

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 8 1/2" 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 right-hand 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.

Bringing You the World of Small Press and Video

- 1500 Presses • 7000 Titles
- All in Stock • Adult Non-Fiction
- Annotations Services • Preview/Approval Plans
- Electronic Ordering

1-800-323-4241 • Toll Free • 312-295-1556 • FAX



QUALITY BOOKS INC.

 a dawson company

JOHN HIGGINS, SALES REPRESENTATIVE

Available in Print, Online, and on Tape
Now with Additional Subject Headings!

New! **Sears** List of Subject Headings Fourteenth Edition

1991 734pp. approx.
ISBN 0-8242-0803-X
\$42 U.S. and Canada, \$47 other countries.

The indispensable subject headings list for small to mid-sized libraries, this Fourteenth Edition of *Sears List of Subject Headings* has been fully revised, updated, and expanded!

Quick Reference

Organized for quick access and maximum utility, the Fourteenth Edition of *Sears* features:

- Over 300 additional subject headings
- Direct order headings replacing inverted order
- Increased scope notes, general instructional references
- Simplified and updated headings and subdivision notes
- Expanded reference structure
- Over 2,000 changes in Dewey numbers
- ALA Filing Rules without modification.

Based on Current, Reliable Sources

In compiling this edition of *Sears*, the editor gave special consideration to librarians' requests for new headings and changed terminology. This Fourteenth

Edition incorporates input from a variety of reliable sources, including The H. W. Wilson Company's staff of indexers and catalogers with expertise in specialized subject areas.

"A required tool for those preparing books for small to medium-sized libraries."

—AMERICAN REFERENCE BOOKS ANNUAL

A Useful Guide

A unique highlight is the chapter entitled *Principles of the Sears List*, a practical, 30-page section offering:

- An overview of subject cataloging principles
- Instructions for creating and maintaining a subject authority file
- A list of commonly used subdivisions.

Now Available Online, and on Tape

- **WILSONTAPE™**—Available on machine-readable tape in USMARC or Wilson-tagged format. Call for details.
- **WILSONLINE®**—Offers sophisticated features for easy online searching, at only \$25 per hour.

To Order Call Toll-Free

1-800-367-6770

Telefax 1-212-590-1617.

T H E H . W . W I L S O N C O M P A N Y

9 5 0 U N I V E R S I T Y A V E N U E , B R O N X , N Y 1 0 4 5 2

