

**Publications Manual
VII - 5**

**Young Adult Library Services Association
Publications Manual**

**Compiled by the YALSA Publications Committee
and the YALSA Staff**

Revised 2003

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YALSA Publishing

Introduction and General Information

Publications are an important component of YALSA's services to its members. Publications fall into five categories:

- 1) *Young Adult Library Services*, the biannual YALSA professional journal;
- 2) *YAttitudes*, the YALSA online newsletter;
- 3) Publications produced jointly with other divisions;
- 4) All other YALSA publications;
- 5) Publications of interest to YALSA members which are published by ALA Editions.

Young Adult Library Services is the responsibility of its editor, with jury support from the Publications Committee as needed. *YAttitudes* is the responsibility of its member editor and its staff editor, the YALSA Deputy Director.

The primary roles of the YALSA Publications Committee are:

- 1) to develop a publications plan in the areas of young adult services and materials;
- 2) to identify topics to be covered and potential authors;
- 3) to oversee and coordinate the YALSA publications program;
- 4) to regularly review all YALSA publications and make recommendations to the YALSA Board regarding those needing revision or elimination.

YALSA has the right of "first refusal" for possible publication of the product of any YALSA unit. Furthermore, ALA policy is that "materials prepared by a Division for other than its own publication will be offered to the ALA Publications Services for first consideration." This ensures that ALA has the opportunity to disseminate works prepared under its auspices.

The YALSA Executive Director will determine whether a work should be published by YALSA, offered to ALA Editions, or offered to other publishers. This determination is based primarily on market size and scope, expense of publication and overhead, and other fiscal issues. When the Publications Committee has made a recommendation regarding the publisher of a particular work, that recommendation will be taken into consideration in determining whether ALA or YALSA publishes a work. Whenever YALSA releases a publication to ALA, the staff negotiates the best possible royalty for the division with ALA Editions. If the decision is made to publish with an outside publisher, the YALSA staff will negotiate the royalties for the division.

The division's yearly budget includes monies for publications. When ALA Editions publishes a work authored by a YALSA author or committee, ALA assumes the expenses of storage, marketing, order processing, and paying a royalty to the division. When YALSA publishes the work, certain overhead expenses (marketing and order processing) are assumed by the division. Arrangements with outside publishers vary.

I. Basic Facts about YALSA Publishing

1. The YALSA Publications Committee works with non-periodical publications and *Young Adult Library Services*, the YALSA professional journal.
2. The YALSA Publications Committee evaluates publication proposals and manuscripts, and makes recommendations for publication of those works to the YALSA Board of Directors. Ideas for publications may come from YALSA staff or members.
3. YALSA publications may include printed or non-printed material, including books, monographs, audio- and videocassettes, and electronically formatted works (hereafter referred to as the “work”).
4. The Publications Committee accepts proposals at any time during the year; action on proposals will normally be taken at the Midwinter Meeting or the Annual Conference.
5. Generally speaking, publications are self-supporting. A YALSA publication will be priced to cover production and handling costs, as well as providing income for the division.
6. Clean final manuscript copy and an electronic submission using a major word processing program are preferred for any approved publication.
7. Authors or editors are responsible for obtaining permission to use any copyrighted materials in their publications.

II. The YALSA Board of Directors

The YALSA Board of Directors approves in concept all non-periodical publications, both those published by the division and those forwarded to and published by ALA Editions or other publishers. The Board's decisions are usually guided by recommendations provided by the Publications Committee. If issues arise between author(s) and staff during the editorial or production stages, those issues are referred to the YALSA Executive Committee.

III. YALSA Committees

When a YALSA committee proposes to publish a work, the same policies, which apply to an individual author, apply to that committee. (See "The Production of YALSA Publications," page 7 of this manual). The committee should designate one member to function as the primary author. The primary author will serve as the committee's liaison with the Publications Committee and the YALSA office staff.

IV. YALSA Publications Committee Responsibilities

The Committee's charge is: "To develop an ongoing publications plan in the areas of young adult services and materials, to identify topics to be covered and potential authors; to oversee and coordinate the YALSA publications plan; to regularly review all YALSA publications and make recommendations to the YALSA Board regarding those needing revision or elimination."

