



CATHOLIC LIBRARY ASSOCIATION

The international community of choice for today's librarians

Catholic Library World Author Guidelines

Purpose

Catholic Library World (ISSN 0008-820X) is the official journal of the Catholic Library Association. Established in 1929, *CLW* is an international refereed quarterly journal, indexed in *Book Review Index*, *CPLI*, *Library Literature and Information Science*, *Reference Book Review Index*, *Current Index to Journals in Education (ERIC)*, *Information Science Abstracts*, and *Universite des sciences humaines de Strasbourg (CERDIC)*. All major articles are juried. *CLW* is published quarterly in September, December, March and June. A complimentary subscription to *CLW* is a benefit of CLA membership.

The *Catholic Library World* Editorial Committee acts in an advisory capacity to the *CLW* General Editor (hereafter, editor) and selects the annual winner of the John Brubaker Memorial Award.

Catholic Library World publishes articles focusing on all aspects of librarianship, especially as it relates to Catholicism and Catholic Studies. *CLW* articles are intended for an audience that is interested in the broad role and impact of various types of libraries, including, but not limited to academic, public, theological, parish & church libraries, and school libraries. In the ecumenical spirit of Vatican II, *CLW* respects diverse Christian traditions as well as non-Christian. While it is a Catholic publication, *CLW* welcomes relevant articles from a variety of religious traditions.

Submission Process

The preferred method for submitting manuscripts is by e-mail, as a word-processed attachment. Author's full name, affiliation, and e-mail address must accompany any manuscript submission. The editor will acknowledge receipt of all materials submitted. Catholic Library Association members are encouraged to submit articles, but membership in the association does not affect the submission, review of, or decisions about articles.

Articles should provide something new to the existing literature. The word count should be 3000- 5000 words and should adhere to *The Chicago Manual of Style* (humanities is preferred). The style should be accessible and well-documented. Authors may consult the editor if a topic requires more length. The manuscript must be neither previously published nor submitted elsewhere simultaneously.

Peer Review Process

All *CLW* submissions are subjected to the double-blind review process, and referees are explicitly asked to indicate when a manuscript is worthy but needs more detailed guidance in order to be fully acceptable for publication in *CLW*. Submissions to *CLW* are fully peer-reviewed by three reviewers, who include established librarians with extensive experience and knowledge pertaining to the topics they review. *CLW* reviewers are not necessarily members of CLA or the *CLW* editorial board.

The goal of the peer review process is to provide constructive ideas to give authors an opportunity to improve on an article. The goals of all involved: the author, the reviewers, and the editor, is to ensure the highest quality possible for the publication.

Authors are notified of the referees' comments and editor's decision by e-mail, usually within four to eight weeks of the receipt of the manuscript. Depending on the length of the manuscripts, and the referees involved, we do not guarantee a turnaround time. We do not decline manuscripts without offering suggestions to solve identified problems or to place an article more appropriately. An accepted article will be scheduled for a particular future issue and published following the submission of an acceptable final manuscript.

Book Reviews

Each issue also contains a large and valuable book review section, including approximately 145 reviews of book on theology, spirituality, pastoral topics, as well as a variety of other academic topics, and reviews of books for children and young adults. Unsolicited review books are not guaranteed to be reviewed. *CLW* reviews books published by major established publishers and presses, and does not review self-published books or adult fiction.

Librarians, members of religious orders, clergy, and academics are invited to review books. Email the editor (sigridkelsey@gmail.com) for guidelines and to express interest.

Editorial Practices

Editing and publishing a peer-reviewed journal is a cooperative endeavor involving a number of people and factors. Manuscripts may progress quickly or slowly for various reasons, including the number of incoming manuscripts and the time constraints of everyone involved.

The editor attempts to handle the review and publication process as quickly as possible while maintaining the highest level of quality. For these reasons, submissions are accepted at any time, rather than for specific issues.

In most cases, authors will be notified within ninety days whether or not their submission has been accepted.

Manuscript Guidelines

Authors should make certain that all submitted materials are clear of copyright claims or that they obtain permission as required by law. *CLW* reserves copyright privileges for all materials published.

- Prepare references as endnotes, in the *Chicago Manual of Style* (humanities style is preferred).
- Use of headings and subheadings is encouraged to make an article more readable
- Avoid overuse of the passive voice.
- Use standard United States spelling.
- Spell out acronyms and abbreviations when first used in the text.
- The author is responsible for obtaining copyright permission for all materials from other works to be reproduced in *Catholic Library World*.

Tables, Figures, and Illustrations

Prepare your figures at print publication quality resolution, using applications capable of generating high-resolution .jpg files (600 d.p.i. for line drawings and 300 d.p.i. for color and halftone artwork). Figures should be set at 4.5 inches wide. The printing process requires your figures to be in this format if your paper is accepted for publication.

Acceptance

If a submission is accepted, the author will sign an agreement with the CLA (see the Author Agreement Form on the website) and the Work will subsequently appear in *CLW*.

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