

## School Library Research (SLR) Submission Guide

Thank you for your interest in writing for *School Library Research*. Original research-based manuscripts are invited. Submit only manuscripts that have not been submitted or accepted elsewhere. Innovative or conceptual essays and extensive research literature reviews will also be considered for publication.

Below you will find information on how to submit your manuscript. Sections include:

- Manuscript Policy
- Review Process
- Definitions of Acceptable Manuscript Content
- Rights of Publication
- Submission Process
- Submission Format
- Style Guide

Please read over all sections before submitting your manuscript.

### Manuscript Policy

The purpose of *School Library Research (SLR)* is to promote and publish high-quality original research concerning the management, implementation, and evaluation of school libraries. The journal will also emphasize research on instructional theory, teaching methods, and critical issues relevant to school libraries and school librarians.

As the scholarly refereed research journal of the American Association of School Librarians, *SLR* seeks to distribute major research findings worldwide through both electronic publication and links to substantive documents on the Web. The primary audience for *SLR* includes school librarians, academic scholars, instructors of pre-service school librarians, and other educators who strive to provide a constructive learning environment for all students and teachers.

*SLR* seeks manuscripts that will meet the review criteria provided in the manuscript policy. Manuscripts may be based on original research, an innovative conceptual framework, or a substantial literature review that opens new areas of inquiry and investigation.

A manuscript is published after it meets the extensive review criteria. All published manuscripts are open to continued review from readers from the scholarly community and practicing educators.

Compiled on an annual basis, *SLR* strives to provide researchers with access to concepts and ideas that will enhance school library programs.

## **Review Process**

Submitted manuscripts are reviewed through a traditional “double blind” referee process. Neither the author nor the referee is aware of the other’s identity or professional standing. Referee comments and recommendations are gathered in writing by the editor. Usually, three to five referees will judge the quality of a manuscript during the initial review.

Peer reviewers have been drawn from the academic ranks of library education and established professionals in building-level, district, or state-level library services. The editors, in consultation with the [current editorial board](#), will have final responsibility for action taken on manuscripts.

The review process normally takes eight to twelve weeks. Referees are requested to consider a manuscript on the following questions:

- Are all statements, names, and references accurate?
- Does the study address a significant problem, topic, or issue?
- Does the study offer fresh insights or original treatment of the problem?
- Does the author demonstrate knowledge and wise use of relevant literature?
- Are the research methods appropriate to the problem?
- Are there flaws in the methods, arguments, and/or data analysis?
- Do the findings confirm, expand, revise, or challenge conventional knowledge or professional consensus?
- Are the conclusions justified by the results of the analysis?
- Is the paper well organized and clearly written?
- Is the paper interesting?
- Do appropriate graphs, charts, or other graphics contribute to the understanding of the narrative?

Multiple rejection evaluations from referees and editors normally results in rejection of a manuscript for further consideration. The editors may, however, inform the author of referees’ recommendations for further revision. Manuscripts may be revised and reviewed until a majority of the referees involved and the editors approve the manuscript.

Manuscripts are subject to further critical review by any reader of the electronic journal. Constructive comments submitted to the editors may be shared with the author and may be posted as part of the article.

# Definitions of Acceptable Manuscript Content

## Research Reports

As a substantial report of a research project, the manuscript contains adequate discussion of the research questions, demonstrates application of appropriate methodology, includes review of and reference to supporting research literature, and clearly states conclusions.

The report is original and adds significant information to the field.

Data are reported in clear tables, graphs, and/or charts when necessary.

## Conceptual Essays

The manuscript is a substantial, informed statement concerning issues that are of great importance to the field. Such statements will include extensive reference to the research literature where appropriate. A conceptual framework defining emerging theory and/or application of established theory should be evident.

## Literature Review and Proposal Papers

A substantial, organized, logical, and critical review of the key literature supporting a research proposal or summarizing key issues from the research may be acceptable for publication.

Such manuscripts should include implications for further research and clearly express implications for practice.



