



## **Libraries: Culture, History, and Society Submission Guidelines for Authors**

### **General Submission Instructions**

- LCHS uses a double-blind review process. Please remove all references to or clues about your identity from the title page, headers, main text, and footnotes.
- Submit all tables, figures, appendixes, and photos as separate files or documents. Do not include them within your paper.
- Each submission must be accompanied by an abstract of up to 150 words to be entered directly on the Editorial Manager submission page.
- Submit 1 - 5 key words describing your paper. Please consider using database thesaurus terms, Library of Congress Subject Headings, and common professional terminology. Also consider terms that identify the library types, geographic locations, historical eras, and populations described in your manuscript.
- Authors are responsible for securing permissions and paying the required fees for the use of any material previously published elsewhere. Send copies of permission letters to the Pennsylvania State University Press with your publication contract.
- Authors guarantee that their papers do not infringe any copyright, violate any other property rights, or contain any scandalous, libelous, or unlawful matter.
- Authors guarantee that their papers have not been published elsewhere and are not currently under consideration elsewhere.
- If your submission is accepted, please provide an author biography of up to 150 words.

### **Manuscript Format for Articles**

- Format your entire paper using the most recent edition of the *Chicago Manual of Style*.
- All articles must be submitted electronically. Microsoft Word is the preferred file format, but RTF is also acceptable. Your paper, including tables, appendixes, and notes, should not exceed 30 pages.
- Do not use functions such as Microsoft Word's "Track Changes." Please check your document for any remaining tracked changes, hidden text, or comments, and delete them.
- Format all text, including notes and works cited, in Times New Roman font, size 12 point, with left alignment, 1-inch margins, and double line spacing.
- Indent paragraphs using the tab key; do not use the space bar or any paragraph indent functions.

- If using Microsoft Word, the “Styles” field should read “Normal” throughout the text. Do not use automated heading functions.
- Do not use automated listing functions. Key in all numbers or bullets.
- For quotations that exceed 100 words, use line spaces to set them off as block quotations. Do not indent.
- Also use line spacing to indicate epigraphs and other extracts from texts. Do not indent. On the line after an epigraph, be sure to include the name of the author and the source.
- Convert all footnotes to endnotes. Render them in 12-point Times New Roman font, double spaced.
- Tables / figures / appendixes:
  - Must be submitted as separate files.
  - Please indicate placement in the text, for example: <insert figure 2>, <insert appendix 1>.
  - Submit figures in the original format and in the size you would like them to appear.
  - Microsoft Word is the preferred format for tables.
  - Microsoft Excel is the preferred format for charts and graphs.
  - Submit images as either .tiff or .jpeg files at 300 dpi at the size you would like the images to appear.
  - If possible, all digital files (photos) should be gray scale.

### **Citations**

- In general:
  - Your article must consistently conform to the most recent edition of *The Chicago Manual of Style (CMS)*.
  - LCHS uses the “notes” system, not the “author-date” system. Use endnotes, not footnotes, for all bibliographic information and to elaborate on ideas presented in the text of your paper.
  - Automatic formatting is acceptable for endnotes.
  - Number endnotes consecutively throughout your paper and use superscript numerals following the punctuation.
  - Double-space all endnotes.
  - The first time you cite a published source, include complete bibliographic information. Subsequent citations to the same source only require the author’s last name, an abbreviated title, and the relevant page numbers.
  - The first time you cite an unpublished source, include complete bibliographic information. Subsequent citations to the same source only require an abbreviated description and the relevant page number or date.
  - Examples of the most common source citations are shown below. For additional examples, please check *CMS*.

