

Policies and Guidelines for *Collections & Connections*

by the *Collections & Connections* Editorial Committee

April 22, 2004

1. **Introduction:**

The *Collections & Connections* Editorial Committee (Hereafter CCEC) met on April 22nd, 2004 and worked out the following policies and guidelines for the publication of *Collections & Connections* (Hereafter *C&C*).

2. **Primary Purpose of *C&C*:**

- Keep the Western Kentucky University (WKU) community informed of the Libraries' resources, services, events, and plans
- Nurture donor relations in order to facilitate library development
- Create a virtual environment for the WKU community to connect with one another
- Allow the WKU community to see the real faces of the Libraries behind its services

3. **Target Audience:**

- The WKU community: faculty and staff members; students; and library friends and associates

4. **Format:**

- *C&C* will be web-based, with a one-page, two-sided print publication (shortened as one pager) for two of its three issues
- The one pager will include table of contents featured on the web version, its URL, abstract of featured stories published on the web
- The CCEC decided that any article submitted for publication be attached with an abstract of a maximum of 100 words

5. **Content:**

- **Headliners:** Main, feature stories of people, events, at WKU Libraries (WKUL), Kentucky Library, Kentucky Museum
- **Behind the Scenes:** Human interest feature profiles of faculty and staff hobbies, talents, interests. Select one or two persons from the Libraries for each issue. CCEC decided that previous WKUL personnel profiles be linked to the related section of each new issue
- **Out & About:** Professional activities of WKU L faculty and staff; calendar of events, words from the WKUL Development Director
- **Worthy of Note:** Recent, important library and museum acquisitions, new services launched, and news of library development

6. **Article Submission:**

- Articles will be assigned to potential authors by CCEC

7. **Publication Frequency:**

- Three issues a year: the Spring (by 2nd week of classes), Summer (by end of May Term) and Fall (by 2nd week of classes) with possibility of a special issue
- Deadline for article submission for the Fall issue (Issue #1) of *C&C* is July 15th; for the Spring issue (Issue #2), December 1 of the previous year; and for the Summer issue (Issue #3), first week of April (see Attachment 2)
- The Spring and Fall issues will each have a one-page, two-sided print publication

8. **Members of the CCEC and Division of labor:**

- Members include Earlene Chelf, Jonathan Jeffrey (Associate & Column Editor), Jayne Pelaski, Katherine Pennavaria (Column Editor, Katy Roe, Sue Lynn Stone, Glenda White, Haiwang Yuan (Chief Editor)
- Jonathan Jeffrey will be the Column Editor of *C&C*'s "Worthy of Note" column
- Katherine Pennavaria will be the Column Editor of *C&C*'s "Out & About" column

- Haiwang Yuan will be the Web Developer with the assistance of Glenda White
- Jonathan, Kath, Katy Roe, Sue Lynn Stone will be primary proofreaders
- Earlene Chelf will be in charge of WKUL calendar and events
- Jayne Pelaski will be in charge of WKUL community outreach projects and events

9. Role of WKUL Web Site Team (WST):

- To help with the design of the C&C web version and its quality control
- WST will not participate in CCEC's decision-making process

10. Dates of meetings:

- CCEC meet on the second Wednesday of each month except May and December
- The meeting is at 3:30 pm in Cravens 100

11. C&C Style Sheet

- **Official Name of the Institution:** Western Kentucky University Libraries (as a whole)
 - Refer to its branches Kentucky Library, Kentucky Museum for specific events, exhibits, collections
 - **First and subsequent mentions:**
 - **First mentions per story:** Western Kentucky University, Western Kentucky University Libraries; Kentucky Museum; Department of Library Public Services
 - **Subsequent mentions in same story:** WKU; University Libraries; Kentucky Museum, DLPS
- **Name and Title of People:**
 - **Full name and title on first mention per story:** Michael Binder, Dean of University Libraries; Dr. Brian Coutts, Department Head, Library Public Services
 - **Subsequent mentions in same story:** Dean Binder, Dr. Coutts
- **Events:**
 - **Full name on first mention:** Southern Kentucky Book Fest

- **Abbreviated on subsequent mentions:** SOKY Book Fest
- **Numbers: all numerical (*NY Times* style):**
 - The exhibit will run 3 weeks and will feature 17 paintings by local artists...
 - The Kentucky Museum acquired 200 pieces of private correspondence written by soldiers from Bowling Green to their families World War I
- **Day, Date, and Time:**
 - **Write out day and month when used in a sentence:**
 - In April, WKU Libraries will celebrate National Library Week, the Kentucky Writers Conference, and the Southern Kentucky Book Fest.
 - On Thursday, April 15th, and Friday, 16th, the Kentucky Writers Conference features...
 - **In time ranges, use "to" instead of a hyphen:**
 - 8:00am to 12:00noon
 - **12:00 noon, but, noon and midnight**
 - The artist spoke at noon to open the exhibit and again at midnight to close the exhibit.
 - **pm and am instead of p.m. and a.m.**
- **Phone numbers:** (270) 745-6111
- **Punctuation:**
 - **Use serials comma:** posters, pamphlets, and postcards
 - **Surround exhibit names and paintings or other works of art with quotation marks:**
 - "Artist Always: Erin Brady Worsham," an exhibit of nine computer-generated prints, are at the Kentucky Library and Museum through March 28, 2004.
 - If you like colorful paintings, keep an eye out for "Strawberry Delight"
- **Book titles, movies, plays, italicized:**
 - *Parchment of Leaves*, by Silas Clay
 - *Young Frankenstein*, directed by Mel Brooks
 - *Arsenic & Old Lace*, starring Cary Grant
- **Locations:**
 - **Give BGPL, Java City, Barnes & Noble address at the end of a story when describing an event:**

- The One Book, One Campus, One Community discussions will be held as follows:

Java City, Helm Library Lobby,
Western Kentucky University Libraries,
January 20th, 6:00pm,
Call (270) 745-6125 for more information

Bowling Green Public Library,
1225 State Street,
January 22nd, 5:00pm;
Call (270) 781-4882 for more information

Barnes & Noble Booksellers' Community Room
1680 Campbell Lane
January 23rd, 6:00pm
Call (270) 746-9779 for more information

- **Web addresses:**

- website not web site or Web site in sentences. Website, only if beginning a sentence or providing contact information in an address
- email not e-mail or E-mail, unless beginning a sentence
- Don't use http:// in web addresses. Start a web address from behind http://, as in: www.wku.edu/Library or brimsbg.org
- Websites should be hotlinked
- Email addresses should be spelled out and hotlinked:
 - For more information, email Earlene Chelf at earlene.chelf@wku.edu

- **For more detailed style questions, refer to:**

- The MLA Handbook. Online quick resources for *MLA Handbook for Writers*. 6th ed. (2003):
 - <http://kclibrary.nhmccd.edu/mlastyle.htm>
 - <http://www.liu.edu/cwis/cwp/library/workshop/citmla.htm>