



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 a double-anonymous review process. Please remove indicators of your identity from the title page, headers, main text, and endnotes.
- Each submission must be accompanied by an abstract of up to 200 words to be entered directly on the Editorial Manager submission page.
- Submit 3-5 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 Positionality Questionnaire included in the submission questions in Editorial Manager. Submissions without a completed Positionality Questionnaire will not be accepted.

Research Article Content

LCHS welcomes submissions from all disciplines, covering any geographical or time period. Prior to peer review the editors evaluate each manuscript according to the following 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, double-anonymous evaluation by expert colleagues.

Research Article Formatting

- Microsoft Word is the preferred file format, but RTF is also acceptable.
- Submissions including endnotes, tables, figures, images, references, 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.
- Authors should make their illustrative matter accessible for people with disabilities, e.g., for use with screen readers. Please add **alt text** to for all images, graphics, and tables. Please see the **PSU Press Alt Text Guide on page 6** for further information on writing alt text.
- Format your entire paper using the most recent edition of the *Chicago Manual of Style* (CMoS).
- Format all text, including endnotes and tables, in Times New Roman font, size 12 point, with left alignment, 1-inch margins, and double line spacing.
- 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 “author-date” system rather than the “notes” system.
- Use endnotes, not footnotes, for textual additions that elaborate on ideas presented in the body of your manuscript.
- Number endnotes consecutively throughout your paper and use superscript numerals following marks of 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.
 - Use three spaced periods (. . .) to indicate any omitted text.
 - Avoid using ellipses at the beginning or end of a 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 describing events that took place before her marriage.
 - If citing a document that is signed by “Mrs.” and a husband’s name, please supply the woman’s first name in your narrative and include it within brackets in your citation.
 - The first time you mention an organization, include the full name followed by an acronym in

parentheses. For subsequent mentions, use only the acronym.

- Quotations from languages other than English should appear in English translation in the body of the text. Include the quotation in the original language in an endnote.

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 will solicit book reviews periodically. Book reviews do not undergo peer-review; however, the Book Review Editor has discretion to request revisions before accepting reviews for publication. Book reviews should follow the *LCHS* Submission Guidelines for manuscripts with the exception of length. Book reviews should be limited to 500–1,000 words. Longer reviews may be approved by the Book Review Editor 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>.

Please begin the review with a full citation to the book in *CMoS* 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).

Librarian practitioners, library faculty, students, and others with an interest in library history are invited to propose to review books of interest to them. Potential reviewers should 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. Books available for review are listed on [*LHRT News & Notes*](#), the blog of the Library History Round Table.

Writing an Abstract

An abstract allows readers quickly and accurately to identify the basic content of your article. It is an invaluable research guide because it is most often what potential readers use to decide whether your article is relevant for them.

Abstracts at a Glance:

- Are a condensed version of the article
- Highlight the major points covered
- Concisely describe the content and scope of the work
- Help readers decide whether to read the entire article
- Provide readers with a preview of research
- Contain relevant keywords for searching and indexing

Many online databases, such as JSTOR, use both abstracts and full-text options to index articles. Therefore, abstracts should contain keywords and phrases that allow for easy and precise searching. Incorporating keywords into the abstract that a potential researcher would search for emphasizes the central topics of the work and gives prospective readers enough information to make an informed judgment about the applicability of the work.

Writing Tips

An abstract is a self-contained piece of writing that can be understood independently from the article. It must be kept brief (approximately 100–200 words) and may include these elements:

- Statement of the problem and objectives (gap in literature on this topic)
- Thesis statement or question
- Summary of employed methods, viewpoint, or research approach
- Conclusion(s) and/or implications of research

Keep in Mind... Depending on your rhetorical strategy, an abstract need not include your entire conclusion, as you may want to reserve this for readers of your article. The abstract should, however, clearly and concisely indicate to the reader what questions will be answered in the article. You want to cultivate anticipation so the reader knows exactly what to expect when reading the article—if not the precise details of your conclusion(s).

Do

- Include your thesis, usually in the first 1–2 sentences
- Provide background information placing your work in the larger body of literature
- Use the same chronological structure as the original work
- Follow lucid and concise prose
- Explain the purpose of the work and methods used
- Use keywords and phrases that quickly identify the content and focus of the work
- Mimic the type and style of language found in the original article, including technical language

Do not

- Refer extensively to other works
- Add information not contained in the original work
- Define terms
- Repeat or rephrase your title
- Use first-person in abstracts. So, instead of, “In this article, I analyze,” use: “This article analyzes”

Examples

The abstract should begin with a clear sense of the research question and thesis.

