

BCALA NEWSLETTER WRITER GUIDELINES

Manuscript Preparation

Manuscripts of articles should be directed to the managing editor, Roland Barksdale-Hall, 939 Baldwin Avenue, Suite 1, Sharon, PA 16146-2511, voice: (724) 346-0459; fax: (724) 342-1808; e-mail: barksdalehall@gmail.com

Guidelines for Writers

1. Submit original, unpublished manuscripts only. Writers assume full responsibility for the accuracy of statements, research and data analysis included. Papers presented at a conference should be noted with the conference name, date and place in the cover letter.
2. Manuscripts should be one-inch margin, 12-point, Times New Roman font, machine-printed and double-spaced. Disc copy formatted in Word 97 (or an earlier version) and one paper copy should be provided. Please specify the availability of graphs, charts, photographs and other images. Authors' names, titles, affiliations, telephone numbers and e-mail addresses should appear on a cover page only. Three to eight pages in length manuscripts are preferred, although longer essays may be considered.
3. Circulate manuscript among colleagues, critique it and make revisions based on feedback.
4. Write in the active voice, using clear, concise statements.
5. Spelling will adhere to *Webster's Collegiate Dictionary, 10th edition*. (Springfield, MA: Merriam-Webster, 1998)
6. *The Newsletter of the Black Caucus of the American Library Association, Inc.*, also known as *BCALA News*, follows *The MLA Handbook for Writers of Research Papers, 5th ed.* (New York: Modern Language Association of America, 1999) for elements of bibliographic style.

Subject Content

BCALA News includes articles in all fields on interest and concern to African American librarians. Well-written manuscripts on all aspects of African American librarianship will be considered. Manuscripts may include leadership development papers, information policy analysis, research studies, search strategies, case studies, historical narratives, reporting on conferences, descriptive project narratives, discussions of issues in librarianship, and other suitable topics.

The editors and Editorial Board invite submissions relevant to the goals, objectives and interests of the Black Caucus of the American Library Association, Inc.

- ❖ Advocate for the development, promotion and improvement of library services and resources to the nation's African American community.
- ❖ Provide leadership development for the recruitment, retention and professional development of African American librarians.
- ❖ Promote awareness of issues pertinent to people of African descent in North America, South America, Africa, Caribbean Islands and throughout the Diaspora.

- ❖ Collaborate with other professional ethnic organizations and associations in order to promote mutual interests.

Letters to the Editor

According to editorial discretion, letters will be published on a space-available basis. Readers who wish to comment on material in the newsletter should address signed letters to the attention of the managing editor. Letters to the editor should be no longer than 250 words.

GUIDELINES FOR REVIEWERS

The Newsletter of the Black Caucus of the American Library Association is a current awareness service that strives to publish vital information in a timely manner. Reviews in the *Newsletter* are informational, targeted to electronic librarians, information specialists, knowledge managers and book collectors, who use this tool in material selection of print and non-print items. The following guidelines are intended to provide basic specifications and will be applied as appropriate to the work in hand.

BASIC SPECIFICATIONS:

1. As a reviewer, allow the individual character of the material and its creator (author)—and even the your personality—to be evident; identify the creator's unique qualifications; quotations and allusions to important specific points must be followed by page numbers in parentheses;
2. Address what, if any, significant contribution to the particular subject field; the scope, creator's intended purpose and thesis;
3. Does the creator achieve the intended purpose? Is the material culturally sensitive? Who possibly would benefit from the material?
4. Compare and contrast the material with similar items;
5. Assess the material's user friendliness, accuracy and value;
6. Note physical format and location; date accessed—website, DVD, CD, video, print, etc.
7. Provide good argument development and critical analysis, clear language, conciseness and creativity.
8. Minimum length of 125 words; maximum length of 500 words

GUIDELINES FOR SUBMISSION:

◆ **Begin with citation, as follows:**

Slavery in the Colonial Chesapeake. By David Brion Davis. Williamsburg, VA: Colonial Williamsburg Foundation, 1986. Paperback, 48 pp., ill., maps, plus teacher's notes. \$2.95. ISBN 0-87935-115-2.

◆ **End with address, as follows:**

Roland Barksdale-Hall, Peabody Librarian, Harvey Library, Hampton University, Hampton, Virginia, e-mail: barksdalehall@gmail.com

◆ **Submit reviews electronically to Roland Barksdale-Hall, Newsletter Editor.**

- ◆ **Once the review is completed, approved and published the material is yours to keep, this is BCALA's way of thanking you for a job well done.**

CONTACT PERSON:

Anyone interested in reviewing materials for *BCALA News* is required to be a BCALA member in good financial standing. Submit particular subject expertise to barksdalehall@gmail.com. For more information, contact Roland Barksdale-Hall, Newsletter Editor, 939 Baldwin Avenue, Suite 1, Sharon, PA 16146-2511, e-mail: barksdalehall@gmail.com voice: (724) 346-0459; fax: (724) 342-1808.

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