

Knowledge Quest Author Guidelines

Knowledge Quest's Mission

Knowledge Quest (KQ) is the official journal of the American Association of School Librarians, a division of the American Library Association. *KQ* offers substantive information to assist building-level school librarians, supervisors, library educators, and other decision makers concerned with the development of school library programs and services. Authors include building-level school librarians, school library administrators and educators, school administrators, university personnel, and students in master's programs in school media. Articles address the integration of theory and practice in school librarianship and new developments in education, learning theory, information and communication technologies, and academic disciplines relevant to school librarianship.

Submissions

Submit all manuscripts via e-mail attachments in MS Word or Rich Text Format to [Meg Featheringham](#). Your article should be 2500 words or less.

Include the following heading on the first page of your manuscript.

Knowledge Quest vol.#, issue #

Article title:

For each author:

Name

Address (home and work)

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The e-mail I want published:

Keywords: (for XML indexing)

One-line marketing introduction to article:

Number of images submitted:

Author identification: In addition to your title and affiliation, you should list recent publications, articles, and awards you received within the past year, as well as any volunteer involvement with ALA, AASL, or other educational organizations.

Author photograph: A candid photograph or headshot may be used with your manuscript. Please refer to Image requirements, below.

Abstract and Index Terms: The final version of your article's abstract (approximate 50 words) summary should be included with your manuscript. List the appropriate terms that relate to your focus. This information may be used for indexing, announcements and marketing, etc.

Mechanics

Formatting: Use 12 point Times Roman and justify text on left margin only (a ragged right format) with automatic hyphenation turned off. Use single spacing with double spaces between paragraphs. You may use a bulleted list, text box, or indicate placement of other elements (tables, graphs, photos), but do not use special fonts, automatic formatting, footnoting, or special features.

Punctuation & Grammar: Consult the *Chicago Manual of Style*, 16th ed. (2010) Chicago: University of Chicago Press for bibliographic style, capitalization, abbreviations, and design of tables.

Documentation: Use references to document the text, and an annotated bibliography to enrich it. Use parenthetical documentation within the text, with full citations appearing alphabetically at the end of the article. In the case of unwieldy online addresses, use the URL of the site's home page and specify the link path (e.g., "Name of Review" <<http://www.ala.org>>; Path: Our Association; Divisions; American Association of School Librarians; *Knowledge Quest*; Professional Pages.).

Text:

As noted by the 2003–2004 Self-Study and Resource Allocation Committee of the New Member Round Table:

Reference:

American Association of School Librarians. 2006. "AASL's Strategic Plan." <<http://www.ala.org/aasl/about/governing-docs/strategic-plan>>. Accessed 5 Mar. 2006.

Text:

Social justice education supports the collective and individual work needed to achieve equity for every person: "how resources, respect and opportunities can be justly distributed and social patterns of exploitation, domination and denigration eradicated" (Woods 2005, 17).

Reference:

Woods, Philip A. 2005. *Democratic Leadership in Education*. Thousand Oaks, Calif.: Sage/Paul Chapman Publ.

Text:

To broaden our approach to teaching social responsibility, let's extend the six approaches to civic education identified in The Civic Mission of Schools report (Carnegie Corporation of New York 2003), which were described in the last issue of *Knowledge Quest* (Levine 2006).

References:

Levine, Peter. 2006. "The Civic Mission of Schools: Chief Findings and Next Steps." *Knowledge Quest* (Mar./Apr.): 18–21.
Carnegie Corporation of New York, CIRCLE, and the Council for Excellence in Government.

2003. The Civic Mission of Schools. <www.civicmissionofschools.org>. Accessed 19 Mar. 2006.

SPECIFICATIONS FOR IMAGES:

Photos and Camera Settings

Knowledge Quest is a full-color print journal. Each author should submit a good quality photo – either a high resolution head-shot or candid – to be used with the article, column or review. Photos should be at least 2” X 3” at 300 dpi. The permission form for your manuscript covers any images created by you or photographs of you.

Images must be high-resolution, meaning that they should be taken with a digital camera of at least 4 megapixels (MP) at the highest quality setting possible. In a digital camera this may be called Best, Largest, Highest Quality, Fine or show a graphic of a smooth (not jagged) arc. The final file sent to ALA should be a JPEG. It is OK if the resolution is 72 dpi as long as the dimensions of the photo are very large (8 inches wide, for example). Please do not attempt to resize or crop photos or convert files to TIFs—all image processing will be done at ALA. Please do provide instructions if appropriate (for example, “please crop out this person”). RAW files are also accepted and preferred when possible. In higher quality cameras this setting is often called RAW + JPEG or simply RAW and the image file names end with CR2, NEF or another extension depending on the camera. If you are attempting to provide a full-page image, the camera used must be at least 8MP.

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Example: Abilockheadshot 1of3.jpg

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In your article, please use the image name and in brackets indicate placement in relation to the text. Do not embed the full-size images in Word because their quality is destroyed and the file becomes very large. Please also provide a caption for the image and a photo credit, if there is one.

Images can be e-mailed directly to Meg Featheringham.

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E-mail Subject Line Example:

RE:Doe – three photos

RE:Doe – three graphs

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week, if you anticipate being unavailable or changing your e-mail during the editing and production process, please alert us so that we can make adjustments.

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