The Publications Committee has the following duties:

1. Approves or rejects publication project ideas and develops recommendations to the YALSA Board governing the disposition of publishable materials generated by units and members of YALSA.
2. Assists individual authors and YALSA units in manuscript development, providing general advice and guidance. (See "Publications Committee Editorial Criteria," below).
3. Reviews total YALSA publications list for balance, relevance, accuracy, and currency.
4. Reviews all YALSA-sponsored publications, regardless of origin, source, and destination.

V. YALSA Staff Responsibilities

1. Determines publisher and manages editorial and production stages of publishing.
2. Monitors the printing process, from receipt of the finished manuscript through sale of the finished product.
3. Promotes YALSA publications.
4. Develops budgets for new publications and provides the Committee with that information and current sales figures on a regular basis.

5. YALSA staff members who assist with the publications program are:
 - a. YALSA Executive Director, serves as the Division Managing Editor. The Executive Director/Division Managing Editor determines whether a work is to be published by ALA, YALSA, or an outside publisher; develops publications budgets; negotiates publishing contracts with ALA Editions and outside publishers; and provides general staff supervision for all publications projects.
 - b. YALSA Deputy Director.

The YALSA Deputy Director assists in guiding publications recommendations from the Publications Committee to the YALSA Board of Directors; assists in the development of publications produced jointly by YALSA with another ALA division; monitors the development of publications such as *Best Books for Young Adults: The Selections, the History, the Romance*, supervises production of *YAttitudes*, the YALSA online newsletter; serves as staff liaison for the *Young Adult Library Services*; writes and coordinates news releases and advertising regarding YALSA publications; coordinates brochure design, assists in the development of both new publications and revisions of previous works; supervises editorial and production aspects of non-periodical publications.

VI. Publications Committee Editorial Criteria

These general criteria will guide Publications Committee members as they review manuscripts and will be useful to YALSA units and authors as they prepare publications. Please refer to the appendices for further information.

1. Subject

- a) Is the subject or topic clearly and adequately defined, and is the conclusion of the work clear?
- b) Is the subject of current interest?
- c) Is the subject significant to librarians who serve young adults?
- d) Does the manuscript contribute to the collective professional knowledge? Does it provide new information or insights? Does it build on previous work? Does it duplicate existing works?

2. Market

- a) Is the manuscript clearly directed toward a specific audience? Is the audience identified in the work?

- b) What is the intended purpose of the manuscript? For example, is it an historical document, a major reference work, a how-to guide, a survey of the literature, a workbook, a bibliographic essay?
- c) Does the quality of the manuscript match its purpose and does the treatment suit the audience?

3. **Format**

What is the appropriate format for publication of the manuscript? Monograph? Pamphlet? Nonprint format?

4. **Author/Editor/Compiler**

Does the author/editor/compiler have sufficient subject expertise and writing skill to insure a high-quality manuscript?

5. **Scholarship and Credibility**

- a) Does the evidence presented support the author's position(s) and meet the needs of the market for which the work is being published?
- b) Does the manuscript contain adequate and effective documentation, as evidenced in footnotes, bibliography, references, statistics, etc.?
- c) Are tables, graphs, formulas, and illustrations effectively used and adequately explained or interpreted?
- d) Is the methodology appropriate to the topic and explained clearly?
- e) Does the manuscript reflect the vision, field of responsibility, strategic plan, and mission and goals of YALSA?

6. **Presentation: Organization and Written Expression**

- a) Is the work well organized and coherent? Does it have, for example, an introduction, helpful breaks (chapters, subsections, paragraphs), and a conclusion?
- b) Is the text clear, logical, convincing, and interesting? Is the choice of words accurate and precise? Is it written in standard English, avoiding jargon and unnecessarily technical language?
- c) When originally prepared for another purpose (for example, speech, research proposal, grant report, or dissertation), has the manuscript been adapted appropriately?

7. **Presentation: Form and Mechanics**

- a) Does the manuscript consistently follow conventional rules for spelling, punctuation, and note citation style?
- b) Is the printed manuscript a clean and completely legible copy, double-spaced, with 1-1/2 inch margins?
- c) Is the manuscript submitted electronically using a major word processing program?

The Production of YALSA Publications

While there are sometimes exceptions, the following are publishing procedural guidelines for YALSA, ALA Editions, or other publishers.

