



*Access*, the Official Magazine of the  
Ontario Library Association

**Submission Guidelines, Editorial Procedures,  
and General Policies**

*compiled by*  
Wayne Jones, Editor-in-Chief  
Lori Knowles, Managing Editor  
Shelagh Paterson, OLA Executive Director

*July 26, 2011*

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## **Mandate and Mission of Access**

*Access* is the official magazine of the Ontario Library Association, published for members as a continuing education service to keep them informed of its activities and of events, trends, and issues affecting the association as well as libraries all across Ontario and beyond. The magazine is a forum for discussion, a place for news, and a source of ideas for the development and improvement of librarianship in the province.

Specifically, *Access* publishes articles on topics relevant to the constituencies reflected in the main divisions of OLA: college and university libraries, library and information technology, public library boards, public libraries, school libraries, and bibliothèques francophones. The magazine also publishes a wide range of columns and features with information and commentary of interest across a broad range of divisions and readerships.

Up-to-date information about *Access*, including excerpts from the current issue, the fulltext of all issues except the current one, selected online-only fulltext, and much more can be found on the magazine's website: **[accessola.com/accessonline](http://accessola.com/accessonline)**.

## **How to Submit Your Article or Idea**

The Editorial Board of *Access* welcomes submissions and queries of articles to be included in the magazine. If you've already written the article, please feel free to submit it any time. We are also happy to hear from you if you're about to start your article, or you have an idea for one and are wondering whether *Access* might be interested. Send all articles and ideas jointly to the Editor-in-Chief and the Managing Editor of *Access*:

Wayne Jones  
Editor-in-Chief  
wjones@accessola.com  
T 613-533-2802

Lori Knowles  
Managing Editor  
lknowles@accessola.com  
T 416-423-4085

The length of your article should be about 650 words (one and a half single-spaced pages) if there is no accompanying illustration, and about 500 words (one page) if you do have an illustration. If you have an article or an idea that is substantially longer or shorter than that—as short as 400 words or as long as 1,500—please contact the editors before submitting it.

Submit your finished article in electronic format (preferably Word or RTF) as a simple attachment to email. It should be in Times New Roman, 12-point, single-spaced throughout, and with no fancy formatting. You don't have to send anything on disk, CD, paper, or any other physical medium. Photographs and illustrations should be sent as separate files/documents and not imbedded in the text document. Please also provide a brief bio, including at least your current job title and institutional affiliation (or other preferred

identifying information), whether you are an OLA member, as well as complete contact information at the end of your article.

## **Deadlines and Publication Schedule**

*Access* is published four times yearly, in the spring, summer, fall, and winter. The general deadlines by which a writer should have submitted her/his piece to the appropriate editor are as follows:

<b>Issue</b>	<b>Deadline for Writer</b>
spring	early February
summer	early April
fall	late June
winter	early October

Please contact the editors for the exact deadline for any specific issue, or consult *AccessOnline* ([accessola.com/accessonline/datesdeadlines](http://accessola.com/accessonline/datesdeadlines)).

## **Copyright, Permissions, Deposit, and Republication**

OLA retains first rights for any article submitted to *Access*, which means that after publication in the magazine, authors may re-publish their articles as they see fit. OLA also strongly supports the general principles of open access, encouraging authors to deposit their articles in repositories, and making the full text of all issues except the latest freely available on its website. *Access* generally does not publish an article that has already been published elsewhere, except under unusual circumstances. Authors agree to allow members of OLA to reprint articles for local use or to mount them on a local server. All requests for reprinting for the purposes of sale or redistribution of an article require the approval of OLA.

For photos that contain a recognized individual, or a recognizable portion of an individual, authors should secure the individual's permission in writing for use of the photo in *Access*. Photos taken at public events or news events, or crowd shots taken in a public place, do not require permission from the subjects.

## **Photographs and Illustrations**

Please supply photographs in electronic form, as attachments to email. Photos must be at least 4" x 6" and a minimum of 300 DPI (dots per inch), saved as a TIFF, GIF, or EPS, and in colour with a good tonal range. As a guideline, the file size of such photos is generally at least 600 KB: anything less is likely unusable. Please identify the subject, activity, place, and other relevant details shown in the photo, and provide a brief text for a caption.

