraries.org/ajlw eb/publications/newsletter.htm
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Subscriptions include membership in the Association of Jewish Libraries. Rates: $50 a year for individuals and institutions; $30 for students and retirees. Additional information (including a membership form) is found on the AJL website: http://www.jewishlibraries.org/ajlweb/join.htm. Send change-of-address notices to: Laurie Haas, AJL Vice President for Membership (lhaas@torahacademy.org). Some back issues and reprints of individual articles are available from: Dr. David J. Gilner, Hebrew Union College Library, 3101 Clifton Ave., Cincinnati, OH 45220. Microfilms of back issues are available from the American Jewish Periodical Center at Hebrew Union College, Cincinnati. This volume is printed on permanent paper.


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