I. YALSA Monographs and Divisional Non-periodical Publications

A. Proposal Process

- 1. An idea for publication may be initiated by any YALSA unit, individual member, or YALSA staff.
- 2. A *YALSA Publication Proposal* (see Appendix A) must be completed and submitted to the Publications Committee. Members of the Publications Committee serve as a panel of reviewers for the proposed publication.
- 3. If the Publications Committee approves the author's Publication Proposal, it is presented to the YALSA Board of Directors for approval. After the Board approves the proposal in concept, the YALSA Deputy Director notifies the author/editor to proceed with the development of the work.
- 4. A contract between author(s) and YALSA may be drawn up if it is deemed appropriate to the situation.
- 5. When a work is developed by a committee or other group, one person should serve as a primary author/editor.
- 6. The YALSA Deputy Director works with the author to advise, encourage, and move the publication along. During the preparation of the work, the author/editor is responsible for assuring that the work is in compliance with copyright law. The author/editor must obtain permission to use any copyrighted materials that are included in the work.
- 7. When the manuscript has been completed, it is reviewed by the YALSA staff. One of the following recommendations may be made:

- a. recommend for publication;
 - b. decline publication, which allows the author to submit the manuscript to another publisher, without further obligation to YALSA. Should the author/editor submit the publication elsewhere, no ALA or YALSA endorsement or affiliation should appear on the publication, although any committee members involved may be listed as authors.
8. The YALSA Executive Committee has final authority if issues arise between the author(s) and the YALSA staff.

B. YALSA Publications Process

1. The YALSA Deputy Director advises the author/editor on specific production details as the work enters its final stages.
2. Once the final work is received in the YALSA Office, the YALSA Executive Director reviews the work, hiring a copy editor if necessary.
3. Necessary edits are made and discussed with the author(s). Final print layout is prepared.
4. The YALSA Deputy Director designs the cover/packaging, or contracts and works with a graphic designer to determine cover/packaging design, OR
5. The YALSA Deputy Director, with the approval of the Executive Director, works with ALA Publishing Services or other companies for cover/packaging design and printing.
6. The YALSA Deputy Director, with the approval of the Executive Director, prepares a budget with production, promotion, and other costs to determine the unit cost and member/nonmember price.
7. The YALSA Deputy Director obtains an ISBN and arranges for the title to be added to the ALA Order Billing system.
8. The YALSA Deputy Director prepares draft press releases to the Public Information Office of ALA, to be distributed to over 400 library periodicals and to be included in the *Young Adult Library Services*, and posts press releases on appropriate listservs.
9. The Deputy Director sends three copies of the work to the ALA Headquarters Library and two to the U.S. Copyright Office.
10. Specific promotional mailings may be undertaken, and the YALSA Office prepares promotional material and advertising for each new title.
11. Each new title is included in the YALSA/AASL Publications Checklist

C. ALA Publication Process

1. The YALSA Deputy Director receives the manuscript and transmits it to ALA Editions, along with a transmittal letter copied to the Publications Committee and the author/editor.
2. The steps described in “**YALSA Publication Process**” (items 1-10, page 8) are accomplished by ALA Editions staff when a YALSA work is published by ALA Editions.
3. On behalf of YALSA, the Executive Director negotiates the intramural publishing agreement.

D. Joint Divisional Publication Process

1. A manuscript must be approved in concept by the Publications Committees and the Boards of Directors of YALSA and the other ALA division(s).
2. YALSA’s Deputy Director and the publications staff members of the other division accomplish steps described in “**YALSA Publication Process**” (items 1-10, page 8).

II. YALSA Periodical Publications

A. *Young Adult Library Services*

The *Young Adult Library Services* is the official journal of the Young Adult Library Services Association (YALSA), a division of the American Library Association. The journal primarily serves as a vehicle for continuing education and networking for librarians serving young adults, ages 12 through 18.

It includes articles of interest to the profession, acts as a showcase for best practices, provides news from related fields, spotlights significant events of the organization, and offers in-depth reviews of the professional literature. The journal will serve also as the official record of the organization. It is published twice a year.

The editor is appointed by the President of YALSA for a three-year term and is eligible for reappointment.

