

ALAO Newsletter Editorial Policy

The purpose of the ALAO Newsletter is to advance the goals of the organization and serve the membership. The most relevant goals of ALAO to the Newsletter are:

1. To contribute to the professional development of all academic library personnel in Ohio.
2. To promote and speak for the interests of Ohio academic libraries.
3. To promote study, research, and publication relevant to academic libraries.

Content:

The advancement of these goals shapes our editorial policy. The emphasis will be on ALAO activities, including but not limited to:

- Conference planning and conference reports
- Summary reports of the meetings of ALAO committees and interest groups
- Executive summary of Executive Board meetings
- People and Library News (limit of 50 words per item)
- ACRL news and legislative updates
- Other current topics in the profession as space permits.

Membership liaisons are asked to provide timely news of personnel changes at members' libraries, along with notices of major library events, gifts, endowments, renovations, etc. The fall issue will include a one-page insert listing the Executive Board members with complete addresses and terms of office. Other issues of the Newsletter should publish an abbreviated version of the Board roster (office, name, and brief contact information). The ALAO membership form will appear in each issue.

Format:

Material submitted to the Newsletter editor should follow good journalistic style. Please limit submissions to 400 words. Be concise and clear, and use simple sentences and active voice. A byline must accompany each article, stating the author's name, ALAO office or position (if any), and institution. Submissions exceeding a short paragraph (6-8 lines) must be sent via e-mail or on floppy diskette. Attachments to e-mail (such as Microsoft Word documents) are preferred for longer contributions. Contributed news and other reports may be edited due to space limitations or editorial decisions. Authors are asked to provide informative headlines for their articles.

Each issue of the Newsletter will have a 12-page limit (not including special inserts).