



PROCEEDINGS EDITORS' MANUAL

Prepared by Julia Gammon, May 1993
Revised by Gail McMillan, March 1994
Revised by Beth Holley, Mary Ann Sheble, September 1994
Revised by Beth Holley, February 1996
Revised by Cecilia A. Leathem, January 1997
Revised by Charlene N. Simser, Michael A. Somers, February 1998
Revised by Beatrice L. Caraway, Beverley Geer, February 1999
Revised by Michelle Fiander, December 2000
Revised by Susan Scheiberg, March 2003
Revised by Carol Ann Borchert, April 2007
Revised by Allyson A. Zellner and Lori J. Terrill, April 2010
Revised by Lori J. Terrill and Wm. Joseph Thomas, March 2011

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INTRODUCTION

You have been selected to edit the *Proceedings* of the NASIG annual conference for publication. The *Proceedings* are composed of the papers authored by presenters or recorders for all preconferences and conference sessions. Taylor & Francis publishes the *Proceedings* as a special volume (four combined issues) of the *Serials Librarian*. In addition, the edited papers and reports are made available to NASIG members in electronic format on the NASIG website.

As the new editors, one of the first things you should do is read this manual. A member of the NASIG Board has been assigned to work with you as liaison, mentor, and consultant. Take full advantage of this person, who is here to help you in any way possible. Do not hesitate to ask the smallest question, to get help with reluctant authors or recorders, and to modify the timetable to suit your situation.

Good Luck!

EDITORS' QUALIFICATIONS

The *Proceedings* editors usually work in teams of 2 or 3 people. The editors must be excellent writers who have editing experience and are able to work under tight deadlines. Working under the general direction of the NASIG Executive Board Liaison, the editors form a team to prepare the print edition of the *Proceedings*. They recruit, select, and organize volunteer recorders who will take detailed notes for their assigned session. Preconference and tactics sessions always require a recorder while most vision and strategy session presenters will prepare their own paper. Only certain vision and strategy sessions will be assigned a recorder as indicated by the Program Planning Committee (PPC). A major responsibility is communicating the requirements for the papers to the authors and recorders.

Before the conference, authors and recorders will be advised on submission formats, deadlines, and copyright requirements. After the conference, the editors will work with authors and recorders on revisions. The editors must be diplomatic but firm about NASIG's requirements.

The editors work under the general direction of the NASIG Board Liaison. Specific qualifications include, but are not limited to, the following:

- NASIG membership and previous conference attendance
- Attendance at the NASIG conference for each conference year editing
- Prior editing/publishing experience
- Demonstrated writing ability
- Expertise with standard word processing programs
- Ability to send and receive attachments via e-mail
- Ability to complete editorial work between July and January

EDITORS' DUTIES

Please refer to later sections for complete information on many of these tasks.

- Review the master calendar (http://www.nasig.org/about_workingcalendar.cfm) and inform the NASIG Board Liaison of needed changes.
- Solicit recorders for the preconference programs and tactics sessions, and for those vision and strategy sessions where a recorder is required as indicated by the Program Planning Committee (PPC).
- Make arrangements to record the vision sessions, coordinating if necessary with the Conference Planning Committee and/or the AV personnel at the conference site.
- Prior to the conference, provide authors and recorders with guidelines for their submissions, included in the document "NASIG Conference Proceedings Author Guidelines," and a copyright form.
- Attend the conference. Attend the speakers' meeting where you will be given a few minutes to address the group.
- Send reminders to speakers and recorders about paper deadline; follow-up on late submissions.
- Collect signed copyright forms from speakers and recorders.
- Edit all papers.
- Write Introduction for the *Proceedings*.
- Collect and/or prepare front matter and lists of registrants for the published volume.
- Prepare and submit the *Proceedings* by the deadline agreed upon with Taylor & Francis, generally in December or January.
- Compile a list in Excel format of contact information for distribution of complimentary copies.
- Review and revise the page proofs; work with Taylor & Francis on any needed changes.
- Submit a budget to your NASIG Board Liaison and the Treasurer.
- Revise this manual.
- Prepare progress reports for the fall and midwinter Board meetings using the committee report template (http://www.nasig.org/files/misc/Board_2009_CommitteeReport.doc)
- Prepare an annual report for the June newsletter.
- Provide content for the "What's New" section of the NASIG website.
- Monitor NASIG-L and the NASIG discussion forums for topics related to the *Proceedings*.

BOARD LIAISON'S DUTIES

The assigned Board Liaison's responsibilities are to facilitate communication with the NASIG Board and to resolve problems. Your liaison will be in touch with you frequently. Your liaison will need a brief report on the status of the *Proceedings* for both the fall board meeting and the board meeting held during ALA Midwinter. It is important that you keep your liaison aware of the progress of the *Proceedings* and any problems you encounter.

The Board Liaison's responsibilities include:

- Contact the new editor(s).
- Monitor and supervise the revision of the *Proceedings Editors' Manual*.

- Review timetable and communicate with the editors.
- Lend assistance as difficult situations arise and notify the president and other Board members as needed.
- Meet the editors at the annual conference.
- Attend the speakers' meeting and the business meeting at the annual conference.
- Read a final draft of the *Proceedings* or of selected individual papers as requested by the editors before being submitted to Taylor & Francis.
- Announce via blast message when the *Proceedings* are published; acknowledge work of current editors and announce new editors.
- Communicate progress and annual report deadlines to editors.
- Prepare reports as needed on the editor selection process and any issues, concerns, or variations that occurred during the year, which are submitted to the president and to the Board.
- Inform the president and Board of the editors' progress.
- Review the budget prepared by the editors in October.
- Conduct search for new editors and serve as chair of the search committee. See Appendix A for a sample announcement.
- Submit articles on the status of the *Proceedings* at the request of the newsletter editor or on your own.
- Work with the Program Planning Committee, if needed, to ensure that details are coordinated between the editors and the Program Planning Committee.
- Request that the editors review the working calendar at http://www.nasig.org/about_workingcalendar.cfm and forward needed changes.

EDITORS' TIMETABLE

The following timetable roughly corresponds to the duties and events for which you are responsible. The dates indicated are approximate. Use this timetable to create your own schedule. The conference dates and the deadlines established with Taylor & Francis are significant and will influence your entire schedule. **Please refer to later sections of this manual for complete information on many of these tasks.**

MARCH (or, 2 months before the NASIG Conference)

- New editor(s) should be selected by now and should review this manual. Each editor will need a Google Docs account.
- Review information on the NASIG Executive Calendar at http://www.nasig.org/about_workingcalendar.cfm.
- Review the NASIG Committee Chairs Manual at http://www.nasig.org/about_committees_chairmanual.cfm (note: must be logged in to view).
- Prepare and send out a call for recorders with a due date approximately six weeks prior to the conference. See below for complete instructions.
- The Program Planning Committee co-chairs should send you the program along with names, addresses, telephone and fax numbers, and e-mail addresses for **all** speakers (vision session, strategy session, preconference, tactics session). If you have not heard

from them by the time the conference program has been published, contact them for this information. See below for complete information.