Guidelines for Authors

- Submit manuscripts that are neither under consideration nor accepted elsewhere.
- Send copies of the manuscript to: Editor, *Young Adult Library Services*, care of YALSA, 50 East Huron Street, Chicago, IL 60611; send one copy electronically via e-mail and one copy on a disk as indicated in the next paragraph.

- The editor(s) will acknowledge receipt of all manuscripts and send them to at least two referees for evaluation.
- Accepted manuscripts with timely content will have scheduling priority.

Manuscript Preparation

- Use author-date text citations as described in the latest edition of *The Chicago Manual of Style*, Section 16.
- Submit manuscripts of fifteen to twenty pages, double-spaced (including illustrative materials, references, tables, notes, and bibliographies) on a 3½-inch disk.
- Attach a cover sheet indicating the title of the article and the full name, title, affiliation, phone number, fax number, e-mail address, and complete mailing address of the first author. Include a 200-word abstract.
- Place tables on separate pages. Notations should appear in text for proper table and figure placement. Supply charts and graphs as camera-ready copy (a clean, crisp photocopy is acceptable) or as computer files. Please write in data points on a printout of the file. The figures may be recreated to match the journal's style.
- Submit disk files in either Microsoft Word or WordPerfect format. Use a minimal amount of formatting in disk files. Do not use right-justified margins, tabs, indents, or centering. Insert two hard returns between paragraphs.
- Label the disk with the first author's name and all file names.

Writing and Bibliographic Style

- *Young Adult Library Services* follows the latest edition of *The Chicago Manual of Style*. Authors are responsible for accuracy in the manuscript, including all names and citations.
- The editor may revise accepted manuscripts for clarity, accuracy, and readability, consistent with publication style and journal audience.

Copyright and Rights of Publication

- A manuscript published in the journal is subject to copyright by ALA for Young Adult Library Services Association.
- In granting rights of publication to this journal, the author(s) guarantees that the manuscript has not been published or accepted for publication elsewhere.

B. *YAttitudes*

YAttitudes is the official newsletter of the Young Adult Library Services Association (YALSA), a division of the American Library Association. The newsletter is published four times a year: spring, summer, fall, and winter. It contains notices of events pertinent to YALSA members, conference information, a review of books and URL sites, best practices related to partnering and programming, and news and views from the editor.

The newsletter editor is appointed by President of YALSA for a three year term and is eligible for reappointment

Submission Guidelines

These following submission guidelines are for two major areas of reviewing in the newsletter:

Resource Review Format

Resource reviews should be 200–300 words and discuss the usefulness of the resource to YA professionals. The review can be in fairly conversational tone, since the overall feeling of the newsletter is “professional, yet lively.” Full information about the resource should be included, such as standard title, author, publisher, date, ISBN, and price. If the material is only available from a single source, that information should be included as well.

Program Review Format

The review includes six to seven key areas as follows:

1. **Idea:** This is a very brief one- to two-sentence description of the idea.
2. **Customers:** This, again, is usually brief unless the program is for a highly specialized population.
3. **Community:** This is a brief description of the community in which the program was conducted. This should be about seventy-five words.
4. **Setting:** This describes the facility doing the program. This should be about the same length as the community description. The general thinking here is to give people some idea of how big a facility sponsored the program.
5. **Program description:** This is the meat of the article. This should be no longer than 500 words. Please consult with the editor in advance if a longer description is needed. The description should be specific enough so that another library could reproduce the program if they wanted. Web addresses to associated programming materials could be included here.
6. **Funding:** This should offer ballpark figures for what it takes to carry off the program and describe any partnering or donations that occurred.

Contact information (optional): Although individual name(s) will be listed in the byline of the article, this section will allow the option of providing an e-mail or institutional address or phone number so readers can contact you directly with questions. This is optional.

Other Products

From time to time, other products will be created by YALSA’s members and staff. They include lists such as *Outstanding Books for the College Bound* and the *Best of the Best Books* compilations. Informational items, such as the competencies for librarians serving young adults, and other timely publications are periodically produced by YALSA members and staff.

A committee, an individual, or a staff member may present a proposal for publication to the YALSA Publications Committee. The format used to disseminate a product will be recommended by the Publications Committee to the Board for a vote. The decision of the Board

will be communicated to the Publications Committee who will contact the person or persons who submitted the proposal.