The same applies to other illustrative material such as drawings, prints, graphs, charts, etc.

If electronic photos are not available, photographic prints (preferred) or slides may be sent to the OLA office for scanning. OLA's contact information is:

Shelagh Paterson  
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50 Wellington St. East, Suite 201  
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## **Style, Spelling, Usage, Format**

*Access* uses Canadian spelling based on the latest edition of the *Canadian Oxford Dictionary* (2nd edition, 2004) and follows the style guidelines of the *Canadian Press Stylebook* (14th edition, 2006). Use subheadings to break up your text into logical sections (one subheading for every three or four paragraphs).

*Access* is a general magazine for OLA members and not a scholarly journal, and so references should generally be unnecessary and avoided. If your article does require citation of sources, if at all possible please provide them within the text of your article, column, etc., with as much or as little bibliographic information as necessary for identification. The emphasis should be on providing enough basic information to identify the item, and not necessarily on providing complete information. This might lead to some inconsistency in any issue of the magazine, or even in a single article, but the important thing is that the text is not broken up or encumbered with endnotes or footnotes—and in the end the in-text citation is accurate, and full enough to lead the reader to the source.

If you do feel that the works you cite require full identification, please provide a list of them in bibliography style at the end, formatted according to the latest *Chicago Manual of Style* (15th edition, 2003) or *APA Style* (6th edition, 2009). If you have any questions about the details, please feel free to contact the editors, or consult the *Chicago Manual*, especially chapters 16 and 17, or *APA Style*. See also Appendix 2 of this document for detailed guidelines and examples on reference style, general house style, and usage.

## **The Editorial Board**

The Editorial Board of *Access* consists of the Editor-in-Chief, the Managing Editor, the OLA Executive Director, the Divisional Editors (for ABO-Franco, OCULA, OLBA, OLITA, OPLA, and OSLA), and the Columnists. A full and up-to-date list of members of the Editorial Board and their contact information may be found in Appendix 1 below.

Following are the current members of the Editorial Board.

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## Appendix 2: Production, Proofreading, and Style Guidelines

Each issue of *Access* generally has 38 pages of editorial content and 10 pages of ads, though this can vary slightly in individual issues. Some editorial content supplementing or promoting content in the printed magazine, or not in the magazine at all, also appears on the *Access* website ([accessola.com/accessonline](http://accessola.com/accessonline)).

### Production Workflow

- Lori sends reminder notification of deadline to editors and columnists two weeks beforehand (deadlines are also posted on the *AccessOnline* website)
- Shelagh sends call for "Ontario Shapshot" contributions to contacts
- Editors, columnists, and feature writers submit their pieces to Lori and Wayne
- "Ontario Shapshot" contributors submit their pieces directly to Lori
- Wayne, Lori, and Shelagh discuss ideas for cover photo or illustration, decide, and Shelagh passes along to Lori (to include photo in lineup)
- OLA produces draft cover; Wayne, Lori, and Shelagh discuss changes as necessary, and approve; OLA produces final cover
- Lori produces preliminary lineup and status sheet with estimated page count for Wayne and Shelagh [two weeks after deadline]
- Wayne decides on final lineup for print and online
- Lori does preliminary reading and copyedit of all pieces, edits and cuts each down to appropriate length as necessary, reformats, and sends all to Wayne
- Wayne copyedits pieces, including verifying all URLs
- Wayne sends copyedited files back to Lori
- Wayne sends "From the Editor" piece to Lori
- Shelagh sends "Flashpoint" piece to Lori
- Lori FTPs files to OLA site for OLA
- OLA FTPs cover to OLA site
- OLA produces first proofs and sends to Lori [two weeks to produce proofs]
- Lori sends first proofs to Wayne [two weeks for proofing]
- Lori combines corrections from Wayne, and sends to OLA
- OLA makes corrections and sends second proofs to Lori and Wayne; Lori sends to rest of editorial board; Catherine Seaman proofs any text in French
- Lori combines corrections from Wayne and rest of editorial board, and sends to OLA
- OLA makes corrections and sends to Lori
- OLA sends third proofs to Lori and Wayne
- Lori combines corrections from Wayne, and sends to OLA
- Lori gives OLA go-ahead to publish
- OLA sends files to General Printers for printing
- General Printers sends issues to Simple Solution for mailing [two weeks for issues to be delivered to all members]

