



Libraries: Culture, History, and Society Submission Guidelines for Authors

All research articles submitted to *LCHS* must:

- Omit all references or clues to the author's identity.
- Be rendered in double-spaced, 12-point, Times New Roman font (this includes all text, notes, tables, etc.), with 1-inch margins.
- Employ the *Chicago Manual of Style (CMoS)* "notes" citation system.
- Total 30 pages (approximately 7,000–8,000 words) or less, including all text, notes, tables, and images.

Papers that are incorrectly formatted or significantly exceed 30 pages will be returned to authors.

For additional guidelines, see below.

General Submission Instructions

General Guidelines

- All articles must be submitted electronically using the Editorial Manager system (<https://www.editorialmanager.com/LCHS/default.aspx>). If you have difficulty using the system, please contact the editors at LCHS@press.psu.edu.
- *LCHS* uses a double-blind review process. Please remove all references or clues to your identity from the title page, headers, main text, and footnotes.

Tables, Figures, Appendixes

- Submit all tables, figures, appendixes, and photos as separate files or documents. Do not imbed them within the text of your paper.
- See additional details in the "Research Article Formatting" section of this document.

Abstract and Keywords

- Each submission must be accompanied by an abstract of up to 150 words to be entered directly on the Editorial Manager submission page.
- Submit 1–5 keywords describing your paper.

- Within your title, abstract, and keywords, please consider using database thesaurus terms, Library of Congress Subject Headings, and common professional terminology. Also, consider terms that identify the library types, geographic locations, historical eras, and populations described in your manuscript.
- See additional details in the “Suggestions For Writing an Abstract” section of this document.

Permissions and Copyright

- Authors are responsible for securing permissions and paying the required fees for the use of any material previously published elsewhere, and for any material currently under copyright or other restrictions. Upload copies of permission letters to the Editorial Manager site along with your submission.
- Authors guarantee that their papers do not infringe any copyright, violate any other property rights, or contain any scandalous, libelous, or unlawful matter.
- Authors guarantee that their papers do not contain plagiarized content, have not been published elsewhere, and are not currently under consideration elsewhere.

Research Article Content

LCHS welcomes papers from all disciplines, covering any geography and time-period. Prior to peer review, however, the editors review each paper according to the following basic criteria. Manuscripts that are obviously lacking in one or more areas are often returned to authors:

- Pertinence to *LCHS*'s scope.
- Originality.
- Presence of a clear thesis statement and arguments.
- Title, abstract, introduction, arguments, evidence, and conclusions that are in-sync with each other.
- Engagement with existing scholarship (literature review).
- Use of adequate and appropriate primary sources.
- Rigor of analyses.
- English language proficiency sufficient to convey scholarly ideas and interpretations.
- Adherence to the instructions for authors.

If approved for peer review, manuscripts undergo more extensive evaluation by double-blind, expert colleagues.

Research Article Formatting

- Microsoft Word is the preferred file format, but RTF is also acceptable.
- Your paper, including notes, tables, figures, images, and appendices, must not exceed 30 pages (approximately 7,000–8,000 words).

- Format your entire paper using the most recent edition of the *Chicago Manual of Style (CMoS)*.
- Format all text, including notes and tables, in Times New Roman font, size 12 point, with left alignment, 1-inch margins, and double line spacing.
- Convert all footnotes to endnotes. Render them in 12-point Times New Roman font, double spaced.
- If using Microsoft Word, the “Styles” field should read “Normal” throughout the text. Do not use automated heading functions.
- Indent paragraphs using the tab key; do not use the space bar or any paragraph indent functions.
- Do not use automated listing functions. Key in all numbers or bullets.
- For quotations that exceed 100 words, use line spaces to set them off as block quotations. Do not indent.
- Also use line spacing to indicate epigraphs and other extracts from texts. Do not indent. On the line after an epigraph, be sure to include the name of the author and the source.
- Do not use editorial or collaborative functions such as Microsoft Word’s “Track Changes.” Please check your document for any remaining tracked changes, hidden text, or comments, and delete them.
- Tables / figures / appendices:
 - Must be submitted as separate files.
 - Microsoft Word is the preferred format for tables.
 - Microsoft Excel is the preferred format for charts and graphs.
 - Submit figures in the original format and in the size you would like them to appear.
 - Submit images as either .tiff or .jpeg files at 300 dpi at the size you would like the images to appear.
 - Please indicate placement in the text, for example: <insert figure 2>, <insert appendix 1>.
- If possible, all digital files (photos) should be gray scale.

Citations

- **In general:**
 - Your article must consistently conform to the most recent edition of the *Chicago Manual of Style (CMoS)*.
 - LCHS uses the “notes” system, not the “author-date” system.
 - Use endnotes, not footnotes, for all bibliographic information and to elaborate on ideas presented in the text of your paper. If proper bibliographic endnotes are supplied, a bibliography at the end of the paper is unnecessary.
 - Automatic formatting is acceptable for endnotes.
 - Number endnotes consecutively throughout your paper and use superscript numerals following the punctuation.
 - Double-space all endnotes.