APRIL (or, at least four weeks prior to the conference)

- Review recorder applications and make session assignments.
 - Send e-mails to successful and unsuccessful recorder applicants (see examples in Appendices C and D).
- Contact **all** session speakers that will be preparing their own paper for their presentations to notify them of the paper requirement, and to provide them with the "NASIG Conference Proceedings Author Guidelines" and the copyright form (see Appendix E).
- Outgoing editor(s) should notify Taylor & Francis of new *Proceedings* editorial team (giving contact information) and contact new editors about Taylor & Francis representatives. See Appendix K for contact information for the Taylor & Francis production editor you will be working with.

APRIL/MAY

- Write the annual report and submit it to your Board Liaison.
- Contact the Conference Planning Committee's audio-visual liaison to coordinate the recording of the vision sessions at the conference. See below for more information.

MAY/JUNE (at the conference)

- Attend the speakers' meeting where you will be given a few minutes to address the group. See below for complete details.
- Attend the Business Meeting where you will be introduced.
- Retain conference booklet for future reference for the list of board members, PPC members, and award winners for use in the front matter.
- A new Board Liaison may or may not be assigned at this time.

JULY

- Send gentle reminder a week in advance of the deadline to those who have not yet submitted papers.
- Contact authors who have missed the deadline as soon as they have missed the deadline. You don't have to be pushy, but you do have to find out when they plan to submit their papers; keep e-mail or other correspondence about this topic. Ask your Board Liaison for assistance in either contacting or talking to an author whose paper and/or copyright form is late. Keep Board Liaison informed at all times; let him or her contact late authors if you prefer.
- If you discover you will not be receiving an expected paper, contact the newsletter reporter of that session as soon as possible. Ask the reporter if s/he is willing to expand her/his newsletter report for the *Proceedings*. For recorded vision sessions, also consider using a back-up recorder to work from the recording of the session.
- Upload papers and images into Google Docs and share with all editors.
- Obtain copy of Poster Session abstracts from the Program Planning Committee.
- Get list of registrants from the Conference Registrar.

AUGUST-JANUARY

- Decide on a method of managing the editing. See below for helpful hints.
- Read and edit the papers and reports. Contact authors about suggested changes or clarifications as soon as you realize you need them.
- Create the front matter portion of the manuscript. See the below for further details.
- Write the Introduction for the *Proceedings*. See below for further information.
- Early in the fall, contact Taylor & Francis about establishing the deadline date for manuscript submission.
- Submit materials using Taylor & Francis' Central Article Tracking System (CATS). See below for complete information.
- Send thank you e-mail to *Proceedings* contributors. You may combine the request for contact information for complimentary copies with the thank you. See Appendices F-J for sample e-mails.
- Compile the list of people who will receive complimentary copies of the *Proceedings*. See below for details.

SEPTEMBER/OCTOBER

- Write a report for the NASIG Board's fall meeting using the committee report template by the deadline indicated by your Board Liaison.
- Submit budget for next year's *Proceedings* to Board Liaison and Treasurer by the deadline indicated by the Treasurer. See below for more information.

NOVEMBER/DECEMBER

- If the Board Liaison has not done so already, the editors remind him or her to send out the call for the new *Proceedings* Editor(s), with a suggested deadline in mid-December or early January, and notification to the selected candidate(s) by early February. See Appendix A for sample announcement.

JANUARY/FEBRUARY/MARCH

- Review and revise proofs of the *Proceedings*. See below for more information.
- Update this manual. See below for more information.
- Editors for upcoming conference are selected.
- Write a report for the NASIG Board's ALA Midwinter meeting using the committee report template by the deadline indicated by your Board Liaison. See example in Appendix L.
- Send signed copyright forms to NASIG Archivist.
- After the *Proceedings* are published, contact Taylor & Francis to obtain the PDF version of the *Proceedings*, then forward the PDFs on to the Electronic Communications Committee to post on the NASIG website.

COMMUNICATION AND PUBLICITY

The editors have an official NASIG discussion list. The address is: Proceedings@list.nasig.org. There is also an e-mail address set up for contacting the editors. It is: conf-proc@nasig.org.

For conference calls, the NASIG Board encourages the use of Skype, if possible. The instructions provided by Electronic Communications Committee for Skype conference calls are at <http://nasigeccmanual.pbworks.com/w/page/26970906/Skype-for-Conference-Calls> (accessed January 3, 2011).

A document on "[Publicity Guidelines for NASIG Committees](#)" is available via the Publications & Public Relations Committee Web page. All communications on a national or international scale are the explicit responsibility of the NASIG Publicist.

There are several means by which the editors can communicate with the membership. All of these methods fall under the oversight of the Electronic Communications Committee, and they should be contacted for assistance, if needed. The options are as follows:

Blast Messages: These can go out to the entire NASIG membership. Instructions for generating blast messages are here: <http://nasigeccmanual.pbworks.com/Sending-a-message-to-the-NASIG-Membership>.

NASIG-L: These messages only go to those members who chose to subscribe to the discussion list. Send posts in an e-mail to NASIG-L@nasig.org. Editors should subscribe to the discussion list so they can monitor messages related to the *Proceedings*.

"What's New": This section on the front page of the [NASIG website](#). Send the text of the message you wish to have posted to: web@nasig.org

NASIG Blog: This blog is located at: <http://nasig.wordpress.com> Send the text of the message you wish to have posted to: web@nasig.org

INITIAL CONTACT WITH PROGRAM PLANNING COMMITTEE (PPC)

The co-chairs of the PPC will send a spreadsheet to the editors with the conference program and names and contact information for all of the speakers. Find out from them which (if any) of the vision session speakers require recorders. Also find out if any speakers have indicated that the content of their papers has or will be published elsewhere and will therefore require a recorder and/or an alternative publication agreement. Additionally, some strategy session speakers request a recorder and PPC should include this on their spreadsheet as well.

SOLICITING RECORDERS AND MAKING RECORDER ASSIGNMENTS

Recorders are normally solicited to write up a report for all pre-conferences and tactics sessions. Some vision session speakers and occasionally strategy session speakers may request a recorder and the PPC is responsible for notifying the editors in these cases. (Other vision session speakers

may choose to write papers themselves.) Speakers at the strategy sessions generally submit papers themselves. However, for strategy sessions which have three or more speakers, the editors will offer to assign a recorder.

Note: If a strategy or vision session speaker has already published a paper on the content of the session, or if he or she has submitted a paper for publication elsewhere or has immediate plans to submit a paper elsewhere, then a recorder will be assigned to write a report on the session.

After the conference program has been announced and registration is open, the editors will prepare and disseminate a call for recorders. See Appendix B for sample text. Applications should be sent to conf-proc@nasig.org. The editors need to decide which editor will acknowledge receipt of the applications, the deadline for submitting them (generally six weeks prior to the conference), and the deadline for paper submission (generally six weeks after the conference).

The call for recorders should be made to the membership via the blast messaging system approximately a month before the application deadline; instructions are available here: <http://nasigeccmanual.pbworks.com/Sending-a-message-to-the-NASIG-Membership>. Consider sending out a reminder message a week before the deadline if you do not think you have enough good applicants. The call should be posted to the "What's New" section of the NASIG website by sending it to the Electronic Communications Committee. It may also be submitted to the *NASIG Newsletter* by e-mailing the editor, if the call is ready prior to the submission deadline for the March issue. Other opportunities for soliciting recorders include NASIG-L and the NASIG Blog.

