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published elsewhere will not ordinarily be considered for publication, although papers delivered at conferences with unpublished proceedings are welcome.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

GUIDELINES FOR REVIEWERS

Dr. Shimeone 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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