While some recent scholars claim to have refuted the relevance of stylometric analysis for Plato studies, new technological advances reopen the question. This article uses two recently completed stylometric analyses of the Platonic corpus to show that advanced artificial intelligence techniques such as genetic algorithms can serve as a foundation for chronological assertions.

It is often useful to identify the theoretical or methodological school used to approach the thesis question and/or to position the article within an ongoing debate. This helps readers situate the article in the larger conversations of your discipline.

The debate among Watts, Koupria, and Brecker over the reliability of stylometry (PMLA 126.5, Fall 2009) suggests that . . . or Using the definition of style proposed by Markos (2014), this article argues that . . .

Finally, briefly state the conclusion.

Through analyzing the results of Watts and Koupria’s genetic algorithmic stylometry, this article demonstrates that they provide solutions to roadblocks previously identified in stylometric analyses of the Platonic corpus for the purposes of developing a reliable chronology. These solutions . . .

PSU PRESS ALT TEXT GUIDE

Penn State University Press is committed to making its publications accessible to the widest audience possible. The inclusion of alternative text (or “alt text”) will allow those using assistive technology to access the images and other graphic elements (such as tables, charts, graphs, and maps) in the digital formats of articles. Authors are encouraged to submit alt text (and where necessary, extended descriptions) for all images and other graphic elements in their manuscripts. *Note:* If sufficient information about the image is included in the caption or the text, alt text may be unnecessary.

General Guidelines for Composing Alt Text

Alt text should clearly and concisely describe the content and function of an image. Please limit the description to the most important elements of the image. In most cases a one- or two-sentence description, consisting of no more than 250 characters (not including spaces), should suffice. If more than 250 characters are needed to convey the content and function of an image, please provide an extended description in addition to the alt text.

Extended Description

For more complex images and graphic elements (such as graphs, charts, and maps), please provide an extended description with the necessary information. Any visible English text in an image must be transcribed in the extended description. Please note that images requiring an extended description must also have the shorter alt text.

Formatting and Submitting Alt Text

Alt text should be submitted along with captions. The alt text for a figure should be set on a new line after the caption and should be preceded by <alt text>. An extended description, when necessary, should be treated in a similar manner, preceded by <extended description>. When drafting and formatting alt text, you should:

- capitalize acronyms so assistive technology reads them as separate letters and not words (e.g., US versus us);
- avoid complex symbols, such as brackets, quotation marks, dashes, ellipses, and mathematical symbols, as assistive technology does not treat all of these symbols consistently;
- write in complete sentences but avoid overly complex sentence structures.

For examples as well as additional information and resources, see [here](#).

Final Submission Checklist

- All authors and coauthors are listed in the submissions interface.
- At least one author has been designated as the corresponding author with contact details:
 - E-mail address
 - Affiliation
 - ORCID number has been provided (if you have one)
- Necessary funding statements have been provided, including funding organization name, the organization's DOI, and grant numbers if you have them.
- All necessary files have been uploaded. Submission must include:
 - Abstract (150–200 words)
 - Keywords (3–5)
 - Separate image files (tiff, jpg, include relevant captions, **not inserted into Word file**)
 - All tables (including titles, description, footnotes)
 - Ensure all figure and table citations in the text match the files provided.
- Journal policies detailed in **submission guidelines have been reviewed** and **journal style guide has been followed**.
- Manuscript has been checked for spelling and grammar.
- Manuscript and Notes and or Works Cited sections follow the most recent *Chicago Manual of Style* (18th edition) for formatting and language.
- You have used endnotes and not footnotes.
- All references mentioned in the Works Cited list are cited in the text.
- If you only have 1 note or 1 work cited, the sections are called Note or Work Cited (not Notes or Works Cited).
- If your article includes notes, you have used shorten citations instead of ibid (See CMOS 18, 13.37).
- Permission has been obtained for use of copyrighted material from other sources (including the Internet and for image use). Please provide permission documentation to journal editor for images or long text excerpts under copyright.
- All figures have been provided as individual image files (**not inserted into Microsoft Word**) and are 300 dpi at a sizing of at least 2 inches wide.
- **Alt text has been provided** to describe provided for all supplied images, tables, and charts. See **PSU Press Alt Text Guide** in submission guidelines and reference more information [here](#).
- You have saved your article in a .docx file format, not as a PDF or other file format.