While waiting for applications to come in, review and edit (as necessary) the "NASIG Conference Proceedings Author Guidelines." Also confirm with Taylor & Francis if the previous year's copyright form can still be used. The most current version of each document should be posted as PDFs to the *Proceedings* Editors' committee Web page.

All applications received will be shared with all the editors. Each editor will review and rate each application. You may find it helpful to create a spreadsheet with the applicants cross-referenced to the sessions they plan to attend, noting which sessions require recorders and each editor's rating for each applicant. (Note: Include all sessions on the spreadsheet just in case you later find that a session requires a recorder that you did not initially think would.) In assigning recorders to sessions, try to assign better writers to those sessions that look to be more difficult (typically preconference, vision, and strategy sessions are more challenging) and also try to first assign recorders to those sessions with the fewest volunteers. If you have sessions without volunteers, contact the registrar for a list of registrants for those sessions. You can also contact previous editors for names of individuals who were among the best and most reliable recorders from previous years or ask the NASIG Board to recommend former committee chairs and members who are responsible, meet deadlines, and might have good writing skills.

Once assignments have been made, contact those recorders you have selected, indicating which session they will cover, the day and time of the session, and contact information for the presenters. Provide information about the paper deadline and provide links for the "NASIG Conference Proceedings Author Guidelines" and the Taylor & Francis copyright form. Both the

"NASIG Conference Proceedings Author Guidelines" and the copyright form are maintained as separate documents and should be made available by the previous year's Proceedings Editors. Ask that the successful applicants confirm that they are willing to accept the assignment (see Appendix C). For unsuccessful recorder applicants, send a thank you e-mail and ask if they are will to serve as a back-up in the event that another recorder cannot fulfill the duties (see Appendix D).

COPYRIGHT & INDEMNITY INFORMATION

Everyone who contributes a paper or whose presentation is transcribed is required to submit a signed copyright form. The editors are responsible for sending the copyright form (and any related documents, such as the "Schedule of Author Rights") to all speakers and recorders. Use the copyright form agreed to by Taylor & Francis and NASIG. Prior to sending out copyright forms it is a good idea to check with Taylor & Francis to make sure that the previous year's form is still acceptable. If a paper has been written by multiple authors, they can either all sign one copyright form or they can each sign separate forms. It is not acceptable to have non-authors sign the copyright form. If an author refuses to sign the copyright form, with the approval of the Board, Taylor & Francis has a separate form available that allows authors to keep their copyright. Editors should not offer legal advice on interpreting the copyright form.

Editors should decide before sending out the copyright forms which editor will be in charge of receiving them. Signed forms may be submitted via fax or U.S. mail, or they may be scanned and e-mailed. Verify that the title on the copyright form matches the title of the paper (see "Helpful Hints on Organizing Editorial Work" below for dealing with discrepancies between the title on the submitted paper and the title on the program). The editors will submit the collected forms to Taylor & Francis either via fax, U.S. mail, or e-mail. There is also an option to upload scanned forms individually into CATS at the same time as the papers.

Copies of all signed copyright forms are also submitted to the NASIG Archivist by the editors.

VISION SESSION RECORDINGS

The editors have access to two digital audio-recorders for recording the Vision Sessions, and these will normally remain in their possession. The recordings are for use as a reference for the session recorder, or for use by the speaker if a recorder was not requested. In advance of the conference, contact the Conference Planning Committee (CPC) to find out who on the committee is assigned audio-visual liaison duties with the conference venue. Contact this person in advance of the conference to coordinate the recordings. If possible, it is best to record via a direct connection to the sound system. If this is not possible, you may need to place the recorder at the speaker's podium or near a sound-system speaker. Test out making a recording at the conference venue prior to the first vision session. (The conference opening session is one possibility for a trial run.) Editors should become familiar with the operation of the digital audio-recorders prior to the conference, including recording and downloading files.

At their discretion, the editors may offer to make recordings of selected other sessions for use by recorders or speakers.

Audio files should be sent to the appropriate recorder or speaker during or immediately after the conference.

SPEAKERS' MEETING

The editors and recorders are invited to attend the speakers' meeting at the conference. The editors will be introduced at the meeting and given a few minutes to address the group. Points to cover include:

- Reminder to review the *Proceedings* author guidelines before writing up sessions
- Reminder of the paper deadline
- Reminder about copyright forms
- Reminder that while speakers (without recorders) may have been contacted by a *NASIG Newsletter* reporter, this does not exempt them from the paper requirement
- Encourage speakers who are unsure if they are required to submit a paper to speak to the editors immediately
- Reminder that those speakers who will be writing a paper should coordinate with their co-presenters to submit one complete paper rather than their own individual sections
- Encourage any speaker or recorder to ask questions during or immediately following the meeting

AT THE CONFERENCE

You will find it useful to keep the material you receive in your conference packet as some of it will be useful in preparing the front matter for the *Proceedings*. You may also want to take note of conference events aside from the sessions themselves (e.g., opening session, special events, brainstorming session, business meeting) and anything interesting about the year's conference location for possible inclusion in the Introduction to the *Proceedings*. (See section below on the Introduction to the *Proceedings*.)

HELPFUL HINTS ON ORGANIZING EDITORIAL WORK

Create a draft of the table of contents (see Appendix M) based on the conference program. This can be used to track your work for each paper. Note that as papers come in you may find changes in presenters and session titles. Compare the title on the submitted paper to the one on the draft table of contents and the copyright form. If there is a discrepancy between the program title and the paper title, double-check that change with the paper author to make sure it was an intentional change made by the presenter(s). Once the official title for the paper has been established, make sure that it is also the title on the copyright form; if it is not you will need to get the author to submit a new form.

You may wish to divide up the papers between the editors for sending receipt confirmations and uploading into Google Docs.

Papers will be e-mailed to you. Upon receipt of papers, check for basic elements such as appropriate length; presence of abstract, keywords, conclusion, and contributor notes; illustrations and tables not embedded in the paper and are in the accepted file formats; and citations with complete information, including an accessed date for online resources. Use your judgment regarding which problems you send back to authors for correction and which you are willing to fix yourself. Send an e-mail confirming you have received the paper, request any additional information or editing that you notice in the initial check, and remind the author(s) about copyright forms if they have not been submitted yet.

Editors should keep a local copy of each submitted paper on their own computers, but also upload a copy to Google Docs for initial editing work. Number the papers according to how they are listed in the table of contents and name them accordingly (##-last name). Treat the e-mailed copy as the original paper; the copy in Google Docs should be treated as the edited version. After uploading the paper to Google Docs, be sure to share the document with all editors.

It is good practice to make occasional back-up copies of the papers, figures, and tables during the editing process. In Google Docs, one can select multiple documents to export; a zipped folder containing the files can then be saved to a hard drive, disc, flash drive, etc.

Some formatting may be lost uploading and downloading papers from Google Docs. Allow time to clean up some of the document formatting when downloading from Google Docs to Word prior to submitting the final versions.

