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

General Submission Instructions

General Guidelines
- All manuscripts 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 an anonymous (“double-blind”) review process. Please remove all indicators of your identity from the title page, headers, main text, and footnotes.
- 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.
- 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.
- All authors must complete the online Positionality Questionnaire (https://forms.gle/e6dp4wRsKemw31WJA). Submissions without a completed Positionality Questionnaire will not be accepted.

Research Article Content

LCHS welcomes submissions from all disciplines, covering any geography and time-period. Prior to peer review the editors evaluate each manuscript according to the following basic criteria. Manuscripts that are obviously lacking in one or more areas will be returned to authors without further review.

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

If approved for peer review, manuscripts undergo more extensive, anonymous (“double-blind”) evaluation by expert colleagues.

**Research Article Formatting**

- Microsoft Word is the preferred file format, but RTF is also acceptable.
- Submissions including notes, tables, figures, images, and appendices, must not exceed 30 pages (approximately 7,000–8,000 words).
- Submit all tables, figures, appendixes, and photos as separate files or documents.
- 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.
  - Use endnotes in 12-point Times New Roman font, double spaced, using the CMoS “notes” system, not the “author-date” system. If possible, all digital files (photos) should be grayscale.

**Citations**

- 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.
- Automatic formatting is acceptable for endnotes.
- Number endnotes consecutively throughout your paper and use superscript arabic numerals following the punctuation.
- Double-space all endnotes.

**Style**

- Use clear, simple prose in the active voice.
- At the first mention of a person, include their full name. For subsequent mentions, use only the last name unless you are discussing two or more persons with the same surname.
- For spelling (except material in quotations), please use standard American spelling, such as in the most recent edition of the Merriam-Webster Dictionary.
- Ellipses:
  - Do not edit so as to mispresent 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.
- For all quotations in languages other than English, include translations in parentheses immediately following the quotation.
Other than pseudonyms, the *Chicago Manual of Style* does not provide clear guidance on naming conventions for persons who changed names over time. Refer to CMoS Chapter 8:

- Names that appear within quotations should never be altered.
- In 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.
- 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.

**Book Review Guidelines**

*LCHS* publishes invited, 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; however, the Book Review Editor(s) have discretion to request revisions before accepting reviews for publication. Book reviews should follow the *LCHS* Submission Guidelines for manuscripts with some exceptions. Book reviews should be limited to 500–1,000 words. Larger word counts may be approved by the Book Review Editor(s) in consultation with the Co-Editors, based on the significance of work being reviewed 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](https://lhrtnews.wordpress.com).

Please begin the review with a full citation to the book in Chicago style, along with the ISBN, format, and publisher’s list price after the publication year.

Reviewers should provide critical assessment that addresses the following criteria:

- 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? Are relevant primary sources missing from the analysis?
- Is the writing clear? Does the book offer any special features (such as images, appendices)? What value do these features add to the book?
- How does the book compare to other works on the subject? Does it contribute anything new? Does the book fill in any gaps in the historiography?
- What are the book’s major strengths? What are its weaknesses and limitations?
- What is the book’s declared audience? Is it useful to that audience or other audiences?

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 propose to review books of interest to them. Potential reviewers are encouraged to send an inquiry to the Book Review Editor(s) before submitting a review. The Book Review Editor(s) have discretion in assigning and accepting reviews. Contact 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/.

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