

## Guidance for authors

Updated January 2016

### General information

SCONUL Focus is the journal of SCONUL, the Society of College, National and University Libraries. SCONUL Focus 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 request that the items contributed are concise, informative, practical and (above all!) worth reading. Although we do not make stipulations about length we do recommend authors consult a recent issue of SCONUL Focus to see if their approach seems in keeping with other published pieces.

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Items should be submitted via e-mail to your contact on the Editorial Board or [Steve.Rose@BCU.AC.UK](mailto:Steve.Rose@BCU.AC.UK)

We are keen to publish images and would especially like to include author photos where possible. Please see advice below on submitting images.

### Titles

We advise that titles should give some accurate indication of the content of the article. It is the first part of the title (before a colon indicating a subtitle) which will appear in the contents page on the website and in the pdf of the journal. For examples, see previous issues, starting with issue 62 for the current format and style: <http://www.sconul.ac.uk/page/previous-issues-of-sconul-focus>



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### Images

If submitting author photographs, please submit as a jpg file and use author surname as file name. Submit any other images as jpeg files and give filenames which can be easily associated with the article.

### Word count

We are flexible on word-count, which will vary a great deal depending on the subject matter. Our advice is to read articles from previous issues to get a sense for the expectations of our readership. It would be worth noting that the word count of most articles is somewhere around 1,500.

### Submitting an article

- Submit articles as word files and to assist in the editing process, keep formatting to a minimum.
- Use author surname as the beginning of the file name.
- Complete the [cover sheet](#) for each article submitted.

### House style

Please apply the following rules when submitting articles in order to adhere to the house style.

- Under the main title of the article, please include the following bylines: Author name, job title, department, organisation, e-mail address: (see previous editions on-line for examples of layout)
- 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 publication. 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).
- Use single quotation marks, not double.
- Web addresses should be written in full (including http://) and –where possible- be underlined for purposes of clarity. When including web addresses in either the body of the text or in a reference list, please include date accessed.



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### References

References should be listed using the Harvard format. For example:

#### Book

AUTHOR, A, N., (publication year). Title of book. Place. Publisher

#### Journal article

AUTHOR(S), Year of publication. Title of article. Title of journal, volume number (issue or part number), pages

#### Website

AUTHOR(S), Year of publication or last update. Title of page [online] [viewed date].  
Available from: URL

### The editorial process

Please note that the copy editor reserves the right to make modifications to articles received, without recourse to the author, if it is considered that edits made have not significantly changed the meaning or context of the article. Any proposals for significant change will be discussed with the author in the first instance.

We aim to publish each issue of SCONUL Focus within eight weeks following the copy date deadline.

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

Steve Rose Editor, SCONUL Focus  
Birmingham City University  
[steve.rose@bcu.ac.uk](mailto:steve.rose@bcu.ac.uk)

We look forward to hearing from you.