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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published elsewhere are not ordinarily considered for publication, although papers delivered at conferences with unpublished proceedings are welcome.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.

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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 editor-in-chief or to the contributing editor of the appropriate department. (See inside front cover for addresses.) The cover letter should also include the author's daytime and evening phone numbers. Do not enclose a disk, but save it in case revision is requested.

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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 galleys.

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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.

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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.

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Room 1034
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