

National Library, located in Athens, is starting a national database utilizing the LC cataloging system. However, it is heavily humanities centered leaving the physical sciences to chart their own destinies in arranging library cooperation.

Security problems are similar to those experienced in most US academic libraries. Books circulate for a twenty-day loan period to students and for a six-month period to faculty members. Journals do not circulate. To discourage theft, photocopies of library materials are made upon request by the library staff without charge.

School year hours are also similar to those of a U.S. college library. The library is open from 7:30 a.m. to 8:00 p.m. during the week, closing at 3:00

p.m. on Saturday with no hours on Sunday. However, unlike most U.S. academic libraries, faculty are issued keys to the building and may use the library at all times it is not open for regular business.

At the conclusion of my tour, I asked Prof. Nikos about future plans for the library at the University of Crete. Completing the automation project on both campuses is a priority to create a union catalog. He also mentioned the ongoing struggle to increase funding for acquisitions and staff. Since all university staff are government employees, the political situation in Greece will strongly influence future growth. As a consequence, the elections this year are being observed very carefully. ■ ■

C&RL News guidelines for submission of articles or columns

A statement of purpose and content for College & Research Libraries News.

Purpose of C&RL News

College & Research Libraries News is the official news magazine of the Association of College & Research Libraries, a division of the American Library Association. Its purpose is to record significant activities of ACRL and to report news about academic and research libraries. As the official ACRL news magazine, *C&RL News* maintains a record of selected actions and policy statements of the Association and publishes timely reports on the activities of ACRL and its sections, committees, discussion groups, councils, task forces, and chapters.

As a vehicle for communication among college and research libraries, *C&RL News* reports news items pertinent to academic and research librarianship, including information on bibliographic instruction, continuing education, appointments, acquisition of special collections, grants to libraries, new technology, and publications (brief notices).

The editor bears responsibility for the contents of each issue of *C&RL News*. Materials selected by

the editor must be newsworthy, timely, and of practical value to people in the field. The editor has authority to decide what material is appropriate for publication, based on the following guidelines. The editor also reserves the right to make appropriate revisions in material selected for publication in order to standardize style or improve clarity (except official ACRL documents, president's letters, and similar material).

Formal, theoretical, or research-oriented articles inappropriate for *C&RL News* will be forwarded to the editor of *College & Research Libraries* for review.

I. Length

Articles and columns should be no more than 3,000 words and no less than 500 words.

II. Style

C&RL News style is informal, but informative and accurate.

III. Content

Materials selected should fall into one of the following categories.

a. Reports on a project, program, or research underway or recently completed dealing with a topic relevant to academic librarianship. Footnotes should be minimal and charts or tables avoided. These reports may be preliminary descriptions of programs or research to be published formally at a later date in library literature (e.g., "Undergraduate Term Paper Citations in Two Colleges and Two Universities: A Comparison," January 1990).

b. Reports on a recent conference or workshop of interest to academic or research librarians (e.g., "Middle States Association Makes a Commitment to BI," December 1989).

c. Reasoned and informed speculation or comment on a relevant topic, especially if solicited by the editor or an official ACRL group (e.g., "The Future of Reference II," October 1989).

d. State-of-the-art reports on a relevant topic (e.g., "Installing a Local Area Compact Disk Network," December 1989).

e. Standards, guidelines, or recommendations of an ACRL committee or other official ACRL group (e.g., "Standards for University Libraries," September 1989).

IV. Manuscript

Authors should submit two copies, double-spaced, following either the *Chicago Manual of Style* or Turabian.

Printing output to be avoided: low-resolution dot matrix, proportional spacing, oversize type, and hyphenated word breaks.

Manuscripts may also be submitted in electronic format (hard copy is still required) either:

a. via ALANET, to ALA0306; or

b. in a text file on an IBM-compatible diskette, preferably in Xywrite III+ or in an ASCII file.

V. Requests for Donations

C&RL News may occasionally print requests for the donation of books or materials to libraries, especially foreign libraries, which have suffered extensive loss through fire, hurricane, or other natural disaster. Other libraries soliciting contributions for other reasons will be referred to the rates for classified advertising in *C&RL News*.

Editor's note: These guidelines were adopted by the C&RL News Editorial Board at the Denver Midwinter Meeting on January 25, 1982.

Suggestions for editors

By J. C. Bennett

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The other side of the manuscript.

Although most librarians are not formally required to publish written work, a great many—particularly in academic libraries—will consider doing so at some point in their careers. Many library science journals exist for the purpose, and they seem typical of periodicals as a whole. Almost every journal contains either "guidelines for authors" or "instructions to authors" or the like. This usually consists of a page in each issue ad-

ressed to prospective authors, detailing the style submitted manuscripts should take, the length and form preferred, and other miscellaneous information. Often authors are nastily told that submissions that do not fit the guidelines will be returned unread.

The relationship between author and editor should be one of mutual respect. If authors are bluntly directed to follow some conventions and