- The first time you cite a published source, include complete bibliographic information. Subsequent citations to the same source only require the author's last name, an abbreviated title, and the relevant page numbers.
- The first time you cite an unpublished source, include complete bibliographic information. Subsequent citations to the same source only require an abbreviated description and the relevant page number or date.
- Examples of the most common source citations are shown below. For additional examples, please check *CMoS*.
- **Books:**
 - Example: Wayne Wiegand, *Part of Our Lives: A People's History of the American Public Library* (New York, Oxford University Press, 2016), 10–12.
 - Example of subsequent citation: Wiegand, *Part of Our Lives*, 16.
- **Journals:**
 - Example: Bernadette A. Lear, "Yankee Librarian in the Diamond City: Hannah Packard James, The Osterhout Free Library of Wilkes-Barre, and the Public Library Movement in Pennsylvania," *Pennsylvania History: A Journal of Mid-Atlantic Studies* 78, no. 2 (Spring 2011): 123–62.
 - Example of subsequent citation: Lear, "Yankee Librarian," 135.
- **Newspapers:** only include the headline (if available), the newspaper title, the place of publication, and the date. No page numbers are needed.
 - Example: "A Good Woman Has Gone to Rest," *Wilkes-Barre Times* (Wilkes-Barre, PA), April 23, 1903.
- **Manuscript materials:** In Chicago's "notes" system, citations begin with the cited item (e.g., its author, title, and date), followed by the series title (if applicable), the name of the collection, and name and location of the repository. After this, there is no general agreement about the remaining elements in the citation. When in doubt, provide more bibliographic detail, rather than less, and consult with the journal editors.
 - Example of **correspondence**: Letter from Andrew McClintock to Melvil Dewey, February 22, 1887, box 32 (Correspondence, Kappa-Nye), Melvil Dewey Papers, Rare Book and Manuscript Library, Columbia University, New York (collection hereafter cited as "Dewey Papers").
 - Example of an **unpublished diary**: George M. Champney, diary of George M. Champney, 1876-1877, entry for June 15, 1876, typescript copy, Woburn Public Library, Woburn, MA.
 - Example of **ephemeral items within a series of records**: Adams County Free Library, membership cards, 1945–1947, Vertical Files, "Adams County Free Library," Adams County Historical Society, Gettysburg, PA.
- **Annual reports, meeting minutes, and other periodic documents:**
 - Use narrative in the manuscript text to indicate the individual author of a quotation (if known). In the endnote, cite the corporate author.
 - Use the corporate name that was in use at the time the document was created (may be different from its current name).
 - Capitalize corporate names if they appear on the document or are definitively known. However, use lower-case if you are inferring or supplying a name.
 - Use upper case and italics to indicate reports that were printed/published. Use plain text in quotations to indicate the titles of reports that were handwritten,

- typescript, photocopied, or otherwise distributed by the author. If a report lacks a title, omit quotation marks and use wording in lower case to describe it briefly.
- If a document lacks a title, briefly describe it in the endnote.
 - Use narrative in the manuscript text to indicate the date an activity occurred. In the endnote, cite the date the related document was created.
 - Include volume numbers, page numbers, dates, and any other information needed for other scholars to locate the item.
 - If a document is a manuscript or other unique item, also cite the name of the collection, and name and location of the repository, as you would cite other manuscripts.
 - In cases of doubt, consult with the journal editors.
 - **Example of a published annual report, where the corporate author's official name is established:** Chicago Public Library Board of Directors, *60th Annual Report* (Chicago, IL: Chicago Public Library, 1932), 27–28.
 - **Example of an unpublished report, where author is inferred, and the corporate author has changed names over time:** [author Oscar H. Benson is cited in text]: Adams County Free Library Association, “First Annual Report of President, Adams County Free Library Association,” November 27, 1945, photocopy appended to ACFLA board of trustee minutes, Adams County Library, Gettysburg, PA.
 - **Example of unpublished meeting minutes, where the author of the minute book is inferred:** Adams County Library, board of trustees minutes, May 11, 1945, Adams County Library, Gettysburg, PA.

Style

- As much as possible, use clear, simple prose in the active voice.
- Use single spaces following periods between sentences.
- The first time you mention a person, include her/his full name. For subsequent mentions, use only the last name unless you are discussing two or more persons with the same surname.
- Other than pseudonyms, the *Chicago Manual of Style* does not provide clear guidance on naming conventions for persons who changed names over time. Names that appear within quotations should never be altered. Regarding scholarly discussions, married women are usually referred to by their first names and married surnames. Exceptions may be made, however, in cases where a woman preferred to be known by her birth name, or when the narrative is describing events that took place before marriage. For example, consider Mary Salome Cutler Fairchild, who was professionally active before and after her marriage.
- If citing a document that is signed by “Mrs.” and a husband’s name, please supply the woman’s first name in your narrative and include it within brackets in your citation.
- The first time you mention an organization, include the full name followed by an acronym in parentheses. For subsequent mentions, use only the acronym.
- For spelling (except material in quotations), please use standard American spelling, such as in the most recent edition of the Merriam-Webster Dictionary.

