



MAALL

Mid-America Association of Law Libraries

Publication Information and Submission Guidelines

Last updated 10/30/2016

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

Quarterly Publication: December, March, June, September

Publishing Information

Expected publication dates are the 5th of the month in which the issue is to be published (December, March, June, September). Should the 5th fall on a weekend or nationally-recognized holiday, the publication date will move to the next available weekday. 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 weekday.

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.

Formatting Guidelines & Stylistic Conventions

- FONT TYPE and SIZE: Perpetua, 12 pt.
- Single-spaced, with one-line spacing between paragraphs.
- Use only one (1) space between sentences.
- 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.
- The first use of an acronym should be spelled out with the acronym in parenthesis. Subsequent uses then should just be the acronym. *Example:* The American Association of Law Libraries (AALL) recently met in Chicago, Illinois. During the business meeting, AALL announced its new logo and tagline.
- Use third-person tense for member news items.
- Use active voice.
- Use the Oxford/serial comma.
- 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.
- See the Word Consistency List on the next page for spellings of frequently-used words.

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. PDF 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.

Word Consistency List - 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	heartfelt	serial (NOT serials)
born-digital	HeinOnline	state-by-state
bylaws	homepage	statewide
by-products	how-to vs. how to	subheading
case law	LexisNexis	Thomson/West
casebook	Lexis Advance	twofold
cost-effective	Linked Data	user-friendly
co-worker	metadata	webpage
cutting-edge	overlaid	webmaster
database	overlaying	website
discussion list (NOT listserv)	preconference	webinar
ebook	printout	web-based
email	print-only	Westlaw
everyday vs. every day	problem solving	well-written
ex officio	real-life	well-defined
fee-based	redirecting	well-known
follow-up	round table	wiki
full-text	Semantic Web	year-round
full-time	so-called	