


Judaica Librarianship

Volume 16/17

12-31-2012

Vol. 16/17 Back Matter

Follow this and additional works at: <http://ajlpublishing.org/jl>

 Part of the [Bilingual, Multilingual, and Multicultural Education Commons](#), [Information Literacy Commons](#), [Jewish Studies Commons](#), and the [Reading and Language Commons](#)

Recommended Citation

. 2011. "Vol. 16/17 Back Matter." *Judaica Librarianship* 16: -. doi:10.14263/2330-2976.1113.

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).

Romanization

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

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.:

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, 1981] 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.

Where only one work by a given author, or works published in different years, are cited, the dates 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 .jpg). 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. The resolution for grayscale images should be set at 300 dpi and for line art (bitmap) images 600 dpi.

Alterations Required by Referees and Reviews

Authors are expected to submit manuscripts, disks, and art that are free from misspellings and other typographical errors. (*Judaica Librarianship's* editors and production staff will correct typesetting 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-checking of sources, and summarization 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, bibliography, 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 publications 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/main/Publications/NewsReviews.aspx>.

JUDAICA LIBRARIANSHIP

A publication of the Association of Jewish Libraries

P.O. Box 1118

Teaneck, NJ 07666