Communicate with authors to ask for revisions or obtain their approval of any substantive changes you make to a paper. This is not necessary for corrections/changes to grammar and/or punctuation, but proceed in a manner with which you are comfortable.

QUALITY CONTROL OF SUBMISSIONS

As editors of the *Proceedings*, it is your responsibility to ensure that inferior submissions do not detract from the overall quality of the *Proceedings*. The quality of the submissions from speakers and recorders will vary greatly. It is the editors' duty to ensure that each submission has clearly stated themes, that conventional grammar practices are followed, and that each is free of spelling and typographical errors.

Questionable submissions, whether problems in content or tone, should be evaluated prior to publication. Discuss any reservations you have with the NASIG Board Liaison, who will provide leadership in this matter. This must be done as soon as you are aware of such problems since the author may be required to revise the submission extensively. Questionable submissions may include papers that seem to endorse one publisher, subscription agency, automation vendor, etc. While an author may use examples of what his/her company does well in order to illustrate a point, the entire paper should NOT be about the company. If the presentation was a case study of a commercial organization, try to avoid the appearance of its being an advertisement. Work closely with the Board Liaison during the editing process.

FORMATTING AND EDITING TIPS

Keep the following items in mind when editing the papers. While the authors will follow some general guidelines, it is good to reformat the papers while editing so they are consistent. Refer to the Taylor & Francis style sheet for their formatting preferences. Prior to editing, contact the Taylor & Francis Production Editor to make sure you have the most recent version. It may also be helpful to refer to last year's published *Proceedings*.

Basic Structure

- Title
- Presenters and Recorders
- Abstract
- Keywords
- Body (sometimes in sections)
- Notes
- Bibliography or Additional Resources
- Appendices
- Acknowledgments
- Contributor Notes (name, position and institution)
 - Contributor Notes: People who made significant contributions to the content of the presentation should be acknowledged even if they were unable to participate in the actual presentation. The burden of this decision should not rest on the editors. You can go back to those presenters and ask if the absentees contributed to the presentation. If yes, they can be listed at the beginning of the paper but not in the table of contents. At the end of the paper, they can be listed as absent.

Formatting Conventions

- Times New Roman, 12 pt font for all text but title (make title 16 pt)
- Title is centered and bold (16 pt font)
- Presenter and Recorder names are centered and in ALL CAPS
- *Presenter* and *Recorder* labels are centered, italicized, and have the first letter capitalized
- Abstract is in italics and double-indented. Do NOT put the label "Abstract" on it.
- **KEYWORDS** in ALL CAPS and italics; keywords themselves are in lowercase and italics, separated by commas, in no particular order, and without ending punctuation. Immediately after the term **KEYWORDS** allow 3 spaces and use no punctuation between **KEYWORDS** and the first listed keyword. Double-indent this section.
- Double-spaced with 1 inch margins
- Indent paragraphs
- Italicize instead of underline
- End notes numbers in superscript in text, but numbers are in regular font in the notes list (do not use embedded end note feature in Word)
- Section Headings:
 - Main sections (level one headings): Center in ALL CAPS
 - Sub-sections (level two headings): Flush left, capitalized headline style

- Sub-sub-sections (level three headings): Flush left, small caps (This font style may not be available in Word. If so mark instructions to make headings level 3 in text.)

Preferred Spellings

Some of these are dictated by Taylor & Francis and others should be agreed upon by the editors. The list below includes some common terms with their preferred spellings. Refer to *Merriam-Webster Online* (<http://www.merriam-webster.com/>) for terms not included in this list. **See Taylor & Francis' style sheet for additional preferred spellings.** Editors should check this list each year against Taylor & Francis' list and *Merriam-Webster Online* to look for conflicts (priority should be given to Taylor & Francis' preferred spellings first, then *Merriam-Webster Online*, then the list below).

A-Z

backfile

benefitted

cancelled

check-in (noun or adjective), check in (verb)

coursepack

e-mail, e-journal, e-book

electronic resource management (ERM) system (plural, ERM systems)

end user

full text (noun), full-text (adjective)

Internet

keyword

knowledgebase

link resolver

online

open access (noun), open-access (adjective)

open source (noun), open-source (adjective)

OpenURL

preconference

United Kingdom (noun), U.K. (adjective)

United States (noun), U.S. (adjective)

URL

website, Web, Web page

workflow, workload

All acronyms should be spelled out in their first occurrence (see below for exceptions). If an acronym appears in the abstract, it should be spelled out there AND again in its first occurrence in the body of the paper.

Note: Some common acronyms, such as URL, ISSN, or XML, may not need to be spelled out. Editors each year should decide how they would like to handle common acronyms and discuss it with the Taylor & Francis editor.

Style Guide

The *Chicago Manual of Style* should be followed for matters of grammar, punctuation, capitalization, numbers (spelled out vs. numerals), abbreviations, illustrations, tables, lists, and constructing citations. Where practice varies between humanities and sciences, follow the conventions for humanities style. Check the Taylor & Francis style sheet for the edition to use.

Note: Taylor & Francis prefers the plural construction of the noun "data." For example:

CORRECT: "The data are exported."

INCORRECT: "The data is exported."

CORRECT: "These data show ..."

INCORRECT: "This data shows ..."

End Notes and Bibliographies

End notes, not footnotes, should be used to cite sources of information. (Note: End notes which include extra information should be used very sparingly. In general, if the information is important, include it in the main text. If not, omit it.) Some authors may also elect to include bibliography or additional resources sections. All citations should be formatted according to the *Chicago Manual of Style's* humanities style. Please note there are slight variations between how notes are formulated compared to entries in a bibliography. Properly formatting citations is a challenge for many authors, so editors will want to plan to review them very carefully in the editing process.

For all online resources, even those with a formal publication date, Taylor & Francis requires an accessed date. If the author does not include an accessed date, either ask the author for it or use the date the paper was submitted. However, if the resource is one that is subject to constant change (e.g., a *Wikipedia* entry) you should make a concerted effort to track down the actual accessed date. For example:

NISO SERU Working Group, *SERU: A Shared Electronic Resource Understanding* (Baltimore, MD: National Information Standards Organization, 2008),
<http://www.niso.org/publications/rp/RP-7-2008.pdf> (accessed July 3, 2009).

For journal articles, include a digital object identifier (DOI) if you can readily find it. Articles with DOIs may omit the accessed date. For 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.

Refer to the *Chicago Manual of Style* for instructions and examples on formatting citations (chapter 17 if using the 15th edition or chapter 14 if using the 16th edition).

Abstracts

The paper should be preceded by a 4 to 6 sentence abstract, not to be repeated verbatim in the paper. Taylor & Francis prefers that abstracts be limited to about 100 to 150 words.

Keywords

Authors are asked to provide up to six key terms (or phrases) to describe each paper. For example “e-journal management” may be considered one term. Editors should evaluate the keywords provided to determine if they are appropriate. If authors provide more than six terms, the editors determine if any are unnecessary. Editors may also choose to add keywords to the list. Keywords do not need to be based on a controlled vocabulary, but editors may want to review the keywords for the entire volume and standardize them. Some examples of keywords to standardize could include a term that is singular on one paper and plural on another (e.g., e-journal management vs. e-journals management) or acronyms or initialisms that are not spelled out (e.g., NISO instead of National Information Standards Organization (NISO)).

