



# MAALL

Mid-America Association of Law Libraries

## Publication Information and Submission Guidelines

Last updated 11/15/2017

For any questions, email *MAALL Markings* at [maall.newsletter@gmail.com](mailto:maall.newsletter@gmail.com).

**Quarterly Publication: March, June, September, December**

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### Publishing Information

Expected publication dates are the 5th of the month in which the issue is to be published (March, June, September, December). Should the 5th 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 15<sup>th</sup> 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.*

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### 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](mailto: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](mailto: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  
overlying  
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