If the YALSA Board approves a publication proposal, staff may submit a proposal to ALA Publishing for consideration. If rejected by ALA Publishing, other publication options will need to be sought by staff and under the direction of the Executive Director.

Electronic publishing should be given very serious consideration for YALSA products. Some products may be disseminated more widely if they are published in more than one format--for example as a paper brochure and on the YALSA web site.

YALSA PUBLICATION PROPOSAL

**Young Adult Library Services Association
American Library Association**

Please fill out completely and return to the chair of the YALSA Publications Committee. Be comprehensive, providing as much information as possible about the publication being proposed. All publications, print and non-print, produced by a YALSA committee **must be** approved by the YALSA Publications Committee.

Submitted by: _____
(YALSA Committee/Group/Member)

Chair of Committee: _____

Date: _____

Mailing address: _____

Phone: Work: _____

Home: _____

Fax: _____

E-mail: _____

I. Publication Format

A. Working Title: _____

____ Brochure (approximate # of pages _____)

____ Monograph

____ Electronic format

____ Videocassette

____ Audiocassette

____ Other (please describe)

B. Describe scope and content of publication. Attach outline if appropriate.

C. Is the publication a revision of an existing publication?

____ Yes ____ No

If yes, what is the title of that publication? (Please submit a copy).

D. Date of original publication: _____

E. Is this publication similar to any YALSA or ALA publications currently available?

____ Yes ____ No

If yes, please give complete bibliographic information.

II. Purpose of Publication

- A. What are the objectives of this publication?

- B. In what way does the proposed publication contribute to the overall mission and goals of YALSA?

- C. Is this publication connected with a conference program or institute?
 Yes No
If yes, when is the event occurring? _____

III. Production Requirements--Print

- A. Who will be responsible for coordinating the development of this publication?

- B. Are there outside parties, non-YALSA committees, other ALA Divisions/Committees, vendors or youth groups involved?
 Yes No
If yes, please give contact name, address, phone and degree of involvement.
Name: _____
Address: _____

Phone: _____
E-mail: _____
Degree of involvement in publication: _____

- C. What are the deadlines for a draft? _____
For a final copy? _____

D. In what form will the publication be submitted for production?

Electronically submitted Paper *Other Format*
(please specify)

E. Will the publication have: (indicate b/w or color)

illustrations (b/w or color)
 photographs (b/w or color)
 graphs, charts, etc. (b/w or color)

F. What are the dimensions of the proposed print publication? _____

IV. Production Requirements--Nonprint

A. Who will be responsible for coordinating the development of this non-print project?

B. Are there outside parties, non-YALSA committees, other ALA Divisions/Committees, vendors or youth groups involved?

Yes No

If yes, please give contact name, address, phone and degree of involvement.

Name: _____

Address: _____

Phone: _____

E-mail: _____

Degree of involvement in publication: _____

C. What are the deadlines for a draft? _____

For a final copy? _____

D. Please describe in detail the format of this non-print project.

**Young Adult Library Services Association
Publications Plan
Mission/Goals**

Mission

To fulfill the need for an educated and informed membership and the library profession in general, the Young Adult Library Services Association (YALSA) publishes monographs, periodicals, and other materials related to providing quality library services to young adults. All publications are representative of YALSA's Field of Responsibility Statement, its Vision Statement, and its Strategic Plan.

Goals/Objectives

- I. **Goal:** Develop publications which demonstrate YALSA leadership in the young adult field with emphasis on practical information, bibliographic materials, and research-based studies.
- II. **Goal:** Showcase talents, expertise, and professional contributions of YALSA members through publication.
 - A. **Objective:** Identify viable topics and authors for publication.
 - B. **Objective:** Develop publications which provide practical information on providing service to young adults, bibliographic materials, and research-based studies on service to young adults.
- III. **Goal:** Facilitate dissemination of information from local, state, regional, and national conferences/presentations/workshops.
 - A. **Objective:** Improve communication through existing channels.
 - B. **Objective:** Develop new channels of communication.
 - C. **Objective:** Facilitate coordination of promotional materials produced by YALSA.
- IV. **Goal:** Investigate producing publications in non-print format.

