

School Library Monthly

(Formerly *School Library Media Activities Monthly*)

Writer Guidelines—2009-10

<http://www.schoollibrarymonthly.com>

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Manuscripts must be received via email attachment in Word format in Times New Roman 12 font. A short vita of the author should be included to be used in the byline for the article upon publication.

Email submissions to: dlevitov@abc-clio.com

Types of Submissions

Into the Curriculum: Lesson plans can range from 300-500 words, more if needed. They must be fully developed and in lesson plan format with supporting materials, e.g., rubrics, worksheets, charts, examples, etc. It must include the following components:

Information Literacy/Inquiry Objectives: (Should cite AASL 2007 *Standards for the 21st-Century Learner*)

Curriculum (subject area) Objectives:

Grade Levels: (Target audiences K-12)

Resources: (books, videos, online resources, Web sites, etc.)

Instructional Roles: (what the teacher and the school librarian will do)

Procedures for Completion:

Assessment/Evaluation: (describe and provide supporting materials, e.g., rubrics)

Follow-Up: (an extension for future research, inquiry)

Features: Approximately 1,500-1,800 words. Feature articles should be about some aspect of the school library related to instruction or program practice.

The Advocate: Approximately 1,000-1,800 words. Articles related to advocacy for the school library. Share how you have recruited others to be advocates for your program. Provide ideas for using PR or marketing to gain attention and support for the school library.

Skill of the Month: Approximately 1,000 words including brief descriptions of activities, ideas, and suggestions related to teaching information literacy/inquiry or school library program development..

Notes from the Field: Approximately 1,200 words. This column is for ideas/activities/information that can help school librarians with professional growth and making links to students, teachers, and the community through learning and teaching.

Open Columns (Keeping Current, Key Words): Approximately 1,000-1,800 words. The article should deal with the topic of the column as it relates to school library media teaching and practice and should incorporate current research.

SLM Style Guidelines

Avoid gender-specific language, except when only one gender is meant. Writing in the plural (“historians do their research” rather than “the historian does his research”) avoids much of the difficulty. Use “humankind” instead of “mankind.”

On matters of style, *School Library Monthly (SLM)* follows *The Chicago Manual of Style (CMS)*, most current edition, except as specified in these guidelines, which take precedence over *CMS*. In some instances, these guidelines follow *CMS* and are meant to answer style-related questions most commonly encountered when writing for *SLM*. For correct spelling, please refer to *Merriam-Webster’s Collegiate Dictionary* or similar. Use the first spelling.

Numbers

As *CMS* states, “it is difficult if not impossible to be entirely consistent in the treatment of numbers in textual matter.” Basic guidelines for *SLM*:

- ▶ Spell out whole numbers one through ninety-nine (refer to *CMS* 8.3).
- ▶ Use figures for percentages (6 percent), page numbers, anniversaries (15th anniversary), age (55-year-old-woman), and exact measurements (7 feet; 20 pounds; 2 inches; 10 hours).
- ▶ Use figures for whole numbers followed by hundred or thousand, e.g., 500 letters (instead of five hundred letters); 9,000 birds (instead of nine thousand birds).
- ▶ If similar numbers both large and small occur in a single paragraph or section, or if a series of numbers occur closely together, use figures for all of them (The group consisted of 121 men, 44 women, and 27 children). See *CMS* 8.3 for details.
- ▶ Use a hyphen when citing year and number ranges (1982-1995; 6-9). Note that there are no spaces.
- ▶ Always spell out numbers at the beginning of a sentence (refer to *CMS* 8.9).

Examples of the above:

1920s (no apostrophe)

1939-1945

twentieth century

500 letters

33-year-old man

2 ½-month-old baby

two-thirds empty

23 percent; 0.5 percent (note that “percent” is spelled as one word)

48 acres; 6 kilograms; ¼ inch; 12 seconds; 9 miles (a 14-mile drive; a 3-inch circle; etc.)

55 million people

\$4.5 million

1,800

Two gallons of water was not enough.

Dates, Eras

Use February 12, 1968 (not 12 February 1968 or 2/12/68)

A.D. 1500 (note that there is no comma in “1500”)

240 B.C.

Commas

Use a serial comma for three or more items in a series: The flowers were red, orange, and yellow.

Other examples of comma use:

On December 7, 1941, Pearl Harbor was bombed.

In 1903, the Wright Brothers made history with their flying machine.

In August 2001, she explored the western regions of Alaska.

Today, ...

Periods

There should only be one space after the use of a period prior to the beginning of the next sentence.

Capitalization

Headlines/titles: Use headline style as described in CMS 7.126-7.128.

Text: Titles of positions, even long or important ones, should be lowercase unless followed by the name of a particular person. Examples: the king; the president; King Arthur, President Roosevelt. Likewise, full titles of organizations are capitalized: the Lazy Hiker's Club, but not the shortened form: the club. "The" is typically lowercased.