- **Books:**
  - Example: Wayne Wiegand, *Part of Our Lives: A People's History of the American Public Library* (New York, Oxford University Press, 2016), 10–12.
  - Example of subsequent citation: Wiegand, *Part of Our Lives*, 16.
- **Journals:**
  - Example: Bernadette A. Lear, “Yankee Librarian in the Diamond City: Hannah Packard James, The Osterhout Free Library of Wilkes-Barre, and the Public Library Movement in Pennsylvania,” *Pennsylvania History: A Journal of Mid-Atlantic Studies* 78, no. 2 (Spring 2011): 123–62.
  - Example of subsequent citation: Lear, “Yankee Librarian,” 135.
- **Newspapers:** only include the headline (if available), the newspaper title, the place of publication, and the date. No page numbers are needed.
  - Example: “A Good Woman Has Gone to Rest,” *Wilkes-Barre Times* (Wilkes-Barre, PA), April 23, 1903.
- **Manuscript materials:** In the “notes” system, citations begin with the cited item (e.g., its author, title, and date), followed by the series title (if applicable), the name of the collection, and name and location of the repository. After this, there is no general agreement about the remaining elements in the citation. When in doubt, provide more bibliographic detail, rather than less, and consult with the journal editors.
  - Example of **correspondence**:  
Letter from Andrew McClintock to Melvil Dewey, February 22, 1887, box 32 (Correspondence, Kappa–Nye), Melvil Dewey Papers, Rare Book and Manuscript Library, Columbia University, New York (collection hereafter cited as “Dewey Papers”).
  - Example of an **unpublished diary**:  
George M. Champney, diary of George M. Champney, 1876–1877, entry for June 15, 1876, typescript copy, Woburn Public Library, Woburn, MA.
  - Example of **ephemeral items within a series** of records:  
Adams County Free Library, membership cards, 1945–1947, Vertical Files, “Adams County Free Library,” Adams County Historical Society, Gettysburg, PA.
- **Annual reports, meeting minutes, and other periodic documents:**
  - Use narrative in the manuscript text to indicate the individual author of a quotation (if known). In the endnote, cite the corporate author.
  - Use the corporate name that was in use at the time the document was created (may be different from its current name).
  - Capitalize corporate names if they appear on the document or are definitively known. However, use lower-case if you are inferring or supplying a name.
  - Use upper case and italics to indicate reports that were printed/published. Use plain text in quotations to indicate the titles of reports that were handwritten, typescript, photocopied, or otherwise distributed by the author. If a report lacks a title, omit quotation marks and use wording in lower case to describe it briefly.
  - If a document lacks a title, briefly describe it in the endnote.

- Use narrative in the manuscript text to indicate the date an activity occurred. In the endnote, cite the date the related document was created.
- Include volume numbers, page numbers, dates, and any other information needed for other scholars to locate the item.
- If a document is a manuscript or other unique item, also cite the name of the collection, and name and location of the repository, as you would cite other manuscripts.
- In cases of doubt, consult with the journal editors.
- Example of a **published annual report, where the corporate author's official name is established**:  
Chicago Public Library Board of Directors, *60th Annual Report* (Chicago, IL: Chicago Public Library, 1932), 27–28.
- Example of an **unpublished report, where author of the minute book is inferred, and the corporate author has changed names over time**:  
[author Oscar H. Benson is cited in text]: Adams County Free Library Association, “First Annual Report of President, Adams County Free Library Association,” November 27, 1945, photocopy appended to ACFLA board of trustee minutes, Adams County Library, Gettysburg, PA.
- Example of **unpublished meeting minutes, where the author of the minute book is inferred**:  
Adams County Library, board of trustees minutes, May 11, 1945, Adams County Library, Gettysburg, PA.

## Style

- As much as possible, use clear, simple prose in the active voice.
- Use single spaces following periods between sentences.
- The first time you mention a person, include her/his full name. For subsequent mentions, use only the last name unless you are discussing two or more persons with the same surname.
- The first time you mention an organization, include the full name followed by an acronym in parentheses. For subsequent mentions, use only the acronym.
- For spelling (except material in quotations), please use standard American spelling, such as in the most recent edition of the *Merriam-Webster Dictionary*.
- Translations:
  - For all quotations in languages other than English, include translations in parentheses immediately following the quotation.
- Ellipses:
  - Do not misrepresent the original source.
  - LCHS uses the “three dot” method. Use three spaced periods (. . .) to indicate any omitted text.
  - Avoid using ellipses at the beginning or end of a quotation.