- V. **Goal:** Review all YALSA publications on a regular basis.
 - A. **Objective:** Develop a schedule/timeline revision to insure that all documents are updated on a timely basis and new documents are added.
 - B. **Objective:** Add publications/revisions to the YALSA Strategic Plan.

ALA Editions and YALSA Divisional Editorial Definitions, Criteria, and Stages

When a manuscript has been accepted for publication, either within YALSA's division publishing program, in a joint divisional publishing endeavor (such as *Bare Bones*), or within ALA Editions (the parent organization's publishing operation), there are various editorial stages through which that manuscript will travel. This appendix explains these editorial stages so that individual YALSA members, and YALSA committees writing manuscripts, will understand the roles of the various editors in the transformation of a manuscript into a finished book.

Acquisitions Editor

Within YALSA, there are two primary methods through which authors are approached and manuscripts developed. The YALSA Publications Committee, as described in the body of the Publications Manual, recommends ideas for publication to the staff and Board. The YALSA staff, specifically the Executive Director and the Deputy Director, also function as acquisitions editors.

Within ALA Editions, full-time professional acquisitions editors are employed to seek out authors and develop manuscripts with those authors that meet the current criteria of ALA Editions.

It is at this point in the process of writing a book that content is altered. An acquisition editor's responsibility both to the author and to the publisher is to evaluate the book as an organic whole--its concept, its organization, its usefulness to the profession. An editor takes what is good and makes it better. An editor can see flaws that an author cannot see and corrects them, involving the author in the process. There are disagreements that can develop at this point between editor and author, which can usually be resolved amicably. If there are differences of opinion at the divisional level, they are referred to the YALSA Executive Committee for resolution.

Production Editor

The production editor supervises the transformation of finished manuscript to bound book. Within YALSA, this role is played by the Deputy Director, who copy edits the manuscript, produces camera-ready page layouts, contracts for cover design, reads the final proofs, and arranges for the book to be printed, bound and entered in the ALA marketing/sales/order fulfillment process.

Within ALA Editions, manuscripts are transmitted from the acquisitions editors to a production team. This team is comprised of a production editor, who supervises the

production process (including copy editing and proofreading); a book designer; typesetters; and a print production expert.

Copy Editor

The copy editor goes through the manuscript line by line to correct punctuation, grammar and syntax.

Proofreader

The proofreader corrects typesetting errors in the page proofs. **Changing content at this stage is very expensive and should be avoided.**

**PROCEDURES FOR WRITING AND PUBLISHING ANNOTATIONS
AND BIBLIOGRAPHIES FOR PUBLICATION BY THE
YOUNG ADULT LIBRARY SERVICES ASSOCIATION**

- I. Planning
 - A. Select goal(s) from the YALSA Strategic Plan that relate to the planned publication.
 - B. Write objectives. Include:
 1. Type and format of publication
 2. Intended audience (Young adults, librarians, parents, teachers?)
 3. Purpose (How and why will the publication be used?)
 4. Where it will be used (public libraries, school libraries, classrooms, workshops, conferences, universities?)
 - C. Determine strategies for implementation
 1. Determine scope (currency of titles, reading level, grade level)
 2. Determine length (number of titles, introduction)
 3. Determine order (alphabetical, chronological, by subject?)
 4. Determine appropriate imprint information.
 5. Plan timeline (writing, revising & editing, production and publication schedule)
 6. Assign responsibilities if it is a joint effort.
 7. Acquire approval from Publications Committee.
 8. Inform YALSA Office of timeline, so production can be scheduled.
 9. Recommend cost.
 10. Recommend revision schedule, if appropriate.
 11. Suggest graphics ideas.
 12. Recommend title.
 13. Recommend marketing and promotion strategies.

II. Guidelines

A. General

1. All writing will be submitted electronically using a major word processing program.
2. The majority of titles chosen will be in print in either paper or hardcover; a few out-of-print titles that are well-known and widely available in libraries may be included.
3. Order may be alphabetical by title or author.
 - a. If the list is intended for young adults, the preferred order is alphabetical by title, or titles can be listed alphabetically under subject headings, or fiction and nonfiction categories.
 - b. If the list is intended for librarians, consider the objectives for the list and select the order accordingly.
4. Prepare an introduction; its content should grab the targeted reader's attention and explain the purpose of the list concisely and explicitly.
5. Include in the copy the name of the committee responsible for the publication and the names of all individuals who helped to create it. All contributor's names will be printed in the publication, if the publisher so allows.
6. Include in the copy the date the publication was completed.
7. Use the most up-to-date vocabulary and terminology consistently throughout the bibliography.