Illustrations

Each illustration, such as a photograph, chart, or other graphic, must be submitted as a separate file and NOT embedded in the text. If copyright permission is required to use the illustration(s) it is the author's obligation to obtain this. Submitted illustrations should be in black and white, or they will be converted to black and white for print publication (illustrations may be published in color in the online version of the journal). Files should follow these guidelines:

- 300 dpi or higher
- Sized to fit on journal page
- TIFF, PDF, PSD or Microsoft Word format only (Note: While authors may submit illustrations in Word, the editors should convert these files to PDF for submission to Taylor & Francis. The reason for accepting illustrations in Word is it is easier for the editors to correct minor typos without going back to the authors for new, corrected files.)

When reviewing the figures, check for the following:

- Check the resolution to make sure the figure is clear and easy to read.
- If the illustration is submitted in color, make sure a conversion to black and white will not compromise readability (for example, a chart that relies on a color-based legend).
- The title should NOT be included as part of the figure itself. These are generally easy to crop out of the image.
- Check all text for typos and to make sure it conforms to preferred spellings.
- Make sure it is not too large to fit on the journal page. If it is necessary to shrink the figure, make sure it is still readable.
- Each figure should be numbered (in the order they are referenced in the paper) and referenced directly in the text. For example: "Figure 1 illustrates ..." or "(see Figure 2)."
- An insertion point needs to be marked in the manuscript for each figure, and should be placed after the paragraph the figure is mentioned in. Include the full title for the figure at the insertion point.

Tables

Each table should be submitted as a separate Word file and NOT embedded in the text. When reviewing tables, check for the following:

- The title should NOT be included as part of the table itself.
- Check all text for typos and to make sure it conforms to preferred spellings.
- Make sure that columns and rows have headers, as needed.
- For larger tables, they may have to be broken up in multiple pages.
- Each table should be numbered (in the order they are referenced in the paper) and referenced directly in the text. For example: "Table 1 shows ..." or "(see Table 2)."
- An insertion point needs to be marked in the manuscript for each table, and should be placed after the paragraph the table is mentioned in. Include the full title for the table at the insertion point.

INTRODUCTION TO THE PROCEEDINGS

As guest editors of the *Serials Librarian*, the *Proceedings* Editors write an Introduction to the volume. It may be easiest to write the introduction after reading all the papers. Each year the editors will decide who will take the lead in preparing the Introduction. The approach and style the editors use in writing it varies from year to year, so you may want to read several recent introductions for inspiration and ideas. Be sure to thank the various people who contributed to the *Proceedings* and who supported your work as editors.

FRONT MATTER & LISTS OF REGISTRANTS

In addition to editing each manuscript, the editors prepare the following items for inclusion in the published *Proceedings*:

- Mock-up of title page (editors create) (obtain conference logo from the NASIG website or Conference Planning Committee and send as a separate file)
- NASIG Officers and Executive Board (e.g., 2009 *Proceedings* include 2008/2009 members) (obtain from conference packet or Conference Planning Committee)
- Program Planning Committee (obtain from conference packet or Conference Planning Committee)
- Award Winners (awards may vary, so be sure to get list for current year. They may include Fritz Schwartz Serials Education Scholarship, NASIG Conference Students Grant Award Recipients, Horizon Award Winner, Serials Specialist Award Winner, Mexico Student Conference Grant, NASIG Marcia Tuttle International Grant, Champion Award) (obtain from conference packet or Conference Planning Committee)
- Table of Contents (editors create)
- About the Guest Editors (brief bios - editors create)
- Introduction (written by editors)
- Poster Sessions (obtain from Program Planning Committee)
- Registrants by Last Name (obtain from Registrar, but editors will need to format for publication)
- Registrants by Affiliation (obtain from Registrar, but editors will need to format for publication)

The format of the title page, as agreed by Taylor & Francis and NASIG, should always be:

[Conference Theme Title]
NASIG [year]

Proceedings of the
North American Serials
Interest Group, Inc.

[logo]

[N]th Annual Conference
[date]
[location]

[name of editors]

MANUSCRIPT DEADLINE

Early in the fall, contact Taylor & Francis about establishing the deadline date for manuscript submission. They should be able to supply you with the full estimated schedule, including dates for reviewing proofs, online publication date, and print publication date.

SUBMITTING THE MANUSCRIPT TO THE PUBLISHER

Manuscripts are submitted to Taylor & Francis using their Central Article Tracking System (CATS). Some additional information is sent to the Production Editor via e-mail. Copyright forms may be submitted in hard copy, via fax, or electronically (see previous section on Copyright & Indemnity Information).

The editors submit the following materials via e-mail to the Production Editor:

- Mock-up of title page with conference theme
- Conference logo
- About the Guest Editors
- List of Officers and Board members for the year of the conference
- List of Program Planning Committee members for the conference
- List of Award Winners
- Table of Contents

Editors submit the following materials using CATS:

- Introduction
- Edited papers for all Preconference, Vision, Strategy, and Tactics Sessions
- Poster Sessions (1 document with titles, presenters, and abstracts for all)
- List of Registrants by Last Name
- List of Registrants by Affiliation

Editors may receive copyright forms from authors via U.S. mail, fax, or e-mail. Copyright forms may be submitted to Taylor & Francis by mail, e-mail, or fax, or they may be uploaded into CATS. Editors should decide which method works best for them and coordinate with the Production Editor.

Tips for Using CATS

Prior to uploading manuscripts, you may find it helpful to do the following:

- Taylor & Francis will set up a CATS account for each co-editor and send a username and password. Test them to make sure they work. Under the tab "Enter Manuscript," check to see that the correct journal name and issues are supplied in the boxes.
- For papers with figures and/or tables, all files should be zipped into a single folder for uploading.
- For each paper, determine who the corresponding author should be. Taylor & Francis prefers that only one person be designated as the corresponding author. For papers written by recorders, the recorder is the corresponding author. For papers written by presenters, use the person who is designated as the primary contact in the program slate spreadsheet (sent to you by the PPC prior to the conference). For the Introduction, Poster Sessions, and registrant lists, select one of the co-editors to be the corresponding author. You will need to enter the e-mail address for the corresponding author for each paper into CATS. Note that the corresponding author will receive a manuscript acceptance memo and will be contacted directly by Taylor & Francis when the proofs are ready to review.
- You may want to make a note of the number of pages (text only), number of tables, and number of figures for each paper.

When you are ready to begin uploading papers, follow these guidelines (a separate file of PowerPoint slides illustrating these screens can be obtained from the previous year's editors):

1. Log on to CATS.
2. Go to "Enter Manuscripts" tab.
3. New Manuscript Details screen
 - Check that the correct journal name and issue are supplied.
 - Enter complete title of the paper in "Title" box.
 - "Short Title" box can be left blank.
 - Enter name of document in "Reference Num." box (e.g., 04-Beck)
 - Enter number of manuscript pages (text only).
 - Enter number of tables (leave blank if zero).
 - Enter number of figures (leave blank if zero).
 - Received, revised, and accepted date boxes can all be left blank.