- Brian posts to *AccessOnline* website: excerpts from all columns (first 2-3 paragraphs); fulltext of From the Editor, Ontario Snapshot, and Flashpoint; fulltext of any online-only features and columns [before print issue is received]
- Brian archives fulltext of online-only features from previous issue, and adds link to fulltext of previous issue to OLA site

## **Order of Contents**

The general order front to back of the contents of each issue of the printed magazine is:

From the Editor

Ontario Snapshot

Flashpoint

*features*

- from divisions: OPLA, OLBA, OCULA, OLITA, OSLA, ABO-Franco
- unsolicited: to be decided for each issue

Wide Angle

On the Verge

Library Marketplace

Readers' Advisory

Random Library Generator

High5

The World Outside

Health Watch

LIS Scholars at Work

The Next Generation

Especially for LTs

The Last Word

## **Format of References**

Following are some examples of in-text references:

*article in a journal*

As Karen Wallace mentions in her article in *Feliciter* in 2007, "Marketing Mindset: Focusing on the Customer, from Technical Services to Circulation," ...

*article in an electronic journal*

David Fox reports in "The Scholarship of Canadian Research University Librarians" (*Partnership*, 2007) that ...

*chapter in a book*

Paul S. Piper says that ... ("Google and Privacy," in *Libraries and Google*).

*book*

Sharron Smith's and Maureen O'Connor's book, *Canadian Fiction: A Guide to Reading Interests*, provides ...

And here are examples for citing in bibliography style according to the latest *Chicago Manual of Style* (15th edition, 2003):

*article in a journal*

Wallace, Karen. "Marketing Mindset: Focusing on the Customer, from Technical Services to Circulation." *Feliciter* 53, no. 3 (2007): 126-129.

*article in an electronic journal*

Fox, David. "The Scholarship of Canadian Research University Librarians." *Partnership* 2, no. 2 (2007).  
[gir.uoguelph.ca/index.php/perj/article/view/305](http://gir.uoguelph.ca/index.php/perj/article/view/305) (accessed June 6, 2008).

*chapter in a book*

Piper, Paul S. "Google and Privacy." In *Libraries and Google*, edited by William Miller and Rita M. Pellen, 195-203. Binghamton, NY: Haworth Information Press, 2005.

*book*

Smith, Sharron, and Maureen O'Connor. *Canadian Fiction: A Guide to Reading Interests*. Westport, Conn.: Libraries Unlimited, 2005.

## **House Style**

The list of specific items below are part of the "house style" of *Access*, and some may disagree with Oxford and CP.

*numbers and dates*

words one to nine, numerals 10 and up  
spell out common fractions below 1  
4,200  
4.5 million  
19th (not superscript)  
1970s

the '60s  
40 percent  
\$99 billion  
\$11 billion (US)  
10 a.m.  
March 23, 2010  
September 2007  
18th century  
20 degrees C  
Grade 7

*punctuation*

- serial comma (i.e., comma after second-last item in lists of three or more items)
- en-dash with space on either side ( — )
- spaces between initials (e.g., J. K. Rowling)
- space before and after, but no full spaces between periods of ellipses ( ... )
- no space on either side of slash/virgule
- no terminal punctuation at ends of bulleted list items (unless it is a question mark or other non-period)

*other*

- no "http://www" before internet addresses unless necessary
- lowercase in email addresses

*specific words*

book talk  
bylaw  
e-book  
email  
e-resource  
internet  
multimedia  
net (the internet)  
the Partnership  
PDA  
PDF  
percent  
practice (n.)  
web (the internet)  
website