

## GUILD OF BOOK WORKERS JOURNAL GUIDELINES FOR AUTHORS SUBMITTING MANUSCRIPTS

The Guild of Book Workers Journal (GBWJ) is published annually by the Guild of Book Workers and reflects its interest in topics related to the book and its associated arts. We welcome the submission of original manuscripts or proposals for articles that have not been previously published in English. Appropriate submissions can include brief articles and photo essays as well as longer treatments of complex subjects.

Articles for the GBWJ are reviewed according to two sets of standards: (1) Editorial review, the default option under which more submissions are considered for publication by the editor and editorial board, and revisions may be requested; and (2) academic peer review, which entails blind review of scholarly articles by a panel of peer readers and may include a rigorous revise-and-resubmit process. This latter option will only be applied in select cases. Under certain circumstances, the editorial board may invite authors to resubmit under the alternate category. Accepted articles must be formatted according to the guidelines set out below.

### QUICK CHECKLIST FOR AUTHORS

The following is an overview of what we need from authors. Please look below for more detailed information about format and style:

- 1) The deadline for finished articles is March 1 of each year. We would love to see a rough draft as soon as it is available, of course, just to see if anything needs adjusting or tweaked.
- 2) If you want your article to be peer-reviewed, we will need a draft earlier, sometime around the first of the year.
- 3) Please aim for a ballpark length of 1500-4000 words. We are in practice quite loose as to length, but most authors feel more comfortable with some parameters.
- 4) Images would be great! We ask that the text have placeholders like: [Smith\_1\_GBW.jpg] then [Smith\_2\_GBW.jpg], etc. and the images be in a separate folder. We need high resolution master image files (300 dpi). TIFs and JPGs are both ok.
- 5) Create a list of captions for the images: "Smith\_1\_GBW.jpg: My primary home work area," and place that at the end of your text document.
- 6) On the first page of your manuscript, please provide a brief biography (no more than 250 words), and a summary or abstract of the article.
- 7) There will also be an author's agreement to sign when you are done.

8) When questions of style arise, use the Chicago Manual of Style.

## MANUSCRIPT FORMAT

- We prefer to receive manuscripts by e-mail or via our online submission form at <https://guildofbookworkers.org/journal>. Files should be named according to the format Lastname\_GBWJ.docx.
- On the first page of your manuscript, please provide your full name and contact information, a brief bio, and a summary or abstract of the article, and indicate whether you are submitting for peer review or editorial review.
- Please number your pages.
- Images--Authors are encouraged to submit illustrative images or diagrams with their manuscripts. All images must be submitted in the appropriate format and accompanied by captions, credits, and permission, as described below. Within submitted manuscripts, authors should use image file names set within brackets as place holders for images. For example: [Lastname\_FigNo\_GBWJ.tif]. The placement of the file name set in brackets will indicate where the author would like the images placed within the published submission.
- Authors of accepted manuscripts must provide high-resolution files, according to the following specs: In order to maintain high quality imaging in the GBWJ, we ask that images for accepted manuscripts be submitted as high resolution (at least 300 dpi) tiff or jpg files and sized to a minimum of 3.5" (1050 pixels) on the smaller dimension. The editors will set up a folder for you in a file-sharing utility to receive your image files. Files should be named in the format:  
**Lastname\_Fig1\_GBWJ.tif.**
- Captions—Captions and credits should be provided in a list at the end of the manuscript after any notes or references, with each caption and credit keyed to the corresponding figure's file name. The list should be organized according to the following format:

[Lastname\_FigNo\_GBWJ.tif ]: Descriptive caption. Name of photographer if not author.

As author, you are responsible for obtaining all rights and permissions required to reproduce images both in the print and electronic editions of the GBWJ. Please do not include images of people if you do not have their permission to be published in print and/or online.

## MANUSCRIPT STYLE

- The GBWJ follows the Chicago Manual of Style. The current online edition of the Manual can be found here: <http://www.chicagomanualofstyle.org>. You can find Chicago-based writing tools and help at the Purdue University Online Writing Lab (<https://bit.ly/2pqV4uS>).
- For questions of spelling, please consult Merriam–Webster (<https://www.merriam-webster.com>).
- When using specialized language to describe books, printing, and binding styles, please use Ligatus (<https://www.ligatus.org.uk/lob/>) or the glossary in the back of Julie Miller’s *Books Will Speak Plain* (2012).

## SPECIFIC POINTS OF HOUSE STYLE

Notes—please used endnotes, not footnotes. Indicate a note in the text with a number in brackets, like this: [1]. Please do not use superscript, such as this: <sup>2</sup>. Notes should follow the text of the article.

References—All sources cited in the Notes should be placed in alphabetical order in a References list after the Notes. We expect authors to provide complete bibliographic information for sources cited.

Italics—Please italicize all book and journal titles. Article titles should be enclosed within double quotation marks. Isolated non-English words and phrases should be italicized, with the following exceptions:

- Non-English proper nouns.
- Technical terminology in common use or for which there is no equivalent term in English.
- Non-English terms defined in the reference guides listed above.

Captions—Whether complete sentences or not, all captions should begin with a capital letter and end with a period.