- "Entered Date" is the date the paper is uploaded and this should be filled in for you.
 - Check box for "Copyright Transfer Already Supplied."
 - Under "Notes" give type of program (e.g., Preconference Program, Vision Session) and other information if necessary.
4. Enter Author Details screens
 - Enter author information, one by one, for each presenter and recorder. You only need to supply an e-mail address for the corresponding author (designated on a different screen). After entering the author name, you will see a screen for entering the person's mailing address, etc., but you do not need to fill all this in. Use "Add Another Author" button to continue adding names until you are finished for that paper. Use the check box in the author list to designate the corresponding author.
 5. Confirmation of Details screen
 - Review the information for accuracy.
 6. Manuscript File Submission screen
 - Check the box to upload an electronic copy.
 - Select file or zipped folder to upload.
 7. Copyright File Submission screen
 - Select the method you are using to submit the copyright forms.
 8. Manuscript Logging Complete screen
 - Check the box to have a confirmation e-mail sent. Keep all CATS confirmation e-mails until after the volume is published.
 9. Repeat the process for each paper. A list of papers submitted can be found under the "Assigned" tab.

REVIEWING PROOFS

When you receive proofs, check with Taylor & Francis to ensure that paper proofs were also sent to the corresponding authors (only). Corresponding authors will be allowed to submit change requests to Taylor & Francis directly, but ask the Production Editor to share their requests with you. Work with Taylor & Francis on any needed changes. Note: Few substantive changes can be made at this point. You look for obvious errors, typos, and incorrectly spelled names of speakers and recorders. Be sure to address any questions or problems noted by the Taylor & Francis editors, working with the corresponding authors as necessary to resolve problems. Create a master list of corrections and questions for Taylor & Francis to send to the Production Editor, noting the paper's reference number and the specific line(s) in the manuscript. Be as clear as possible with your explanations. Include in this list any changes asked for by corresponding authors (assuming you agree with them).

COMPLIMENTARY COPY DISTRIBUTION

Contact the Board Liaison prior to compiling the complimentary copies list to determine the terms agreed to with the publisher in the latest contract. Follow this general plan for distributing copies unless the contract specifies otherwise:

- Article authors (recorder or lead author when no recorder): 3 copies
- Board members, NASIG Archivist (but not the archivist-in-training), and members of the Program Planning Committee: 1 copy
- Vision and strategy session presenters (when no recorder) who were not the lead author: 1 to 3 copies (depending on availability)
- Preconference and tactics session presenters: 1 to 3 copies (depending on availability)
- Poster session authors: 1 to 2 copies (depending on availability)
- Editors: 3 copies of the journal

Note: Some individuals have multiple roles, for example a committee member and a recorder, so be sure to de-duplicate the spreadsheet and assign the number of copies based on which role gets the most. For example, someone who is a Board member and a recorder would get 3 copies, not 4. One exception is the Archivist's copy. This copy goes into the NASIG Archives and should not count against any personal copies the Archivist would receive for other roles.

If extra copies remain, they may be offered to the following individuals or groups:

- Incoming *Proceedings* editor: 1 copy, if not receiving copies for other reasons
- NASIG award winners: 1 copy each, if not receiving copies for other reasons
- Library School Outreach Committee: contact committee chairs for the number they can use
- President of the United Kingdom Serials Group: 1 copy

Submit a spreadsheet with the following columns to Taylor & Francis:

- Name
- Mailing Address
- E-mail Address
- Number of Complimentary Copies

While you will have addresses for some of the recorders and presenters, people may have moved or changed jobs in the meantime. The SurveyMonkey account can be used for collecting addresses just prior to compiling the complimentary copy list. The previous year's survey can be used by clearing out old responses and creating a new collector. Don't forget to close the collector after the deadline for submitting addresses has past.

Send this list to Taylor & Francis by about the time the proofs are reviewed.

FINANCIAL MATTERS

Budget

The *Proceedings* Editors will submit a calendar-year budget to the NASIG Board. The budget is based on either actual expenses of the previous year's editors and editorial search committee or

on reasonably anticipated expenses. If at any time you find that the amount budgeted is insufficient to meet your needs, contact your Board Liaison immediately. The Treasurer will contact you in the early fall with the deadline for the next year's budget and a copy of the previous year's budget. Consult with your Board Liaison in preparing the budget.

Although the editors' institution often absorbs expenses for supplies, NASIG will purchase basic supplies and will reimburse the institution for postage, telephone calls, faxes, and photocopying expenses. The NASIG Secretary will supply the editors with NASIG letterhead.

Other Potential Expenses

- Sending mail overnight to return page proofs to contributors or to the publisher. NASIG maintains a FedEx account. The account number is available from the NASIG Treasurer.
- Expenses in conducting a search for new editors (postage, FedEx, etc.)
- Hiring a transcriptionist (to transcribe audiotapes if necessary).

Reimbursement for Expenses

Contact the NASIG Treasurer for information on reimbursement.

VISITING THE PUBLISHER

The editors are invited to visit the editorial and production offices of Taylor & Francis, which are located in Philadelphia, Pennsylvania. This is a combined hospitality and working visit that gives the editors the opportunity to meet the Taylor & Francis staff involved in the production of the NASIG *Proceedings*.

Taylor & Francis absorbs the costs of travel, lodging, and meals. In February contact Taylor & Francis to schedule a time that is convenient for both the NASIG editors and the Taylor & Francis staff. This visit is not required. Generally it is best for both editors to go, although an editor would not need to visit the publisher each year. This may be done every other year so that each editor visits the publisher once.

UPDATING THE PROCEEDINGS MANUAL

One of your final responsibilities as editors of the *Proceedings* is to modify, revise, and enhance this manual for future editors. Please update the manual to reflect any changes you think are necessary and send via e-mail to your Board Liaison for review. Try to submit the edited version of the manual no later than the middle of February. The editors may post the latest version of the manual to the *Proceedings* committee Web page themselves or send a final copy to the Electronic Communications Committee chair to load. Convert the document to PDF for posting on the website.

ANNUAL REPORT FOR NASIG NEWSLETTER

In the spring, the editors will prepare a 3-4 paragraph annual report. The report is included in the June issue of the *NASIG Newsletter* as part of the standing committee reports section. The deadline is set by the President and newsletter editor, but is usually May 1. See previous issues of the NASIG Newsletter for examples.

Topics may include:

1. Visit to publisher
2. Selection of and communication with recorders, speakers, etc.
3. Number and breakdown of papers
4. The editing process itself (organization, proofing, coordination with submissions, publisher, etc., preparation of electronic version)
5. Date *Proceedings* sent to publisher
6. Publication date for *Proceedings* (actual or anticipated)
7. Updating of the *Proceedings* manual
8. Thank contributors
9. Other issues or activities

A separate report outlining any major problems encountered and suggestions for improvement should be sent to the Board Liaison using the committee report template.