Literature review and proposal manuscripts are subject to the same rigorous referee process as those submitted as research reports, with the understanding that judgment, while as critical and as extensive, will be adjusted to fit the purpose of the review and proposal.

This manuscript format will be published on a very select basis with manuscripts in research and concept being sought for publication more frequently.

## **Rights of Publication**

Each author, in granting publication by *SLR*, guarantees that the manuscript has not been published/accepted for publication elsewhere. Each author is required to submit a signed ALA Author Copyright Agreement.

Upon acceptance of a manuscript, authors publishing in ALA division journals and newsletters are required to submit a signed rights agreement. An author may select either of two forms:

- Under the [license agreement](#) , the author retains copyright, licensing specific rights to ALA. The author is responsible for administering the copyright; requests regarding the work received by ALA will be forwarded to the author.
- Under the [assignment agreement](#)  the author assigns copyright to ALA, while still retaining specific rights for further use of the material. Any request for reprinting or other copyright questions will be handled by ALA Publishing's rights and permissions office.

Material covered under either agreement will be submitted to third-party database aggregators according to agreements of which ALA is a party.

Authors are free to sign whichever agreement best suits their purposes. Fill out the form onscreen, print it, sign it, and mail or fax the printout to the SLR staff liaison (or e-mail a scan of the signed agreement).

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Additional information about copyright policies is available from the [ALA Publishing Website](#).

## Submission Process

You may submit your research paper through the [online submission form](#). All manuscripts received will be acknowledged by the editors. When the manuscript is added to the electronic journal, the editorial board acceptance date is included. The manuscript continues to be subject to review and comment from readers and such comments may be compiled by the editor and posted with the manuscript over time.

## Submission Format

- Double space the entire manuscript including references.
- Manuscripts average 15–30, double-spaced pages in twelve-point type with one-inch margins.
- Number each page.
- Write a 100–200-word abstract for the manuscript.
- The printed form of the manuscript should be as follows:
  - Front page with title, author, and author’s contact info (address, e-mail address, and phone number); the front page is detached for the review process.
  - Second page should contain the title and the beginning of the abstract.
  - The manuscript should follow with “References” and tables given at the end.
- Preferred file formats are DOCX, DOC, and RTF.

# Style Guide

## Resources to Consult

Choose terms that reflect the official references of the American Association of School Librarians (AASL). The terms “school library” and “school librarian” should be used. Avoid sexist language.

Consult the [Merriam Webster’s Collegiate Dictionary, 11th ed.](#) for spelling and usage.

Consult the [Publication Manual of the American Psychological Association](#) (American Psychological Association, 2020) for capitalization, abbreviations, bibliographic style, and design of tables.

## Citations

### **(Author Date) System:**

For greater detail on the author-date system, consult the *Publication Manual of the American Psychological Association*, Chapter 9, “Reference List.”

- In-text citations may be parenthetical or narrative. In parenthetical citations, use an ampersand (&) between names for a work with two authors or before the last author when all names must be included to avoid ambiguity. In narrative citations, always spell out the word “and.”
- Within the text, the basic reference in the author-date system consists of the last name of an author and year of publication of the work, with a comma between them (Smith, 1989). When a specific page number is cited, page numbers follow the date, preceded by a comma: (O’Toole, 1980, p. 27) or (Mathews, 1987, p. 131–133).
- The format of the author element of the in-text citation changes depending on the number of authors and is abbreviated in some cases. For a work with one or two authors, include the author name(s) in every citation. For a work with three or more authors, include the name of only the first author plus “et al.” in every citation (even the first citation).  
Exceptions to the basic in-text citation styles:
  - when two works in a paper would both abbreviate to the same “et al.” form (spell out as many surnames as needed to disambiguate)
  - when multiple works in a paper have an identical author (or authors) and publication year (append letters to the years)
  - when the first authors of multiple references in a paper share the same surname but have different initials (use initials in the in-text citations)
- Separate multiple references with semicolons: (DaRita, 1972; Howard, 1987; Howard & Fine, 1984).

For more information on APA citations, visit <http://apastyle.org>.