



ACU Libraries and Information Network

LINK Author Guidelines

LINK is published three times a year (April, August, and December) by the Association of Commonwealth Universities (ACU).

If you would like to contribute an article to the magazine, please send a brief synopsis of your proposed article to libraries@acu.ac.uk. If there is sufficient space in the magazine and/or it fits the planned focus of the forthcoming issue we will contact you to confirm the article and the deadline for submission.

General Guidance

LINK is distributed to ACU member libraries across the Commonwealth, with the intention of sharing knowledge and expertise in library and information services. Articles should therefore address areas which are likely to be of interest to a wide range of members. These might include:

- Articles which consider the role of libraries and librarians within wider university systems and management structures
- Specific case studies of a project or approach at your institution which may be of comparative interest to members in other regions
- General discussions of new and emerging issues for university libraries. These should focus on practical issues, reflecting on your own experiences of implementation, rather than be overly theoretical.
- Reports of collaborative library projects or exchanges with which your institution has been involved.

Please note that LINK is not intended to be a general vehicle for publishing existing articles or scholarly papers relating to library and information science.

Length

Articles should be between 1500 and 2000 words, depending on space for images. In some instances a shorter article of around 750 words (for a single page spread) may be required. Where your article covers a more substantive project or publication, it may instead be preferable to produce a brief overview/edited piece specifically for LINK, and to provide a URL or contact address to enable readers to access the full document.

Images

Please provide any necessary photographs or other images for the submitted article. Images should be in full colour and should be submitted electronically, at 300 dpi resolution at suitable page size. Electronic images should not be sent embedded in a word processed document and should be sent as separate attachments. It is the author's responsibility when submitting images to confirm that copyright permission has been obtained, if necessary, for the publication of the image. Please provide the full name of the individual and/or organisation to be credited for the photograph, and a brief caption to explain the image.

Editorial Guidelines

Articles should be submitted in English using British spelling (eg -ise instead of -ize, colour and not color, etc) and conventions (eg 15 October instead of October 15). Where acronyms are used the full name should be used in the first instance, with the acronym in parentheses, eg The Association of Commonwealth Universities (ACU). The acronym should then be used for each subsequent instance. Please do not use full stops in acronyms or for common abbreviations such as PhD, MA, eg, etc. Titles and subtitles of publications, referred to within the text, should appear in italics with initial caps.

Author Details

Please provide your name, position (ie job title), university name and contact email address. Please also indicate that you are happy for your email address to be printed.

Submitted articles become the property of the publisher, The Association of Commonwealth Universities, unless requested otherwise.

Articles, images and any queries should be sent to Jonathan Harle at libraries@acu.ac.uk

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