APPENDICES

Appendix A: Sample Call for New Proceedings Editor

Call for NASIG Conference Proceedings Editors

Dear NASIG members,

NASIG is seeking candidates to join the team of editors of the *Conference Proceedings*, to serve a term of two years, beginning late February [insert year]. This is a great opportunity for NASIG members who want to become actively involved in one of the best conferences in our field. We are seeking excellent writers who have editing experience and are able to work under tight deadlines. The editors will together form a team to prepare the print edition of the *Proceedings*. The *Proceedings* editors will recruit, select and organize volunteers who will take detailed notes at each program. A major responsibility will be communicating the requirements for the published *Proceedings* to conference speakers. Before the conference, speakers will be advised on submission formats, deadlines, and copyright requirements. After the conference, the editors will work with speakers on revisions. The editors must be diplomatic but firm about NASIG's requirements.

The editors work under the general direction of the NASIG Executive Board Liaison. Specific qualifications include, but are not limited to, the following:

- NASIG membership and previous conference attendance
- Attendance at the NASIG conference for each conference year editing
- Prior editing/publishing experience
- Demonstrated writing ability
- Expertise with standard word processing programs
- Ability to send and receive attachments via e-mail
- Ability to complete editorial work between July and January

Preference will be given to those applicants who address the specific qualifications listed above. Appointment is subject to approval by the NASIG Executive Board.

To apply, send an e-mail outlining your specific qualifications and experience by [date, usually January] to [insert Board Liaison's name], *Proceedings* Board Liaison at: [insert Board Liaison's e-mail address]. Please include as attachments and/or links your current résumé and writing samples.

For further information, contact:

[insert Board Liaison's complete contact information]

Appendix B: Sample Call for Proceedings Recorders

Call for Conference Proceedings Recorders

NASIG is seeking conference recorders for sessions at this year's annual conference in [insert location], [insert dates]. Recorders are asked to attend specific sessions, take notes and then synthesize the notes into a readable, comprehensive report of the session for the *Conference Proceedings*. For vision sessions, recorders may be asked to listen to a recording of a presentation and work with the speaker to create a report for publication in the *Proceedings*.

Recorders will work under the general direction of the Proceedings Editors.

If you are a NASIG member with the ability to write clear, organized prose, and who is able to submit a report by [insert due date for papers], please consider this opportunity to make a valuable contribution to the organization.

To apply, submit a letter of application by [insert deadline for applications] to: conf-proc@nasig.org

Please include the following in your application:

- Your contact information (including your e-mail and phone number)
- A list of sessions you plan to attend and are willing to record
- Whether you have previously served as a recorder for the NASIG *Proceedings* and the year(s)
- A writing sample. Please include the writing sample as an attachment or as a link. The writing sample can be on any topic; it does not have to be related to librarianship. The purpose of the writing sample is to illustrate your writing ability. Suggested samples include journal articles, book chapters, research papers, or reports on a process, event, or meeting. Minutes of meetings or brief book reviews are not preferred as they do not offer enough text to gauge writing style/ability.

Regards from the editors,

[Include names and contact information for each editor]

Appendix C: Sample Notification and Initial Instructions for Successful Recorder Applicants

Dear [name],

Hello and Congratulations!

Thank you for volunteering to record a session at NASIG.

You have been assigned the following session:

Tactics Session T1: [Name of Program]

[Date and Time, for example: Saturday, June 6, 2009, 10:30 a.m. - 12:00 p.m.]

Speakers: [Name(s) and e-mail address(es)]

Please confirm with the editors if you are willing to accept this assignment.

Your report will be published in a special issue of the *Serials Librarian* by Taylor & Francis. The author guidelines, copyright form, and information on author rights are available online [insert hyperlink]. The copyright form must be completed and sent to [name of editor that will be receiving the copyright forms] (contact information below). We would also like to provide you with information which outlines your responsibilities as a recorder.

Timeline of Activities:

Prior To The Conference:

If possible, contact the workshop presenter(s) in advance and introduce yourself. Ask if handouts and/or an outline of the session is or will be available. If so, arrange to receive handouts and/or

outlines either prior to or at the session. Materials such as outlines or handouts should help in the preparation of your report.

At The Conference:

Please plan to attend the **Speakers' Breakfast Meeting** at the conference. It is scheduled for [Date and Time]. Please check your registration materials for the location.

At the Session:

Either arrive a few minutes early, or stay a few minutes after the session to introduce yourself to the presenter(s) if you have not already done so.

After the Conference:

Although time is limited, we require that you run your final draft report by the presenter(s) prior to submission to the NASIG *Proceedings* Editors. Plan to e-mail a copy of the report to the presenter(s) and follow-up by phone or e-mail. Please remember that your reports are due to the editors by [DATE].

Emergency Procedures:

If you become ill or have an emergency requiring you to miss your assigned workshop, please get in touch with us, the *Proceedings* Editors, as soon as possible. If you cannot find us, use the message board at the conference.

Please submit reports as an attachment by e-mail to [Names and E-Mail Addresses of Editors].

Completed Copyright Forms must be scanned and e-mailed to [NAME]. Alternately, you may either fax or mail your completed copyright form. Please remember to add the ATTN line when mailing Copyright Forms. Thanks!

[NAME]

ATTN: NASIG Copyright Form

[Mailing Address]

[Fax Number]

If you have questions, please feel free to phone or e-mail us. Complete contact information is provided below. We look forward to meeting and working with you.

Sincerely,

[NAMES]
NASIG *Proceedings* Editors

[Include names and full contact information for each editor.]

Appendix D: Sample E-mail for Back-up Recorders

Dear [name],

Thank you for your application to act as a recorder for a session at the upcoming NASIG conference. Due to a large pool of qualified applicants, we are unable to give everyone an assignment.

If, however, you would like to act as a "pinch hitter" by filling in if an assigned recorder cannot meet his/her obligations to record a session, please let us know as soon as possible. If you agree to this, we will contact you if the need arises.

Please let me know if you are interested in submitting your name as a back-up recorder. If not, thank you for your application and please accept our apologies for being unable to guarantee you an assignment. See you at the conference.

Regards,

[Editor Names]
NASIG Conference *Proceedings* Editors

[Include names and full contact information for each editor.]

Appendix E: Sample E-mail to Speakers who will Prepare their Own Paper

Hello [Presenter Name(s)],

You are receiving this e-mail because you are presenting a session at the upcoming NASIG conference and are required to contribute a paper on your presentation for the *NASIG Conference Proceedings*, [in coordination with your co-presenter]. The author guidelines are available online [insert hyperlink] to aid you in this task. Please review these guidelines carefully and let us know if you have any questions or concerns.

Please submit reports as an attachment by e-mail to [Editor Names and E-mail Addresses] by [Date].

A NASIG Copyright Form and information on author rights are available online [insert hyperlink] for each of you to complete and return to the editors. ***Completed Copyright Forms must be scanned and e-mailed to [NAME]. Alternately, you may either fax or mail your completed copyright form.***

[NAME]
ATTN: NASIG Copyright Form Enclosed
[ADDRESS]
[FAX]
[E-MAIL]

You may be contacted by a reporter for the *NASIG Newsletter*. Please note that his or her report is different from the paper you are required to write for the *Proceedings*. If you having any questions or think you have received this e-mail in error, please contact us as soon as possible.