- Translations:
 - For all quotations in languages other than English, include translations in parentheses immediately following the quotation.
- Ellipses:
 - Do not misrepresent the original source.
 - *LCHS* uses the “three dot” method. Use three spaced periods (. . .) to indicate any omitted text.
 - Avoid using ellipses at the beginning or end of a quotation.

Suggestions for Writing an Abstract

An abstract allows readers to quickly and accurately identify the basic content of your article. It is most often what potential readers use to decide whether your article is relevant to them.

At a glance, an abstract:

- Concisely describes the scope and content of the work.
- Helps readers decide whether or not to read the article.
- Contains relevant keywords for searching and indexing.

Writing Tips:

An abstract is a self-contained piece of writing that readers should be able to understand independently from the article it describes. It must be brief (no longer than 150 words) and should include these elements:

- The research problem and the article’s objectives (including the gap in literature on this topic).
- Thesis statement or research questions.
- The methods, sources, viewpoint, or approach used by the author.
- The chronological and geographic scope of the article.
- The names of key individuals.
- The library types and populations described in the article.
- Conclusion(s) and/or implications of the article.

An abstract need not state your entire conclusion, as you may want to reserve this for readers of your article. However, the abstract should clearly and concisely indicate what questions the article will answer. Consider using database thesaurus terms, Library of Congress Subject Headings, and common professional terminology.

An Example (regarding an article about the evolution of the State Library of Pennsylvania during the 1860s–1920s):

The Gilded Age and Progressive Era were pivotal times for state libraries founded in the colonial era. Like many such institutions, the State Library of Pennsylvania (SLP) was initially

established to archive and supply information pertinent to legislators and government officials. Into the 1860s, staff found the notion of circulating collections “simply preposterous” and affirmed that the SLP’s mission was to “facilitate the business of government.” Yet after the Civil War, successive state librarians broadened the SLP’s concerns, activities, collections, and spheres of influence. Examination of librarians’ reports, news coverage, and other sources illustrates how their vision of the possibilities and responsibilities of state libraries expanded over time, embracing the concerns not only of government officials but also of citizens, fellow practitioners, and posterity.

Book Review Guidelines

LCHS publishes evaluative reviews of books that complement our journal’s mission to situate libraries within their broader historical context. Libraries should be a major theme, although not necessarily the only theme of the book. The *LCHS* Book Review Editor(s) will solicit book reviews periodically. Book reviews do not undergo peer-review; the Editor(s) make the decision about whether to publish.

Book reviews should follow the *LCHS* Submission Guidelines for other papers with some exceptions. Book reviews should be limited to 500–1,000 words. Larger word counts may be approved by the Editors based on the work and available space in the journal. Shorter, more informal reviews may be appropriate for *LHRT News & Notes*, the blog of the Library History Round Table, <https://lhrtnews.wordpress.com>.

Please begin the review with a full citation to the book written in Chicago style, along with the ISBN and publisher’s price after the publication year. An example is given below:

Glynn, Tom. *Reading Publics: New York City’s Public Libraries, 1754–1911*. Fordham University Press, 2014. ISBN: 978-0823262649. Hardcover: \$35.00.

Reviewers should provide a critical assessment that addresses the following questions:

- What is the book’s thesis? How does the author develop the main arguments? Are the arguments sound and valid?
- What is the author’s expertise?
- What primary sources does the author utilize? Do you know of any primary sources on the subject that they left out of the analysis?
- Is the writing style clear? In addition to the text, does the book offer any special features (such as images, appendices)? If so, do these features add significant value to the book?
- How does the book compare to other works on the subject? What do we know now about the subject that we did not know before the book’s publication? Does the book fill in any gaps in the historiography?
- What are the book’s major strengths? What are its weaknesses and limitations?
- Overall, is the book useful to library history faculty, librarians, or other audiences?

Please avoid simply summarizing the contents or repeating information readily available on the publisher’s website. Conclude with your name, title, and institutional affiliation (if applicable).

Librarians, teaching faculty, students, and others with an interest in library history are invited to submit. Interested reviewers are encouraged to send an inquiry to the Book Review Editor before submitting: Brett Spencer, Reference Librarian, Thun Library and Boscov Information Commons, Penn State Berks, dbs21@psu.edu. Books available for review are listed on *LHRT News & Notes*, the blog of the Library History Round Table, at <https://lhrtnews.wordpress.com/reviews/>.