B. Imprints for individual titles

1. The level of detail of bibliographic information included on a publication will be in accordance with the intended audience.

- a. Lists intended primarily for young adults will include only necessary bibliographic detail to enable the reader to make a choice and/or be encouraged to read the items on the list.

EXAMPLE: Eye of the World by Robert Jordan

- b. Lists intended primarily for acquisition purposes will include author, illustrator, title, date, publisher, current trade price-including paperback if available--and ISBN of all editions listed, in Booklist style.

**EXAMPLE:
Jordan, Robert. Eye of the World. 1990. Tor dist. by St. Martin's, \$21.95 (0-312-85009-3); paper \$12.95 (0-812-50048-2).**

2. The first letter of each word within a title should be capped except a, an, the, and prepositions.
3. The spelling of author and illustrator names will be carefully checked for accuracy.
4. The exact titles will be used, including subtitles. Check for inclusion of THE and A at beginning.
5. Use verbs in the active voice and the present tense.

**EXAMPLE:
Sing for a Gentle Rain by J. Alison James Disturbing dreams pull James into the past where a lonely young Indian girl and the timeless mystery of Anasazi beckon. annotation by the 1991 Best Books for Young Adults Committee**

6. Individualize annotations in a bibliography; avoid using the same words and repetitive phrasing.

EXAMPLES:

"Expressive faces and detailed backgrounds in earthtoned colors" rather than "fully illustrated"

"springtime pinks and blues" rather than "interesting text" colors

"perceptive, insightful text" rather than "interesting text"

7. Write in complete sentences.
8. The most effective annotation is tightly written with succinct and descriptive wording.
9. Avoid evaluative comments when the bibliography is for young adults; some adjective may infer evaluation and can be used.

EXAMPLES: thrilling, chilling, haunting, suspenseful

10. Include information that places the title in the proper place and time.
11. Avoid the use of the word "you".
12. Avoid "talking down" to the intended audience.
13. Avoid repetition of the title within an annotation.
14. Grab the attention of the reader at the beginning of the annotation.
15. If the bibliography's objective is that of critical review, use "Selection and Review Guidelines--Books for Young Adults, Booklist" or "Criteria for Evaluating Nonprint Materials, Booklist".

EXAMPLES OF REVIEWS:

For the young adult reader:

A Night to Remember by Walter Lord

In 1912 when the "unsinkable" Titanic struck an iceberg and sank on her maiden voyage, 2,207 people scramble madly for access to a limited number of lifeboats.

annotation written by Margaret A. Edwards

For the librarian:

Lord, Walter. A Night to Remember. 1955. Ameron Ltd, \$17.95 (0-317-27901-7); paper \$3.95 (0-553-27827-4). This minute-by-minute account of the sinking of the Titanic in 1912 is excellent journalism, thoroughly researched, that will appeal to high school students. It's a good introduction to other tales of adventure on the high seas and to plays like The Unsinkable Molly Brown, by Meredith Wilson.

annotation written by Margaret A. Edwards

For the young adult reader:

The Outsiders by S.E. Hinton

Ponyboy at 14 is a "teaser" greaser and runs in a gang. He used to think that only his kind were outsiders, but he's beginning to discover that everyone has it tough--just not the same way.

annotation written by Dorothy M. Broderick

For the young adult reader:

The Shining by Stephen King

When her alcoholic husband agrees to be watchman at an isolated resort hotel for the winter, his wife does not realize that the family will be trapped by far more than loneliness and snowbound roads.

annotation written by Dorothy M. Broderick

SOURCES

Broderick, Dorothy M.

"How to Write an Annotation".

Edwards, Margaret A.

"Margaret Edwards on Annotations".

Estes, Sally

"Guidelines for Special Bibliographies in Booklist-Books for Youth Section".

Young Adult Library Services Association. Publications Committee. "Draft Report of Evaluation of Current YALSA Publications". March 20, 1991.