If you have questions, please feel free to call or e-mail us. Complete contact information is provided below. We look forward to meeting and working with you.

Sincerely,

[Editor Names]
NASIG *Proceedings* Editors

[Include complete contact information for each editor]

Appendix F: Sample Thank You/ Complimentary Copies E-mail to Corresponding Authors

Note: Add underlined note only if there are multiple authors (and remove the underlining). Do not use for single authors or for papers with recorders.

Dear NASIG *Proceedings* Contributor,

As Editors of the [Year] NASIG Conference *Proceedings* we would like to express our sincere appreciation for all your hard work. We have submitted all papers to Taylor & Francis and would like to let you know that we expect to receive the proofs near [Month]. As the main contact for your submission you should receive a notification from Taylor & Francis when the proof of your paper is ready for our mutual review. If your co-author(s) would like to review the proofs, you will need to forward the document to them as Taylor & Francis does not contact all authors listed. You may have received a notice from Taylor & Francis asking you to submit a copyright form for your paper; you can disregard this message as we have already submitted the form(s) on your behalf. The *Proceedings* will be published as volume [number] of the Serials Librarian in [Month and Year].

To ensure that you receive your complimentary copies of the *Proceedings*, please provide us with your contact information using this link as soon as possible: [Link] Your information will be kept confidential and is only used for sending your copies.

As with all NASIG work, the *Proceedings* are an all-volunteer effort. Your work on behalf of the organization makes it possible for us to share the riches of the conference with those who were unable to be with us in [This Year's Conference Location]. It has been a pleasure to work with you this year, and we look forward to seeing many of you in [Next Year's Conference Location].

Thank you,

[Editor Names]
NASIG Conference *Proceedings* Editors

Appendix G: Sample Thank You/ Complimentary Copies E-mail to Authors Other than the Corresponding Author

Dear NASIG *Proceedings* Contributor,

As Editors of the [Year] *NASIG Conference Proceedings* we would like to express our sincere appreciation for all your hard work. We have submitted all papers to Taylor & Francis and would like to let you know that we expect the *Proceedings* to be published as volume [number] of the *Serials Librarian* in [Month and Year]. A co-author is serving as the main contact for this paper and will be notified by Taylor & Francis when the proofs are ready to review; if you would like to review the proofs as well, you will need to coordinate this with your co-author(s).

To ensure that you receive your complimentary copies of the *Proceedings*, please provide us with your contact information using this link as soon as possible: [Survey Link]. Your information will be kept confidential and is only used for sending your copies.

As with all NASIG work, the *Proceedings* are an all-volunteer effort. Your work on behalf of the organization makes it possible for us to share the riches of the conference with those who were unable to be with us in [This Year's Conference Location]. It has been a pleasure to work with you this year, and we look forward to seeing many of you in [Next Year's Conference Location].

Thank you,

[Editor Names]
NASIG Conference *Proceedings* Editors

Appendix H: Sample Thank You/ Complimentary Copies E-mail to Presenters for Papers with a Recorder and Poster Session Presenters

Hello,

As a [poster session] presenter at last year's NASIG conference, you are entitled to complimentary copies of the [Year] NASIG Conference Proceedings. The Proceedings will be published as volume [Number] of the *Serials Librarian* in [Month and Year].

To ensure that you receive your complimentary copies of the Proceedings, please provide us with your contact information using this link as soon as possible: [Survey Link]. Your information will be kept confidential and is only used for sending your copies.

Thank you for your contributions to a successful [Year] NASIG Conference!

[Editor Names]
NASIG Conference Proceedings Editors

Appendix I: Sample Thank You/ Complimentary Copies E-mail to PPC Members

Hello,

As a member of the [Year] NASIG Program Planning Committee, you are entitled to a complimentary copy of the [Year] NASIG Conference Proceedings. The Proceedings will be published as volume [Number] of the *Serials Librarian* in [Month and Year].

To ensure that you receive your complimentary copy of the Proceedings, please provide us with your contact information using this link as soon as possible: [Survey Link]. Your information will be kept confidential and is only used for sending your copy.

Thank you for your contributions to a successful [Year] NASIG Conference!

[Editor Names]
NASIG Conference Proceedings Editors

Appendix J: Sample Thank You/ Complimentary Copies E-mail to Board Members

Hello,

As a member of the [Years] NASIG Board, you are entitled to a complimentary copy of the [Year] *NASIG Conference Proceedings*. The *Proceedings* will be published as volume [number] of the *Serials Librarian* in [Month and Year].

To ensure that you receive your complimentary copy of the *Proceedings*, please provide us with your contact information using this link as soon as possible: [Survey Link]. Your information will be kept confidential and is only used for sending your copy.

Thank you for your contributions to a successful [Year] NASIG Conference!

Thank you,

[Editor Names]

NASIG Conference *Proceedings* Editors

Appendix K: Contact Information for Taylor & Francis

Kara Beitzer
Production Editor, Taylor & Francis
325 Chestnut Street, Suite 800
Philadelphia, PA 19106
Phone: 215-625-8900, ext. 246
Fax: 215-625-8563
kara.beitzer@taylorandfrancis.com

Appendix L: Sample Report to NASIG Board

Conference Proceedings Editors

January 4, 2009

Committee members:

- Allyson A. Zellner, EBSCO Industries, Inc.
- Lori J. Terrill, University of Wyoming Libraries

Board Liaison:

- Virginia Taffurelli

Activities:

- This year's *Proceedings* are comprised of 33 individual papers. We had a couple of challenges with the papers. We did not receive one paper from a volunteer Recorder, even after several reminders. To ensure the session would be represented in the *Proceedings* we had the author of the session paper for the NASIG Newsletter repurpose her contribution so that it could be used in the *Proceedings*. Additionally, approximately six weeks after the conference we learned that a Recorder was expected for a Vision Session paper, although this was not indicated to the Editors beforehand.

We found a volunteer Recorder willing to write a paper for the session using a poor quality audio recording.

- Papers have been collected and editing is nearly complete. We will have the papers completely uploaded into Taylor & Francis' CATS production system by January 20, 2010. Proofs are expected in late February or early March with publication in April. The *Proceedings* should be published as a single combined issue. We are working with Kara Beltzer, Production Editor at Taylor & Francis.
- We will be working in January and February to collect the complimentary copies mailing list.
- We will be updating our manual this spring.
- Prior to the 2010 Annual Conference the *Proceedings* Editors will purchase a digital recorder which will be used to record Vision Sessions for use by the speaker or the recorder if the speaker requests one.

Statistical information

- None

Action(s) required by Board

- None

Questions for Board

- None

Recommendations to Board

- None

Name of person submitting report:

Allyson A. Zellner

Lori J. Terrill

Appendix M: Sample Proceedings Front Matter

Please refer to the last published version of the *Proceedings* for an example of the how to display the cover page, NASIG Officers and Executive Board, the Program Planning Committee, Award Winners, and About the Guest Editors.

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Riding the Rapids Through a Mountain of Change NASIG 2009

The Serials Librarian
Volume 58, Numbers 1-4

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Lori J. Terrill

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24th ANNUAL CONFERENCE REGISTRANTS

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