

# Judaica Librarianship

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## Vol. 8 Back Matter

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## GUIDELINES FOR CONTRIBUTORS

### SCOPE AND POLICY

*Judaica Librarianship* is devoted to the organization and management of Judaica and Hebraica collections of all types. The editors welcome manuscripts on all aspects of the Jewish library and book worlds. The journal is not designed, however, to duplicate existing Jewish bibliographic and book reviewing media; thus, only reviews of professional and reference works are considered for publication. (See Guidelines for Reviewers.) Articles published elsewhere are not ordinarily considered for publication, although papers delivered at conferences with unpublished proceedings are welcome. When submitting a manuscript, an author should include a cover letter to the editors describing prior reports that might be considered duplicate publication.

Manuscripts of varying lengths are accepted—articles, reviews, columns, and letters. All submissions are refereed and edited or abridged in accordance with the decisions of the editorial board. Manuscripts must be in English.

### FORMAT AND SUBMISSION OF THE MANUSCRIPT

Manuscripts should be typed or word processed *double-spaced* (including tables and references) on good quality, non-erasable, 8½x11 inch white bond paper, with *margins of at least one inch on all four sides* to allow for editing. Manuscript *pages should be numbered* consecutively. Tables and Figures should be numbered and referred to in the text. An original manuscript should be submitted to the contributing editor of the appropriate department or to the editor-in-chief. (See inside front cover for addresses.) The cover letter should also include the author's daytime and evening phone numbers.

Photographs are considered for publication. If approved, the author must supply good quality, unmounted, glossy black-and-white or color prints. Enclose a piece of cardboard in the envelope to prevent bending of photographs in the mail.

Authors should keep a copy of the original manuscript and all accompanying illustrative matter, as well as a copy of the edited manuscript and corrected galley.

### STRUCTURE OF THE TEXT

Begin with a concise, informative title, followed by the full names of all authors (without academic degrees), brief names of the institutions with which they are affiliated, along with the city and state in which they are located. Write an informative abstract containing 100-250 words.

The text of the article should be broken up by appropriate section headings, e.g., Introduction, Conclusions. Abbreviations and acronyms used in the text should be spelled out the first time they are used, e.g., Association of Jewish Libraries (AJL).

At the conclusion of the manuscript, provide a *brief biographical note*, with *full professional titles*, highest academic degrees, departments of the institutions and complete address. Add pertinent details regarding experience/background related to the subject of the manuscript.

### REFERENCES

Authors should take responsibility for the provision of complete and *accurate bibliographic references*. The editor discourages the assumption that certain publications are familiar to all readers and can thus be referred to in the text only by an abbreviated title; a full formal reference should be supplied. 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." This system has several advantages over the numeric system of referencing:

- 1) If the author wants to add a reference, no renumbering of the other references is necessary.
- 2) The alphabetic order of the references facilitates searching for materials in library catalogs.
- 3) The author's name and date convey more information to the reader than simple numbers, and minimize the possibility of error.

Guidance on the use of this system can be found in the *Chicago Manual of Style*, 14th ed., rev. (Chicago: University of Chicago Press, 1993). The following are some brief instructions on the use of the system. Model references can be found in this issue.

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 which 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., *This suggestion was made by Schwartz* (1982, p. 21). If the work to be cited has a lengthy corporate author, the parenthetical reference may be an abbreviation, e.g., (AJL, 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., [AJL, 1984] Association of Jewish Libraries.

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). Repeat the date code after the author's full name in the reference at the end of the paper, e.g., Levy, Jacob, 1984a.

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Many Judaica libraries are committed to original alphabet bibliographic data for Hebraica, while recognizing the widespread use of romanization in library catalogs. The editors would therefore like to provide both types of access wherever possible. Each romanized reference should appear in the general alphabetic sequence of references arranged by author, followed by a number corresponding to the position of the Hebrew reference at the end of the Latin alphabetic sequence. *Full bibliographic data should appear in both the Hebrew and romanized references*.

Romanization is required in the text of an article for Hebrew and Yiddish words, phrases, and titles. The Library of Congress systems for romanization of Hebrew and Cyrillic, and the YIVO system for romanization of Yiddish should be used.

### PROOFS AND REPRINTS

Authors will be sent the copy-edited manuscript for approval. Authors may request additions and changes to the manuscript, but the editor has final say on style and content of articles. Galley proofs are sent to authors; page proofs are checked by the editors.

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*Guidelines for Reviewers are found on page 178.*

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