## Instructions for the Preparation of Manuscripts for North Carolina Libraries

1. North Carolina Libraries seeks to publish articles, book reviews, and news of professional interest to librarians in North Carolina. Articles need not be of a scholarly nature, but they should address professional concerns of the library community in the state.

2. Manuscripts should be directed to Frances B. Bradburn, Editor, North Carolina Libraries, Joyner Library, East Carolina University, Greenville,

N.C. 27858.

3. Manuscripts should be submitted in triplicate on plain white paper

measuring 81/2" x 11".

4. Manuscripts must be double-spaced (text, references, and footnotes). Manuscripts should be typed on sixty-space lines, twenty-five lines to a page. The beginnings of paragraphs should be indented eight spaces. Lengthy quotes should be avoided. When used, they should be indented on both margins.

5. The name, position, and professional address of the author should appear in the bottom left-hand corner of a separate title page.

6. Each page after the first should be numbered consecutively at the top righthand corner and carry the author's last name at the upper left-hand corner. 7. Footnotes should appear at the end of the manuscript. The editors will refer to The Chicago Manual of Style, 13th edition. The basic forms for books and journals are as follows:

Keyes Metcalf, Planning Academic and Research Library Buildings. (New

York: McGraw, 1965), 416.

Susan K. Martin, "The Care and Feeding of the MARC Format," American Libraries 10 (September 1979): 498.

8. Photographs will be accepted for consideration but cannot be returned.

9. North Carolina Libraries is not copyrighted. Copyright rests with the author. Upon receipt, a manuscript will be acknowledged by the editor. Following review of a manuscript by at least two jurors, a decision will be communicated to the writer. A definite publication date cannot be given since any incoming manuscript will be added to a manuscript bank from which articles are selected for each issue.

Issue deadlines are February 10, May 10, August 10, and November 10.

# Over to You . . .

LETTERS TO THE EDITOR

Dear Editor North Carolina Libraries,

I loved the spring issue of North Carolina Libraries. Great format and content!

> Charles Harmon American Library Association Chicago, Illinois

Dear Editor North Carolina Libraries,

I just received the Spring 1991 North Carolina Libraries. I really like the format — it's clear, crisp and very readable. Great job!

> Kathy Kiser Catawba County Schools

North Carolina Libraries invites your comments. Please address and sign with your name and position all correspondence to: Frances B. Bradburn, Editor, North Carolina Libraries, Joyner Library, East Carolina University, Greenville, NC 27858. We reserve the right to edit all letters for length and clarity. Whenever time permits, persons most closely related to the issue under discussion will be given an opportunity to respond to points made in the letter. Deadline dates are the copy deadlines for the journal: February 10, May 10, August 10, and November 10.

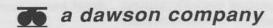
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