
Advice for authors

The *SCONUL Newsletter* is the journal of SCONUL, the Society of College, National and University Libraries. The *Newsletter* aims to bring together articles, reports and news stories from practitioners in order to generate debate and promote good practice in the national libraries and the university and higher education college sector.

Contributions are welcomed from colleagues in all fields and at all levels: we merely request that the items contributed are concise, informative, practical and (above all!) worth reading.

Although we do not make strict stipulations about length we do recommend authors to consult a recent issue of the *Newsletter* to see if their approach seems in keeping with other published pieces.

The *Newsletter* is published in both paper and electronic versions. The electronic version is on open access via the SCONUL Web site. Any author who does not wish to have their article made available via the Web should let the Editor know.

A copy of the *SCONUL Newsletter* can be supplied on request to a member of the Editorial Board or from SCONUL's office at 102 Euston Street, London NW1 2HA, e-mail: sconul@sconul.ac.uk. An online version can be found at <http://www.sconul.ac.uk/publications/newsletter.htm>

Items should be submitted (preferably) via email or on disk to your contact on the Editorial Board or Antony Brewerton (awbrewerton@brookes.ac.uk).

As well as text, we are also keen to publish images and would especially like to include author photos where possible. Please either send prints or digital photographs (resolution 300 dpi or above) to your contact on the Editorial Board.

It is helpful if authors follow our house style when submitting their articles:

- Spelling in '-ise' etc. is preferred to '-ize'.
- Capitalisation is ruthlessly minimal. In individual libraries it is usual to refer to 'the Library', 'the University', 'the College' etc. Please resist this in our newsletter, unless there is any ambiguity use 'the library' etc.
- Spell out acronyms at their first occurrence. Avoid 'HE' for 'higher education', which we prefer to write in full (the UK is the only country in the world to use the term, and our overseas readers are unfamiliar with the abbreviation HE).
- Please use single quotation marks, not double.
- Web addresses should be written in full (including <http://>) and –where possible- be underlined for purposes of clarity.
- References should appear as numbered footnotes at the end of the article, in the following forms (we prefer not to reverse surnames and initials)
 1. A.N.Author, *Title of book*, Place: Publisher, 2000, pp 23-6
 2. P.B.Writer, 'Title of chapter or article', in Q.V.Editor, ed., *Interesting articles about libraries*, Place: Publisher, 2000, pp 262-3
 3. B.M.Researcher, 'Title of article', *Journal of pseudodocumentalism*, 70 (2), 1989, pp 117-20

Anyone wishing to discuss possible articles or needing more information should contact:

Antony Brewerton,
Editor, *SCONUL Newsletter*
Oxford Brookes University Library,
Headington Campus, Gypsy Lane, Headington,
Oxford. OX3 0BP

Tel: 01865 483139;
E-mail: awbrewerton@brookes.ac.uk

We look forward to hearing from you.