Instructions for Manuscript Preparation for
North Carolina Libraries

North Carolina Libraries seeks to publish articles and reviews of print and nonprint materials of professional interest to North Carolina librarians and the worldwide library community.

Manuscripts should be double-spaced (text and notes) and submitted on disc or e-mail attachment in Microsoft Word or Rich Text Format to Al Jones, Editor, *North Carolina Libraries*, at <jonesp@mail.ecu.edu>.

The name, position, and professional address of the author should appear in the bottom right-hand corner of a separate title page. Each page should be numbered consecutively and carry the title (abbreviated, if necessary) in the upper right-hand corner.

Notes should appear at the end of the manuscript in a section called "References." The *NCL* editors will refer to *The Chicago Manual of Style*, latest edition. The basic citation formats for books and periodical articles are as follows:

1. Keyes Metcalf, *Planning Academic and Research Library Buildings* (New York: McGraw Hill, 1965), 416.

2. Susan K. Martin, "The Care and Feeding of the MARC Format," *American Libraries* 10 (September 1970): 498.

Photographs should be submitted in a digital format.

The Editor will acknowledge receipt of each manuscript. Following the review of a manuscript by at least two jurors, the decision to publish or not to publish will be communicated to the author, along with the expected date of publication on the Web at <http://www.nclaonline.org/NCL>.

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