

Guidance for authors

General information

SCONUL Focus is the journal of SCONUL, the Society of College, National and University Libraries. It aims to bring together articles, reports and news stories from practitioners in order to generate debate and promote good practice in the national libraries and the university and higher education college sector.

Contributions are welcomed from colleagues in all fields and at all levels: we request that the items contributed are concise, relevant, informative, practical and (above all!) worth reading. Although we do not make stipulations about length it is worth noting that the word count of most articles is somewhere around 1,500. We also suggest authors consult a recent issue of SCONUL Focus to see if their approach seems in keeping with other published pieces.

SCONUL Focus is published online at www.sconul.ac.uk/page/sconul-focus. It is open access via the SCONUL Web site.

The copyright in items published in SCONUL Focus remains the property of the author(s) or their employers as the case may be. As an open access publication, authors are free to deposit articles, either at the pre-publication or post-publication stage, in open access repositories. However, please note that articles may be modified, at the discretion of the copy editor between these stages (see below). Items are accepted on the basis that SCONUL will normally expect to grant permission for the reproduction of articles, on paper or in other media, in other publications for educational/research purposes. Authors should contact the Executive Director if they would like to discuss this policy.

Submitting an article

Items should be submitted via e-mail to the Deputy Director, Services at ruth.stubbings@sconul.ac.uk.

- Submit articles as word files and to assist in the editing process, keep formatting to a minimum.
- Use author surname as the beginning of the file name.
- Complete the [cover sheet](#) for each article submitted.
- We are keen to publish images:
 - We would like to include author photos where possible. If submitting author photographs, please submit as a jpg file and use the author surname as the file name.
 - If submitting other images, please submit them as jpeg files and give filenames which can be easily associated with the article.

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Your audience

When writing your article consider the audience of SCONUL Focus. Focus readers are from all roles in UK national and higher education libraries, plus library staff from overseas. Articles should be clearly and concisely written and be accessible to a varied audience.

Although we do not stipulate an article style, we do recommend that you include an introduction that presents the context of your article, the main body that illustrates your methodology, findings & discussion and a conclusion.

Titles

We advise that titles should be short and give an accurate indication of the content of the article. It is the first part of the title (before a colon indicating a subtitle) which will appear in the contents page on the website and in the pdf of the journal. For examples, see previous issues, starting with issue 62 for the current format and style:

<http://www.sconul.ac.uk/page/previous-issues-of-sconul-focus>

Word count

We are flexible on word-count, which will vary a great deal depending on the subject matter. Our advice is to read articles from previous issues to get a sense of length and for the expectations of our readership. It would be worth noting that the word count of most articles is approximately 1,500.

House style

Please apply the following rules when submitting articles in order to adhere to the house style.

- Under the main title of the article, please include the following bylines: Author name, job title, department, organisation, e-mail address: (see previous editions on-line for examples of layout).
- Spelling should be UK English, e.g. '–ise' etc. is preferred to '–ize'.
- Capitalisation is ruthlessly minimal. In individual libraries it is usual to refer to 'the Library', 'the University', 'the College' etc. Please resist this in our publication. Unless there is any ambiguity use 'the library' etc.
- Spell out acronyms at their first occurrence. Avoid 'HE' for 'higher education', which we prefer to write in full (the UK is the only country in the world to use the term, and our overseas readers are unfamiliar with the abbreviation HE).
- Use single quotation marks, not double.

Guidance for authors

- Web addresses should be written in full (including http://) and –where possible- be underlined for purposes of clarity. When including web addresses in either the body of the text or in a reference list, please include date accessed.

References

References should be listed using the Harvard format. For example:

Book

AUTHOR, A. N., (publication year). Title of book. Place. Publisher.

Bloggs, A. N. (2019) How to use a library catalogue. London. SCONUL.

Journal article

AUTHOR(S), Year of publication. Title of article. Title of journal, volume number (issue or part number), pages

Bloggs, A. N. (2019) Top tips for librarians. *Library Review*, 2:1, pp. 45-48.

Website

AUTHOR(S), Year of publication or last update if available. Title of page [online] [viewed date]. Available from: URL

Text references

References within the body of the article should be in the format of author last name and year, e.g. (Bloggs, 2019)

The editorial process

Please note that the copy editor reserves the right to make modifications to articles received, without recourse to the author, if it is considered that edits made have not significantly changed the meaning or context of the article. Any proposals for significant change will be discussed with the author in the first instance.

We aim to publish each article received within twelve weeks of submission. Articles will be collated into broad themed issues of Focus twice a year.

Anyone wishing to discuss possible articles or needing more information should contact:

Ruth Stubbings
Deputy Director, Services
ruth.stubbings@sconul.ac.uk

We look forward to hearing from you.