

***Harvard Library Bulletin* Submission Guidelines**

Harvard Library Bulletin is a juried journal published three times a year. The mission of the *Bulletin* is to explore and demonstrate the research potential of Harvard Library collections.

HLB follows the *Chicago Manual of Style* though we do have several house rules that emphasize readability and consistency. On matters of spelling and hyphenation, we follow *Merriam-Webster's Collegiate Dictionary* (current edition is the eleventh), opting always for the main or first entry when there are alternatives. See *HLB* Style Sheet.

SUBMISSION GUIDELINES

HLB does not have online submission capability at the moment. Articles should be submitted in English, using a recent version of Microsoft Word, on disk or as an email attachment. Manuscripts should follow American English conventions for spelling and punctuation.

MANUSCRIPT PAGE:

Set margins for 8 ½ x 11" pages, with 1.25" margins left and right; 1" margins top and bottom.

SPACING:

Line spacing: Use double spacing throughout, including text, extracts, footnotes.
Do not add extra spaces between paragraphs or between text and extracts.
Use one space after a period.

TYPE FACE:

Use 12 pt Times New Roman.

JUSTIFICATION:

Text and extracts should be aligned left (justified left, or ragged right).

ITALIC and BOLD:

Use italic and bold in the manuscript only where required for proper usage or sense.
Do not format manuscript for design style.

TYPOGRAPHER'S QUOTES:

Use typographer's quotation marks (known in Microsoft Word as "curly" quotations.)

Microsoft Office Word (pre-2007):

Tools>AutoCorrect Options>AutoFormat As You Type>Replace As You Type>
Check "Straight quotes" with "smart quotes" option.

Microsoft Office Word 2007 and 2010:

Microsoft Office Button (for 2010 File tab)>Word Options>Proofing>AutoCorrect
Options>AutoFormat As You Type>Check "Straight quotes" with "smart quotes"

option.

COMMON TYPING PROBLEMS THAT COMPLICATE THE DESIGN PROCESS

- Inserting double spaces after periods
- Using spaces instead of tabs in tables
- Using double prime (") marks instead of typographer's ("curly") quotes (see section above)
- Typing lower case "L" instead of the numeral "1"
- Being inconsistent in style or formatting
- Using hard returns to create line endings in the middle of paragraphs
- Using hard hyphens where not required for proper usage

SECTION INSTRUCTIONS

TEXT PARAGRAPH FORMAT

Format paragraphs, margins and indentions using the formatting feature of the Word processing program.

Microsoft Office Word (pre-2007):

Format>Paragraph group>

General/Alignment: left;

Indentation/Special/First Line: 0.5"

Spacing/Line Spacing: Double

Microsoft Office Word 2007 and 2010:

Home tab>Paragraph>Indents and Spacing>

General/Alignment: left;

Indentation/Special/First Line: 0.5"

Spacing/Line Spacing: Double

CAPTIONS

Provide captions as a separate file, formatted using same guidelines as paragraphs.

Suggest illustration placement to the designer by using this format: <figure 1 about here>

Illustration files should be clearly identified by file name (i.e.,_fig._5.tiff or [author]_fig._1)

EXTRACT FORMAT

Format margins and indents for extracts using the formatting feature of the Word processing program.

Do not indent extracts using spaces or tabs.

Do not insert *extra* blank lines (hard returns) before or after extracts.

FOOTNOTES

Use the automatic footnote and caption feature of Word (see below). This step will carry the footnotes through to the designer's page make-up program and allow the author to insert or delete footnotes seamlessly.

Microsoft Office Word (pre-2007):

Insert>References>Footnote

Footnotes can also be inserted with CTRL+ALT+F

Microsoft Office Word 2007 and 2010:

References tab>Footnotes group>Insert Footnote

[footnotes can also be inserted using CTRL+ALT+F]

HEADINGS and TITLES (rarely used in *HLB* articles)

Type in upper and lower case.

TABLES

Format tables using the formatting feature of the Word processing program.

Use tabs between columns, not spaces.

ILLUSTRATIONS (photographs, drawings, maps, charts):

Submit illustrations as separate files.

Do not embed illustrations in the manuscript text.

Submit a list of illustrations and an identification key with desired placement (if any) with illustration files.

Suggest illustration placement to the designer by using this format: <figure 1 about here>

Illustration files should be clearly identified by file name (i.e., chapt_1_fig_5.tiff or author_fig_1)

HIGH QUALITY* IMAGES ARE REQUIRED; ELECTRONIC FILES PREFERRED.

FILE FORMATS

Photographs:

TIFF files preferred. JPEG files accepted.

Minimum resolution: 300 dpi at the reproduction size.

CMYK (Preferred) or RGB.

Submission on CD or DVD preferred.

Computer generated drawings:

Vector files preferred (i.e., EPS), with fonts supplied separately.

Submission on CD or DVD preferred.

Please note: PDF files submitted cannot be reformatted or corrected in any way

Reflective (Hard Copy) Illustrations:

High quality transparencies (preferred) or reflective copy can be scanned.

*“High quality” includes sharp focus, proper exposure, even lighting, correct color balance, lack of geometric distortion, and high resolution.

MATERIALS TO BE SUBMITTED TO EDITOR:

On CD or DVD:

Word processing file of complete manuscript.

Illustration electronic files.

Identification key for illustrations and style sheet (if used within manuscript).

Hard Copy:

Manuscript printed on 8.5 x 11" paper, double spaced.

Reflective illustrations.

Identification key for illustrations and style sheet (if used within manuscript).