## Suggestions for writing an abstract

An abstract allows readers to quickly and accurately identify the basic content of your article. It is an invaluable research guide because it is most often what potential readers use to decide whether your article is relevant for them.

At a Glance, an Abstract:

- Highlights the major points covered
- Concisely describes the content and scope of the work
- Helps readers decide whether to read the entire article
- Contains relevant keywords for searching and indexing

Many online databases, such as JSTOR, use both abstracts and full-text options to index articles. Therefore, abstracts should contain keywords and phrases that allow for easy and precise searching.

Writing Tips:

An abstract is a self-contained piece of writing that can be understood independently from the article. It must be brief (no longer than 150 words) and may include these elements:

- Statement of the problem and objectives (gap in literature on this topic)
- Thesis statement or question
- Summary of employed methods, viewpoint, or research approach
- Conclusion(s) and/or implications of research

Keep in Mind:

An abstract need not state your entire conclusion, as you may want to reserve this for readers of your article. The abstract should however, clearly and concisely indicate to the reader what questions will be answered in the article. You want to cultivate anticipation so the reader knows exactly what to expect when reading the article.

An Example:

The Gilded Age and Progressive Era were pivotal times for state libraries founded in the colonial era. Like many such institutions, the State Library of Pennsylvania (SLP) was initially established to archive and supply information pertinent to legislators and government officials. Into the 1860s staff found the notion of circulating collections "simply preposterous" and affirmed that the SLP's mission was to "facilitate the business of government." Yet after the Civil War, successive state librarians broadened the SLP's concerns, activities, collections, and spheres of influence. Examination of librarians' reports, news coverage, and other sources illustrates how their vision of the possibilities and responsibilities of state libraries expanded over time, embracing the concerns not only of government officials but also of citizens, fellow practitioners, and posterity.

## Book Review Guidelines

*LCHS* publishes evaluative reviews of books that complement our journal's mission to situate libraries within their broader historical context. Libraries should be a major theme, although not necessarily the only theme of the book. The *LCHS* Book Review Editor(s) will solicit book reviews periodically. Book reviews do not undergo peer-review; the Editor(s) make the decision about whether to publish.

Book reviews should follow the *LCHS* Submission Guidelines for other papers with some exceptions. Book reviews should be limited to 500-1000 words. Larger word counts may be approved by the Editors based on the work and available space in the journal. Shorter, more informal reviews may be appropriate for *LHRT News & Notes*, the Blog of the Library History Round Table, <https://lhrtnews.wordpress.com>.

Please begin the review with a full Chicago Style citation to the book, along with the ISBN and publisher's price after the publication year. An example is given below:

Glynn, Tom. *Reading Publics: New York City's Public Libraries, 1754-1911*. Fordham University Press, 2014. ISBN: 978-0823262649. Hardcover: \$35.00.

Reviewers should provide a critical assessment that addresses the following aspects of the book:

- Thesis
- Methodology
- Writing style
- Use of primary sources
- Author information
- Special features (such as images, appendices)
- How the book compares to other books on the subject.

Avoid simply summarizing the contents or repeating information readily available on the publisher's website. Please also include a recommendation as to what audiences (librarians, scholars in other fields, general public) would benefit from the book. Conclude with your name, title, and institutional affiliation (if applicable).

Librarians, teaching faculty, students, and others with an interest in library history are invited to submit. Interested reviewers are encouraged to send an inquiry to the Book Review Editor before submitting: Brett Spencer, Reference Librarian, Thun Library and Boscov Information Commons, Penn State Berks, [dbs21@psu.edu](mailto:dbs21@psu.edu).