

# **Manuscript Submission Guidelines and Style Guide for The Political Librarian**

We seek submissions from both researchers and practitioners, that fall into one of three submission categories:

- Opinions/First Drafts – Editorial in nature; the first draft of an idea or argument.
- White Papers – Longer form discussions that may include research.
- Peer Reviewed – Long form articles that include original research and arguments, and are submitted for review by our Editorial Board and/or external reviewers.

Before submitting your manuscript, please ensure you carefully read and adhere to all the guidelines and instructions to authors provided below. Manuscripts not conforming to these guidelines may be returned.

## **Submission Guidelines**

Who Can Write for The Political Librarian?

We want to bring in a variety of perspectives to the journal and do not limit our contributors to just those working in the field of library and information science. We seek submissions from researchers, practitioners, community members, or others dedicated to furthering the discussion, promoting research, and helping to re-envision tax policy and public policy on the extremely local level.

### **Submission Categories**

- Opinions/First Draft – Editorial in nature; the first draft of an idea or argument (1000-2000 words).
- White Papers – Longer form discussions that may include research (2000-5000 words).
- Peer Reviewed – Long form articles that include original research and arguments, and are submitted for peer-review by our Editorial Board and invited reviewers. (2000- 12,000 words).

### **Article Proposals**

If you want to propose an article for The Political Librarian, please submit the following:

1. Article abstract: a paragraph of no more than 250 words. Be sure to include what category of article that you're writing.

2. Attach resume/CV or a link to an online version.
3. Writing sample: this can be a fully completed article, blog post, essay, etc. Our goal is to see your style and ability not judge where the writing comes from.

## **Completed Works**

Completed submissions should include:

1. Article abstract: a paragraph of no more than 250 words. Be sure to include what category of article that you're writing.
2. Attach resume/CV or a link to an online version.
3. Full text of the submission.
4. Please provide some professional information about yourself that you deem appropriate. It will be published at the end of your article under the rubric, "Author".

The Political Librarian does not accept submissions currently under consideration elsewhere.

Submissions will be subject to blind peer review, and we expect to have at least two reviewers for each paper. There will be an initial review by the editor-in-chief that will determine, among other things, whether the subject matter of a submission is appropriate for publication in *The Political Librarian*. The decision to accept or reject a paper will be made by the editor-in-chief and will be based on the comments and judgments of the reviewers, though the editor-in-chief will also rely on advice from appropriately qualified members of the editorial board.

## **ORCID, the Open Researcher and Contributor ID**

The collection of ORCID IDs from authors is now part of the submission process of this journal. ORCID provides a unique and persistent digital identifier that distinguishes researchers from every other researcher, even those who share the same name, and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between researchers and their professional activities, ensuring that their work is recognized.

If you already have an ORCID ID please include that ID to your submission during the online submission process. Your ORCID ID is published with your article so that fellow researchers reading your work can link to your ORCID profile and from there link to your other publications.

If you do not already have an ORCID ID please create one at: <https://support.orcid.org>

## Style Guide

The Political Librarian is dedicated to publishing professional and well-composed articles. Guidelines for *The Political Librarian*:

**Be professional.** While we encourage our writers to reflect their own writing style and voice in their pieces, we also require that articles are professional in nature and tone. We are dedicated to bringing new kinds of discussions of library advocacy to the forefront, and we want our articles to reflect well on that mission.

**Be inclusive.** The world is a diverse and varied place, and we at the Political Librarian believe in creating an inclusive environment for writers and readers. Your language should reflect this dedication to in a respectful, inclusive way.

**Avoid denunciations of individuals or groups.** A critical attitude towards ideas, individuals or groups is welcome, but criticism must be articulated in a civil manner, and should not be expressed in the form of an attack on any individual or group of individuals.

**Be critical.** The Political Librarian wishes to foster spirited dialogue and critical discussions, undergirded by well-reasoned and supported arguments. Your piece should stand up to critical examination by our editors and readers.

**Be clear and concise.** Be sure your topic is relevant and well thought out. Use examples and/or evidence to support your points. Use clear and concise language that is professional, but not so full of jargon that the uninitiated reader is alienated.

**Cite your sources.** If you are referencing the work of others you must cite them. All articles should include a works cited list formatted using guidelines. In-text citations need not follow APA to the letter, but they should be consistent throughout the piece. Hyperlinks are encouraged. If you are using a direct quotation you must list the author's name in addition to any other relevant links or source titles that are appropriate to the piece.

### Formatting/Punctuation/Grammar

- Double-spaced lines.
- 12pt standard font (Times, Times New Roman, Calibri, etc).
- Single space between sentences.
- Use the Oxford/Harvard comma
- Spell out acronyms the first time they are used
- Submission formats: doc, docx, rtf, txt. Please do not send PDFs of article proposals/ submissions
- Use proper punctuation and grammar

- Pay attention to subject/verb agreement and tense

### **Additional Resources**

- AP Stylebook 55th Edition: <https://www.apstylebook.com/>
- Chicago Manual of Style, 16th ed. Online <http://www.chicagomanualofstyle.org/home.html>
- CMOS Shop Talk (The Chicago Manual of Style): <https://cmosshoptalk.com/>
- Online Writing Lab (OWL) at Purdue University
- Purdue Owl [https://owl.purdue.edu/owl/purdue\\_owl.html](https://owl.purdue.edu/owl/purdue_owl.html)