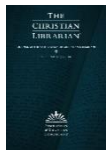


Author Guide



The Christian Librarian

The journal of the Association for Christian Librarians

Description

The Christian Librarian is the official publication of the Association of Christian Librarians and serves to publish articles, provide a membership forum, and disseminate information regarding ACL conferences, teams, and meetings. Issues include the Christian interpretation of librarianship, theory and practice of library science, bibliographic essays, reviews, and human-interest articles relating to books and libraries.

Scope of Publication

Topics of interest center around academic libraries and librarianship and include (but are not limited to):

- Explorations of the future of libraries.
- Policy and procedural development for library services
- Issues regarding Open Access (OA).
- Digital collections.
- Intellectual property.
- Resources, skills, and training in academic libraries.
- Reports of original research.
- Faith integration and libraries/library services.
- Theological libraries.

Abstracting and Indexing

Christian Periodical Index
Information Science Abstracts
Library Literature

Editorial Board

Editor-in-Chief:

Garrett Trott, Corban University, Salem, OR

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Craig Kubic, Southwestern Baptist Theological Seminary, Fort Worth, TX

Lana Wilson, Taylor University, Upland, IN

Introduction and Submission Information

Authors are requested to submit all manuscripts (with the exception of resource reviews) via email to the Editor-in-Chief, Garrett Trott (GTrott@corban.edu). If an article is submitted, please note in the subject heading whether the manuscript is being submitted as a “general” or “peer-review” article or a “bibliographic essay” (see descriptions below). No submission fee is required.

Submission of content implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis or as an electronic preprint) and that it is not under consideration for publication elsewhere, that its publication is approved by all authors, and that, if accepted, it will not be published elsewhere without the written consent of the copyright-holder.

Authors may submit their manuscript files in Word (as .doc or .docx), or in RTF format. Word files should not be protected.

Upon acceptance, authors are asked to complete a ‘Grant of License’ form which is available via the following link <http://www.acl.org/index.cfm/linkservid/8D7C7B13-E74A-4791-A1CC0D905275A7E9>. An e-mail will be sent to the corresponding author confirming receipt of the manuscript together with a ‘Grant of License’ form or a link to the online version of this agreement.

Submissions should be written in good English (American usage is accepted). Authors who feel their manuscript may benefit from professional editing are encouraged to use language-editing and copyediting services. Obtaining this service is the responsibility of the author, and should be done before initial submission.

Content must be in accordance with the mission, statement of faith, constitution, and corporate viewpoints of the ACL. Additionally, it must reflect the purpose of the publication and ACL, and relate to the concerns of ACL and Christian librarians in institutions of higher learning.

The Christian Librarian has revolving deadlines for publication. We generally submit content for publication on October 15th (Fall issue) and March 1st (Spring issue). Subsequently, deadlines for submission for these issues are July 1st (for Fall issue) and December 15th (for Spring issue).

Manuscript Preparation

The Christian Librarian accepts a variety of differing kinds of manuscripts.

General Articles

The recommended length for General Articles is between 2,500 and 5,000 words. General Articles can cover any area of potential interest to ACL members. Once submitted, General Articles will go through an internal review by our editorial team for issues related to grammar, syntax, style, argument flow, etc. After this review, the editorial team will contact the author and let the author know if any corrections are needed and once any issues are resolved, the editorial team will ask the author to sign a grant of license, giving *The Christian Librarian* permission to publish the work.

Peer-Reviewed Articles

The recommended length for Peer-Reviewed Articles is between 4,000 and 8,000 words. Peer-reviewed articles can cover any area of potential interest to ACL members. Once submitted, Peer-Review Articles will go through a double-blind review by peers. After this review, the editorial team will contact the author and let the author know the status (provided by the reviewers) of the article and any corrections needed, if applicable. Once the article has been accepted by the reviewers, the editorial team will ask the author to sign a grant of license, giving *The Christian Librarian* permission to publish the work.

Bibliographic Essays

The recommended length for Bibliographic Essays is between 1,000 and 1,500 words. Bibliographic Essays will not go through peer-review (unless requested) and will follow the submission protocol of general articles.

All manuscripts should be double-spaced and have page numbers. All manuscripts should have the following sections:

- Title
- Author(s)
- Affiliations
- Abstract
- Introduction

and they should end with

- About the author
- References

Figures and tables should be cited in ascending numeric order upon first appearance.

Forums

The Christian Librarian does topic-based forum on occasion as well. These will be announced via listservs and on the *The Christian Librarian's* home page. Forums are brief (500-100 words) writings sharing your particular comments, thoughts, or experiences on a particular topic. Forum submissions

will follow the submission protocol of general articles with the exception that forum submissions do not need an abstract.

Titles

Authors are encouraged to submit titles with fewer than 300 characters. Titles should be concise and descriptive, and without abbreviations (where possible).

Authors

All author names should be listed in the following order:

- First names,
- Middle names (or initials, if used), and
- Last names

Each author, whenever possible, should list a college, university or organizational affiliation.

Abstract

A concise and factual abstract is required (maximum length: 200 words), which briefly states the purpose of the research, and principles results/conclusions. Abstracts, whenever possible, should not contain citations.

References

References should be formatted according to the *Publication Manual of the American Psychological Association* (6th edition) and every reference cited in the text should also be present in the reference list. Additionally, no reference should appear in the reference list without having been cited in the text. The reference list should be double-spaced.

Resource Reviews

Resource reviews should be submitted via email to the Reviews Editor, Craig Kubic (ckubic@swbts.edu). Reviewers may keep the resources in exchange for their reviews. A list of available resources for review can be found online at

<https://docs.google.com/spreadsheets/d/1Eu1m62p9bDbVH07bvGWM2Lz7OQyVzbd1jo8CZVNSkLg>.

Reviews should include the subject and scope of the work and a statement of the author's thesis. Reviews should reveal the nature of treatment: reference, introductory, scholarly, textbook, etc., and a synopsis of the content. They should evaluate the work and identify the author if they are not well known. Review should address how well the resource achieves its purpose? How does it compare with others of its kind? What does it contribute to its field? Is it clear, thorough, and well documented? Citations of the work being reviewed are strongly discouraged in resource reviews.

Reviews should be headed with the appropriate format of the following samples:

Work

Author, A. A. (2016). Title of work. Location: Publisher. 200 pp. \$20.00. ISBN 9781234567890

Editor, A. A. (Ed.). (2016). Title of work. Location: Publisher. 200 pp. \$20.00. ISBN 9781234567890

Reviewer

Jane A. Smith, University of Higher Education

John A. Smith, Pastor, City Church, Chicago, IL