

NASIG Conference Proceedings Author Guidelines

Please remember that the deadline for submitting written reports is **Friday, July 15, 2011.**

If you would like to see examples of previous reports, please refer to the *NASIG Proceedings* available on the NASIG website and in the *Serials Librarian*.

Report Content:

The general process involved in writing a report for either a Strategy, Tactics, or Preconference session is to provide a record of what was said by the speaker(s) and, to a lesser extent, by the audience members. Your role is to synthesize and give the gist of the presentation; it does not have to be verbatim or rely on direct quotations. Similarly you may want to summarize comments made by audience members, but you are not required to provide direct quotations; nor do you have to record all comments or observations. For Vision session papers, the report should be as close as possible to a direct transcript while maintaining a logical flow of ideas.

When organizing your report, it is not necessary to follow the precise structure followed in the presentation but rather use your own discretion. It is completely acceptable to impose order on an oral presentation by, for example, identifying themes or concepts and then devoting a paragraph to each theme or idea. Sometimes PowerPoint slides or handouts can provide an organizing principle for the paper.

Although you can, as a recorder, characterize the nature or tone of a discussion—"discussion was heated" or "several members of the audience were strongly against the proposal"—you should not editorialize or offer your own opinions on the topic itself. Use tact when describing differences of opinion during a discussion period or to describe any other untoward or uncomfortable exchange, incident, or statement that is part of a presentation or question-and-answer period.

Important Notes for Recorders:

We require you to submit a draft of your report to the session presenter(s) before you send a final version to us. Try to write your report as soon as possible following the conference.

When we receive your report, we may have suggestions for improving presentation or expression. We will ask for your input regarding substantive suggestions, but minor revisions, including grammatical and spelling errors, will be made at the editors' discretion.

Important Note for Speakers preparing papers:

Unless you have made arrangements with the Program Planning Committee or the *Proceedings* editors to have a recorder for your session, you are responsible for preparing a paper for the *Proceedings*. You may be contacted by a reporter for the *NASIG Newsletter*, but a newsletter report does not take the place of a paper written for the *Proceedings*. If in doubt about whether you need to write a paper for the *Proceedings*, contact the editors prior to the conference.

Multiple Authors:

In those sessions with more than one author for the paper (a Strategy session with multiple presenters, for example), a single paper needs to be written. Authors need to coordinate with each other in order to submit the paper. The paper can be written by a designated author or each author can be responsible for a section of the paper. Please ensure that authors are clearly identified, and that the organization and the flow of the writing is clear.

Author Information/Credentials:

Please include the names, titles, and places of employment for each speaker and applicable recorder at the end of your paper in a Contributor Notes section. Include a biographical note at your discretion.

Abstract:

Please preface your report with a 4-6 sentence abstract, not to be repeated verbatim in the paper.

Keywords:

Please provide up to 6 key terms to describe your document. If you have a phrase, such as “e-journal management,” that would be one term.

Illustrations:

Illustrations such as photographs, charts, or other graphics must be sent in electronic format, with each illustration as a separate file. If copyright permission is required to use the illustration(s) it is the author's obligation to obtain this. Illustrations must be in black and white, or they will be converted to black and white for publication. Files should follow these guidelines:

- 300 dpi or higher
- Sized to fit on journal page
- TIFF, PDF, PSD or Microsoft Word format only
- **Submitted as separate files, not embedded in text files**

Number each figure and include a reference to it in the text. Do not include the figure title as part of the figure itself; instead include the figure title in the text at the place the figure will be inserted.

Tables:

Each table should be submitted as a separate Word file, not embedded in the text. Number each table and include a reference to it in the text. Include the table title in the text at the place the table will be inserted.

Manuscript Length:

Below are some suggested lengths (double-spaced):

- Preconference: 10-15 pages
- Vision session: 10-15 pages
- Strategy session: 8-12 pages
- Tactics session: 5-10 pages

Style:

The general style of the paper should follow the 15th edition of the *Chicago Manual of Style*. Underlined words will be typeset in italics. The use of quotation marks for emphasis is discouraged.

For notes and references, a superscript number should be placed at the end of the sentence, clause, or quotation. Number sequentially throughout the paper and provide all notes and references at the end of the paper in a Notes section. Citations should be formatted using the *humanities style* outlined in the *Chicago Manual of Style*.

- DO NOT use "in-text author/date" citation style
- DO NOT use the embedded footnote/endnote functions in Microsoft Word.
- When available, provide Digital Object Identifier (DOI) numbers after a journal article citation. Example:
 - Diane Vizine-Goetz, "Classification Schemes for Internet Resources Revisited," *Journal of Internet Cataloging* 5, no. 4 (October 2002): 5-18, doi:10.1300/J141v05n04_02.
- Websites and online documents require a full citation, not just a URL. Be sure to include the date the resource was accessed. Examples:
 - Timothy D. Jewell et al., *Electronic Resource Management: Report of the DLF ERM Initiative* (Washington, DC: Digital Library Federation, 2004), <http://www.diglib.org/pubs/dlf102/> (accessed July 17, 2009).
 - National Information Standards Organization, "Shared E-Resource Understanding (SERU)," <http://www.niso.org/workrooms/seru> (accessed on July 24, 2009).

Spelling:

The NASIG editors rely on the Merriam-Webster Online Dictionary (<http://www.merriam-webster.com/>) to provide consistent spelling. Below is a list of preferred spellings for some common terms:

- A-Z
- benefitted
- cancelled
- e-mail, e-journal, e-book
- electronic resource management (ERM) system (plural, ERM systems)
- end user
- Internet
- keyword
- knowledgebase
- link resolver
- online
- preconference
- URL
- website, Web, Web page

For acronyms and initialisms, be sure to spell out the full form of the name or term in its first occurrence.

Spacing:

Double-space your entire paper, including block quotations. Make sure your Notes section is also double-spaced.

Margins:

Leave 1 inch margins all around: top and bottom, left and right.

Indent paragraphs:

Indent paragraphs. Do not use spacing to indicate paragraph breaks.

Special formatting:

Do not use special formatting such as page breaks, page numbers, footers/headers, embedded footnotes, etc. Italics are acceptable and will be used for emphasis. Bold text will be converted to italics.

How to submit your paper:

Papers may be submitted by e-mail and must include your name and conference session title. The text of your paper should be submitted as an attachment, with each illustration and/or table as additional, separate attachments. Please use your surname as the file name for your paper. If your last name is Smith, save your report as Smith.doc. Figures and tables should be named as their number (e.g., Figure 1). Expect an e-mail message confirming receipt of your paper from the editors. If you do not hear from the editors, query them to ensure they have received your e-mail.

Submit to: conf-proc@nasig.org

Deadline: Friday, July 15, 2011

In order to meet the production schedule for the *Serials Librarian*, we must have your paper in hand no later than **Friday, July 15, 2011**. This date is firm; we cannot guarantee publication of your paper if it is received after that date. Please submit your report to us at the earliest possible date.

Copyright:

A signed Taylor & Francis/NASIG copyright form is required before the paper can be published in the *Serials Librarian*. The editors will provide this form to you. Please print it, fill it out, sign it, and e-mail a scanned copy. If you are unable to e-mail a scanned copy, you may also fax or mail it to us. Please send your completed copyright form to:

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