

School Library Monthly

THE MAGAZINE SCHOOL LIBRARIANS USE EVERY DAY

Style Guidelines—2011-12

<http://www.schoollibrarymonthly.com>

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Manuscripts must be received via email attachment in Word format in Times New Roman 12 font. A short vita of the author should be included to be used in the byline for the article upon publication. Email submissions to: dlevitov@abc-clio.com

SLM Style Guidelines

On matters of style, *School Library Monthly* (SLM) follows *The Chicago Manual of Style* (CMS), 15th Edition, except as specified in these guidelines, which take precedence over CMS. Please refer to *Merriam-Webster's Collegiate Dictionary* or other reputable print or online source for correct spelling. Use the first spelling.

Avoid gender-specific language, except when only one gender is meant. Use his/her instead of their with a singular noun (e.g., instead of "Everyone knows just how difficult their job can be..." , it should be "Everyone knows just how difficult his/her job can be...").

Use "humankind" instead of "mankind."

Use the more formal third person (e.g., he, she, they, his, her, their, him, her, them) in submitted manuscripts. This should be consistent throughout the manuscript. **Do not use second person** (e.g., you, your, yours). Consult with the editor before using first person (e.g., I, we, my, mine) in a submitted manuscript.

Numbers

As CMS states, "it is difficult if not impossible to be entirely consistent in the treatment of numbers in textual matter." Basic guidelines for SLM:

- ▶ Spell out whole numbers one through one hundred, round numbers, and any number beginning a sentence (refer to CMS 9.3).
- ▶ Use numerals for percentages (6 percent), page numbers (page 3), anniversaries (15th anniversary), age (55-year-old-woman), and exact measurements (7 feet; 20 pounds; 2 inches; 10 hours).
- ▶ Use figures for whole numbers over one hundred, e.g., 500 letters (instead of five hundred letters); 9,000 birds (instead of nine thousand birds).
- ▶ If similar numbers both large and small occur in a single paragraph or section, or if a series of numbers occur closely together, use figures for all of them (The group consisted of 121 men, 44 women, and 27 children). See CMS 9.7 for details.
- ▶ Use a hyphen when citing year and number ranges (1982-1995; 6-9). Note that there are no spaces. See CMS 9.62 for details.

Examples of the above:

1920s (no apostrophe)	1939-1945
twentieth century	500 letters
33-year-old man	2 ½-month-old baby
two-thirds empty	23 percent; 0.5 percent (note that "percent" is spelled as one word)
55 million people	\$4.5 million
1,800	Two gallons of water was not enough.
48 acres; 6 kilograms; ¼ inch; 12 seconds; 9 miles (a 14-mile drive; a 3-inch circle; etc.)	

Dates, Eras

Use February 12, 1968 (not 12 February 1968 or 2/12/68)
A.D. 1500 (note that there is no comma in “1500”)
240 B.C.

Commas

Use a serial comma for three or more items in a series: The flowers were red, orange, and yellow.

Other examples of comma use:

- On December 7, 1941, Pearl Harbor was bombed.
- In 1903, the Wright Brothers made history with their flying machine.
- In August 2001, she explored the western regions of Alaska.
- Today, ...

Periods

There should only be one space after the use of a period prior to the beginning of the next sentence.

Capitalization

Headlines/titles: Use headline style as described in *CMS* 8.167.

Text: Titles of positions, even long or important ones, should be lowercase unless followed by the name of a particular person. Examples: the king; the president; King Arthur, President Roosevelt. Likewise, full titles of organizations are capitalized: the Lazy Hiker’s Club, but not the shortened form: the club.

Typically the articles “a” and “the” are lowercased.

Abbreviations and acronyms

Spell out on first use and include the acronym in parentheses: Department of Transportation (DOT), chief executive officer (CEO). The acronym should be for subsequent uses in the article.

Foreign words

Foreign words not commonly used in the English language are introduced in italics (on first use only), without quotation marks. There’s no need to capitalize a foreign word unless it’s a proper name etc. Examples: griot, kimjang ch’ól.

If your article revolves around a longer or more complex name, geographical term, etc., try copying and pasting the term rather than typing it each time it occurs to avoid typos (e.g., Kamehameha; Bandiagara Escarpment).

Other SLM Standards

award-winning author	website (common usage)
multicultural	the Web (proper noun)
read aloud books; read alouds (no hyphen)	the Internet (proper noun)
videos	internet sites (adjective)
DVDs; CDs; MP3s (no apostrophe)	online
Search engine (e.g., Google)	

U.S./United States

Use “United States” if a noun (“the flag of the United States”)
Use “U.S.” if an adjective (“U.S. flag”)

Captions for Figures (e.g., charts, tables, pictures, illustrations, etc.)

Label figures as follows: Fig. 1. Call number with two parts.

Label figures consecutively, e.g. Fig. 1. Fig. 2, etc.

Within the text, spell out the word, e.g., See Figure 1.

Reference and In Text Citations

Parenthetical Citations

An in-text citation would simply be (Wiggins and McTighe 1998, 28) whether it is a direct quote or not. “Provocative and multilayered questions that reveal the richness and complexities of a subject” (Wiggins and McTighe 1998, 28).

Page numbers are included if the writer has provided them as a specific reference, otherwise just author and year. Note: no use of “&”, no comma between the author and the year, a comma between year and page number but do not use “p” to designate page numbers.

Personal and Email Citations

Cite email and other personal communications (e.g., telephone calls, letters, emails) as an in-text citation only. Do not include these citations in the Reference List. Example: (Jane Doe, email message to author, May 9, 2011.)

