



MAALL

Mid-America Association of Law Libraries

Publication Information and Submission Guidelines

Last updated 10/18/2016

For any questions, email *MAALL Markings* at maall.newsletter@gmail.com.

Quarterly Publication: March, June, September, December

Publishing Information

Expected publication dates are the 15th of the month in which the issue is to be published (March, June, September, December). Should the 15th fall on a weekend or nationally-recognized holiday, the publication date will move to the next available week day. The deadline for submissions is the 15th of the month preceding publication. Should the 15th fall on a weekend or nationally-recognized holiday, the deadline for submissions will move to the next available week day.

Current and past editions of *MAALL Markings* are available online at <http://maall.wildapricot.org/MAALL-Markings>. *NOTE: there were no issues published between September 2010 and June 2011.*

Submission Guidelines for Authors

General Submission Information

- Submissions should be made in a Word document as an attachment via email sent to maall.newsletter@gmail.com.
- Articles:
 - Article length is generally not more than 1,200 words, and an average-size paragraph is about 150 words. Most articles are expected to be between 300 and 800 words. Special situations for a long article might result in editorial staff

choosing to split up the article into two or more “parts,” with each part being published with each new volume until the article is published in its entirety.

- Articles must include submission title, author full name, job title, and official name of employer. No abbreviations.

Photographs

- The author is responsible for obtaining permission for publication from the people in each photograph via a signed *MAALL Markings* Photo Release Form.
- Authors should email the photographs and signed release forms to maall.newsletter@gmail.com. Photographs should be submitted as separate files, i.e., not included within the article.
- Photographs and images should be in .jpg, .png, or .gif format. PDFs and .tif formats will not be accepted.
- No copyrighted images will be accepted without inclusion of a copyright waiver. Authors and contributors are responsible for obtaining waiver from the owner of the copyright, and supplying said waiver to *MAALL Markings* editorial staff.
- Submission of photos or images does not imply acceptance for publication. Editorial staff reserve the right to refuse publication of any photo or image submitted by authors, without notifying the submitter.

Formatting Guidelines & Stylistic Conventions

- FONT TYPE and SIZE: Calibri, 12 pt.
- Single-spaced, with one line spacing between paragraphs.
- Do not indent paragraphs.
- URLs should be hot-linked in documents. Check any URL links just prior to submission to ensure the integrity of the links before publication. Dead links may result in the submission being pulled from publication.
- Abbreviations should be avoided, unless they appear within a quote from another source within an article or in a citation.
- Use third-person tense for member news items.
- Periods and commas ALWAYS go inside quotation marks.
- Titles in the text as well as in notes and bibliographies are treated with quotation marks or italics as below:
 - Book, periodical, and blog titles should be italicized.
 - Article names, chapter titles, and program names should be in quotation marks.
- Hyphenate numbers associated with years: 5-year, five-year.
- Lowercase use of “annual meeting” unless it is in conjunction with a named meeting, such as the 2012 MAALL Annual Meeting.
- Use “wide” with hyphens such as: university-wide, campus-wide, library-wide.

Word Consistency Listing - This list is an abbreviated list of the types of words used in law library articles. If your word isn't here, use a well-respected dictionary.

bookstore

born-digital

bylaws

by-products
case law
casebook
cost-effective
co-worker
cutting-edge
database
discussion list (**NOT**
listserv)
ebook
email
everyday vs. every day
ex officio
fee-based
follow-up
full-text
full-time
heartfelt

HeinOnline
homepage
how-to vs. how to
LexisNexis
Lexis Advance
Linked Data
metadata
overlaid
overlaying
preconference
printout
print-only
problem solving
real-life
redirecting
round table
Semantic Web
so-called

serial (**NOT** serials)
state-by-state
statewide
subheading
Thomson/West
twofold
user-friendly
webpage
webmaster
website
webinar
web-based
Westlaw
well-written
well-defined
well-known
wiki
year-round