

## Writer's Guidelines

Thank you for your interest in contributing to *ntrls.org*. Our goal is to provide some guidance and direction in our daily tasks at the library. Please see the next page for a list of upcoming themes for our website. If you are interested in submitting an article, please read these guidelines carefully.

### General Information

- *Featured Articles* readership consists of people from all areas of librarianship, with varying degrees of expertise. Please keep this in mind when writing articles.
- Write in the first person, and do not use passive voice.
- Please do a check of all Web addresses in your article to ensure they are accurate and current before you turn it in.

### Document Submission Format

- If possible, please email documents to [awright@ntrls.org](mailto:awright@ntrls.org) as a Microsoft Word file. If you are mailing your submission, use the address below. We will not return submissions.
- Please include your name in the filename of your document. For example: *JoeSmithRFID.doc*
- Please use single spaced paragraphs.
- Do not indent paragraphs; rather, leave a blank line in-between paragraphs.
- Do not use endnotes, headers, or footers.
- Please use italics when you refer to book or magazine titles. Do not italicize names of software, databases, or Web sites.
- After the full text of your article, please include brief biographical information. For example: *Name is the title at organization in city.* Then mention any related projects or special experience. Finish with your email address.
- If you are going to include any bibliographic references or suggestions for further reading, please include them after your biographical information under the title "References/Further Reading."

### Art Submission Format

- Do not embed art within your text. If you are sending accompanying pictures, charts, etc., each graphic must be sent as a separate file. We prefer .jpg or .gif files.

### Length

- Articles should be between 500 and 1500 words in length.

### Compensation

- At this time, authors are not compensated for articles.

### Conflicts of Interest

- To avoid real and perceived conflicts of interest, *ntrls.org* will not accept articles about subjects from writers who may have a potential financial conflict with the work. We ask that writers tell us about any such work they do in the field. The editors will evaluate on a case-by-case basis whether a conflict exists.

### Copyright

- *Ntrls.org* requests one-time electronic rights to publish your material on the website. The copyright for the work remains with you.
- If you submit the same article to another publication, please inform that publisher that the article first appeared on *ntrls.org*.

### Mailing Address

North Texas Regional Library System, Inc.  
6320 Southwest Blvd., Ste. 101  
Fort Worth, TX 76109

<b>Date</b>	<b>Subject</b>
September 2009	TexShare
October 2009	Keeping Your Bookclub Fresh
November 2009	Patron Privacy in the 21 <sup>st</sup> Century
December 2009	To Buy or Not To Buy – Is a Review Required?
January 2010	Doing a Job Fair in Your Library
February 2010	Supporting Your Support Staff
March 2010	Microsoft Office, Open Office and Google Docs – a Comparison
April 2010	Accessibility Fairs – Lessons Learned
May 2010	Technology Trends
June 2010	Publishing 2.0 – How Self-Publishing is Evolving
July 2010	Ebooks
August 2010	Libraries of the Future