

# 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 will be considered for publication, and only books received will be listed. (See Guidelines for Reviewers below.) Articles published elsewhere will not ordinarily be considered for publication, although papers delivered at conferences with unpublished proceedings are welcome.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 in languages other than English will be translated.

## FORMAT AND SUBMISSION OF THE MANUSCRIPT

Manuscripts should be typed *double-spaced* (including tables and references) on good quality, non-erasable, 8½ × 11 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. Begin References and each table on a new page. Tables should be numbered and referred to in the text. An original and one photocopy should be submitted to the contributing editor of the appropriate department or to the editors-in-chief. (See inside front cover for addresses.)

Photographs are considered for publication, and should be good quality, unmounted glossy black-and-white prints. Enclose a piece of cardboard in the envelope to prevent bending of photographs in the mail.

Authors should keep a copy of the manuscript and all accompanying illustrative matter.

## 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. 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 any pertinent details regarding experience/background related to the subject of the manuscript.

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).

## REFERENCES

Authors should take responsibility for the provision of complete and *accurate bibliographic references*. The editors discourage the assumption that certain publications are familiar to all readers and can thus be referred to only in the text 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*, 13th ed., rev. (Chicago: University of Chicago Press, 1982). 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 which 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.

## ROMANIZATION

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 alphabetic sequence in Latin characters. *Full bibliographic data should appear in both the Hebrew and romanized references*.

Romanization is permitted 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, as well as galley proofs. The editors will read the page proofs.

Authors receive a free copy of the journal issue in which their work appears and permission to reproduce copies for distribution to their colleagues.

## GUIDELINES FOR REVIEWERS

*Dr. Shimeon Brisman, UCLA; Editor, APPROBATIONS*

Book reviews are expected to include descriptions, evaluations, and critical comments (preferably in this order).

The descriptive part should acquaint the reader sufficiently with both the purpose and contents of the work. Data about the author, or additional information about the work (part of a series, illustrations, etc.), may be included in this part.

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, whether the work meets scholarly standards, etc.). Critical comments pertaining to the technical aspects of the work (arrangement of materials, order of chapters, bibliography, etc.) may be included in this section.

Basic criticism, including the reviewer's opinions and final judgment of the work, should be relegated to the end of the review.

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