

Access – guidelines for contributors

Thank you for contributing to “Access – the journal of the Public and Mobile Libraries Group”. Below are our guidelines for contributors.

Contacts

If you require further assistance or clarification, please contact our editorial panel on pmlgaccess@gmail.com or speak to the panel member who commissioned your piece.

Content

We are happy to receive non commissioned articles and news pieces. Please get in touch with us as pmlgaccess@gmail.com if you have any ideas for a regular column or feature. We also accept submissions for book reviews, a letters page and our “Day/Week in the life of...” column. We welcome and encourage new writers

Format

Your articles should be saved as Microsoft Word documents. Please consider using insets and subheadings to break up the text in your article. Any photos should be attached as JPG/JPEGs. We allow a maximum of two photographs per article and also a photograph of yourself as author. We also require your job title and contact details or a small bio to put in the article if you are happy to be contacted for any further information.

Please ensure that photographs are of publishable quality, sized at least 800 x 600, (preferably larger) and that you either own the copyright to the image or have permission to publish from whomever does.

Please use Arial 12pt for the main body of the text, with headings in 14 pt and in bold. Articles should be single spaced and presented in double columns.

Articles should use the Harvard style for citation and referencing. Please shorten URLs using bitly where possible.

We are looking for news items of up to 500 words, short pieces of up to 1000 words and project or viewpoint articles of up to 3000 words. Book reviews are also limited to 500 words.

Submission

Please email your piece to pmlgaccess@gmail.com in plenty of time for your deadline. We cannot guarantee that pieces will appear in the next issue if they are not submitted in time. The editor also reserves the right to move the article to another issue and if this is the case, you will be informed. Please ensure the article emailed is an original piece and has not been submitted in the same format to another publication.

Copyright

By submitting their article to Access, you are accepting that is your responsibility, as the author, to ensure the article complies with copyright

The editor reserves the right to amend copy and their decision is final.