Blog Citations

Blog entries should be cited in running text instead of an in-text citation. A short citation with the blog name and URL should be listed in the reference list.

Blog Running Text Citation Example:

In a comment posted to the *School Library Monthly* (blog) on June 14, 2011, Kristin Fontichiaro noted “Around 80% of this nation’s states have committed themselves to replacing current curriculum with the Common Core Standards.”

Blog Reference List Example:

School Library Monthly (blog). <http://blog.schoollibrarymonthly.com>.

Twitter Citations

Twitter entries should be cited in running text only. No bibliographic citation is necessary.

Twitter Running Text Citation Example:

Twitter is a quick way to find resources for specific topics such as search skill self-assessment. For example on November 24, 2010, the SLMonthly Twitter feed posted a link (<http://ow.ly/3eZUx>) to “Smart Search: Thinking about Searching for and Finding Great Information” that provides a self-assessment rubric.

Reference Lists: Citations & Citation Style

For nonfiction titles, use more recent works. For fiction books, use classics and titles commonly available in libraries.

The list of citations at the end of an article should be entitled References for those items referenced within the text. For other resources, list separately as Additional Resources (those not cited in the text).

Please note the periods and commas in each citation. Note that there is only one space after each period. If an annotation accompanies the citation, include it directly following the citation (same line). For website annotations, use a new line.

Books:

Author(s). *Title/Subtitle*. Illustrator/photographer. Series if applicable. Publisher, Year.

Examples:

Furgang, Kathy. *Mount St. Helens: The Smoking Mountain*. Volcanoes of the World Series. Power Kids Press, 2001.

Haduch, Bill. *Volcano! An Explosive Tour of Earth's Hot Spots*. Dutton Children's Books, 2001.

Short, Joan, and Bettina Bird. *Crocodilians*. Illus. by Deborah Savin. Mondo, 1997.

Books on Audio Cassette or CD:

Author. *Title/Subtitle*. Read by. Abridged if applicable. Series if applicable. Publisher, Year of Release. Number of CDs/Tapes: Minutes.

Examples:

Armstrong, Lance. *Every Second Counts*. Read by Stephen Hoye. Books on Tape, 2003. 6 CDs.

Bond, Michael. *A Bear Called Paddington*. Read by Stephen Fry. Harper Children's Audio, 2005. 1 CD.

Dickens, Charles. *A Christmas Carol*. Read by Jim Dale. Books on Tape, 2003. 2 Tapes.

Encyclopedias:

Contemporary Musicians. Vol. 34. Gale Group, 2002.

Magazines:

Author [if available]. "Article." *Magazine Title* volume, issue number (Month Year): page notation.

Examples:

"Have a Luau." *Kids Discover* 10, no. 2 (February 2001): 18.

Donham, Jean. "Deep Learning through Concept-based Inquiry." *School Library Monthly* 27, no. 1 (September-October 2010): 8-11. <http://www.schoollibrarymonthly.com/articles/Donham2010-v27n1p8.html> (accessed May 9, 2011).

Malfatto, Brooke. "Fallingwater." *Highlights* 17, no. 5 (May 2005): 22-23.

Movies and Films:

Title. Publisher/Film Company, Year. Minutes.

Examples:

Inside Hawaii's Volcanoes. Smithsonian Institute, 1989. 25 min.

Lilo and Stitch. Disney, 2002. 85 min.

Selection in an Anthology or Chapter in a Book with an Editor:

Haycock, Ken. "Leadership is About Influence." In *The Many Faces of School Library Leadership*, edited by Sharon Coatney, 6-8. Libraries Unlimited, 2010.

Single Stories or Chapters:

"Title of Story/Chapter." In Author. *Title*. Publisher, Year.

Examples:

"A Grain of Millet." In Ins-Sob, Zong. *Folk Tales from Korea*. Routledge, 1952.

"The Millet Seed." In Bamberger, Richard. *My First Big Story-Book*. Illus. by Emanuela Wallenta. Harvey House, 1960.

Websites:

Title and subtitle of website/page. URL (access date).

Examples:

School Librarian's Role in the Teaching of Reading Toolkit. American Association of School Librarians. <http://www.ala.org/ala/mgrps/divs/aasl/aaslissues/toolkits/slroleinreading.cfm>. (accessed January 3, 2011).

Brown, Mary. "Electronic Portfolios in the K-12 Classroom." *Education World*. http://www.educationworld.com/a_tech/tech/tech111.shtml. (accessed January 19, 2011).

Citing AASL resources in SLM:

Print:

American Association of School Librarians. *Empowering Learners: Guidelines for School Library Media Programs*. American Library Association, 2009.

American Association of School Librarians. *Standards for the 21st-Century Learner*. American Library Association, 2007. (Downloadable for free at: <http://www.ala.org/aasl/standards>).

American Association of School Librarians. *Standards for the 21st-Century Learner in Action*. American Library Association, 2009.

Online Resources (an access date should be included):

American Association of School Librarians. "Learning4Life: A National Plan for Implementation of Standards for the 21st-Century Learner and Empowering Learners: Guidelines for School Library Media Programs." 2008. <http://www.ala.org/ala/mgrps/divs/aasl/guidelinesandstandards/learning4life/document/l4lplan.pdf> (accessed June 16, 2011).

American Association of School Librarians. *Standards for the 21st-Century Learner*. American Library Association, 2007. <http://www.ala.org/aasl/standards> (accessed June 16, 2011).