Abbreviations and Acronyms

Spell out on first use and include the acronym in parentheses: Department of Transportation (DOT), chief executive officer (CEO). Use the acronym for subsequent uses if desired.

Foreign Words

Foreign words not commonly used in the English language are introduced in italics (on first use only), without quotation marks. There's no need to capitalize a foreign word unless it's a proper name etc. Examples: griot, kimjang chöl. If your article revolves around a longer or more complex name, geographical term, etc., try copying and pasting the term rather than typing it each time it occurs to avoid typos (e.g., Kamehameha; Bandiagara Escarpment).

Other SLM Standards (for running text)

award-winning author

Web site

the Web

online

multicultural

videos

DVDs; CDs; MP3s (no apostrophe)

U.S./United States

Use "United States" if a noun ("the flag of the United States")

Use "U.S." if an adjective ("U.S. flag")

Other Terminology/Styles Commonly Used in SLM:

- ▶ The names of ships, submarines, and aircraft are italicized, e.g., *USS Arizona*; *Betsy*; *Sputnik II*; *SS United States*; *USS SC-530*. See CMS 7.99-7.100 for more information.
- ▶ The names (non-scientific) of plants and animals are not capitalized, unless they include proper names. Examples: oilbird, golden retriever, Rhode Island red, English setter, ruby-throated hummingbird, boysenberry. See CMS 7.101-7.110 for more information.
- ▶ Capitalize "Earth" when referring to planet Earth without using the definite article (e.g., Earth's beautiful colors), but lowercase "earth" when using the definite article (e.g., "The earth is round."). See CMS 7.115 for more information.
- ▶ *Guinness World Records* is the title of the work (used to be the *Guinness Book of World Records*)
- ▶ Internet search engines are capitalized but not italicized (Google).

Parenthetical Citations

An in-text citation would simply be (Wiggins and McTighe 1998, 28) whether it is a direct quote or not. "Provocative and multilayered questions that reveal the richness and complexities of a subject" (Wiggins and McTighe 1998, 28).

Page numbers are included if the writer has provided them as a specific reference, otherwise just author and year. Note: No use of "&," no comma between the author and the year, a comma between year and page number but do not use "p" to designate page numbers.

Reference Lists: Citations & Citation Style

For nonfiction titles, use more recent works. For fiction books, use classics and titles commonly available in libraries.

Please note the periods and commas in each citation. Note that there is only one space after each period. If an annotation accompanies the citation, include it directly following the citation (same line). For Web site annotations, use a new line.

Books:

Author(s). *Title/Subtitle*. Illustrator/photographer. Series if applicable. Publisher, Year.

Examples:

Furgang, Kathy. *Mount St. Helens: The Smoking Mountain*. Volcanoes of the World series. Power Kids Press, 2001.

Haduch, Bill. *Volcano! An Explosive Tour of Earth's Hot Spots*. Dutton Children's Books, 2001.

Short, Joan, and Bettina Bird. *Crocodilians*. Illus. by Deborah Savin. Mondo, 1997.

Encyclopedias:

Contemporary Musicians. Vol. 34. Gale Group, 2002.

Single Stories or Chapters:

"Title of Story/Chapter." In Author. *Title*. Publisher, Year.

Examples:

"A Grain of Millet." In Ins-Sob, Zong. *Folk Tales from Korea*. Routledge, 1952.

"The Millet Seed." In Bamberger, Richard. *My First Big Story-Book*. Illus. by Emanuela Wallenta. Harvey House, 1960.

Magazines:

Author [if available]. "Article." *Magazine Title* volume, issue number (Month Year): page notation.

Examples:

"Have a Luau." *Kids Discover* 10, no. 2 (February 2001): 18.

Malfatto, Brooke. "Fallingwater." *Highlights* 17, no. 5 (May 2005): 22-23.

Movies and Films:

Title. Publisher/Film Company, Year. Minutes.

Examples:

Inside Hawaii's Volcanoes. Smithsonian Institute, 1989. 25 min.

Lilo and Stitch. Disney, 2002. 85 min.

Web Sites:

Title and Subtitle of Web site/page. URL

Examples:

Creature Feature: Nile Crocodiles. http://www.nationalgeographic.com/kids/creature_feature/0107/crocodiles.html

NOVA Online: Crocodiles! <http://www.pbs.org/wgbh/nova/crocs/>

Books on Audio Cassette or CD:

Author. *Title/Subtitle*. Read by. Abridged if applicable. Series if applicable. Publisher, Year of Release. Number of CDs/Tapes: Minutes.

Examples:

Armstrong, Lance. *Every Second Counts*. Read by Stephen Hoye. Books on Tape, 2003. 6 CDs.

Bond, Michael. *A Bear Called Paddington*. Read by Stephen Fry. Harper Children's Audio, 2005. 1 CD.

Dickens, Charles. *A Christmas Carol*. Read by Jim Dale. Books on Tape, 2003. 2 Tapes.