

for the international serials community

Copyright and reproduction

We do ask that you sign the **Licence to publish in *Serials***, which grants exclusive right of first publication to UKSG.

Submission of papers

Electronic: This is the preferred medium and text should be e-mailed to ally@uksg.org

The most compatible format is Word, sent as an e-mail attachment. However, most other programmes are acceptable, including HD Mac disks saved in DOS format. You may also supply the file on disk. If you do so, please also supply a second copy of your file saved in ASCII format on the same disk, and label disks clearly with the filename, title and author. Text should be keyed without layout apart from paragraph breaks, with all headings in lower case, ranged left, each heading on a separate line. Please do not use footnotes embedded in the text. Illustrations are welcomed, but please provide captions and ensure copyright clearance if appropriate. See below for technical details.

Figures, graphics and photographs

Please supply figures and graphics as .tif or .eps files that can be imported into QuarkXpress and reproduced in black and white, or include a hard copy that can be scanned. They should be embedded in Word documents as a guide to placement only. Photographs should be of high resolution (at least 300 dpi).

Tables

If submitting a disk please put tables at the end on separate pages. Use only one tab between columns. Indicate approximate placement in text by <table 1>.

PowerPoints/screenshots

Please send these in a separate PowerPoint file, together with a note of the original URL which should be freely accessible, i.e. not password-protected.

References

Journal reference style:

1. Smith, A.B., Total Quality Management, *Serials*, 1993, 6 (3) 16–22.

Book reference style:

2. Clark, C., *Publishing Agreements* (3rd ed.), 1988, London, Unwin Hyman.
3. Schrift, L., Truth in Vending. In *Pricing and Costs of Monographs and Serials*, Ed. Lee, S.H., 1987, New York, The Haworth Press.

Report reference style:

4. The Royal Society, *The STM Information System in the UK*. Study on behalf of the Royal Society, the British Library and the Association of Professional and Learned Society Publishers (BLR&D Report no. 6123), 1993, London, Royal Society.

Website reference style:

NESLI Kluwer offer:

<http://www.nesli.ac.uk/kluwer>

Abstract

Please provide an abstract of papers and articles of approximately 100–150 words.

Photographs and Author's contact details

We do like to publish the author's photograph on the first page of an article. Images supplied electronically should be of print quality – i.e. 300 dpi resolution – and a minimum size of 4 cm × 6 cm. If you are sending a print, black and white is preferred. The author's full affiliation and correspondence address are also included with the article to enable readers to contact the author. Please include this, together with your job title and e-mail address.

Please submit all material to the Editor, *Serials*, UKSG
Tel/Fax: +44 (0)1993 773999 **E-mail: ally@uksg.org**