

Information for Contributors

To submit a manuscript to the *ARSC Journal* for consideration, please follow these guidelines. The Editor is always happy to discuss submissions and potential submissions with authors.

Address: Send an original and one copy of your manuscript to Ted P. Sheldon, Editor, *ARSC Journal*, Miller Nichols Library, 5100 Rockhill Road, Kansas City, MO 64110-2499.

Advertising inquiries and submissions should be sent to Christine Hoffman, ARSC Advertising Editor, Rodgers and Hammerstein Archives, New York Public Library, 111 Amsterdam Ave., New York, NY 10023.

Manuscripts and other submissions must include, ON A SEPARATE PAGE, the author(s) name and mailing address. Do not refer to the author(s) name in the text of the paper. If the paper was presented at a conference (the proceedings of which are not published), identify the conference by name and date on the cover page. Author(s) are responsible for the accuracy of all statements in the article.

Give the article a brief title; if the title is not descriptive of content, add a brief subtitle.

The Journal follows the *American Heritage Dictionary of the English Language* supplemented by *Webster's Third New International Dictionary of the English Language* for usage and spelling, and *The Chicago Manual of Style*, 13th ed. revised and expanded (Chicago: University of Chicago Press, 1982), especially for capitalization, abbreviations, footnotes, punctuation and bibliographies. Verify the spelling of names; do not rely on memory.

Type/print manuscripts on 8.5 x 11 paper, double-spaced, with numbered pages and one-inch margins on all sides. Footnotes must be submitted on separate sheets. TYPE THE FOOTNOTES DOUBLE-SPACED. Manuscripts accompanied by floppy disks containing IBM-based WordPerfect, Microsoft Word, or Wordstar are preferred over ASCII files. Diskettes will be returned upon request.

Tables, figures, illustrations, photographs: Each table should be typed on a separate sheet, double-spaced, given an arabic number, and cited in the text. Each column in a table should have a heading. Vertical rules should not be used. Table footnotes and sources, if any, should be typed double-spaced beneath each table. Supply all drawings and/or photographs for figures and illustrations. Each figure should be given an arabic number and title, and cited in the text. The figure number should be marked on each drawing and on the back of each photograph (in soft pencil), and the figure numbers and titles should be typed double-spaced on a separate sheet. Drawings should be original art work done in black india ink on white paper. Photographs should be original black-and-white glossy prints. Never clip anything to a photograph. When selecting or preparing drawings or photographs, keep in mind that they should be large enough and clear enough to permit a reduction of one-half to one-third. Avoid referring to tables and figures in phrases such as "the following," "above," "below," it may be impossible to place the table or figures to correspond. Refer always to "table 2," or "figure 3."

Contributors must obtain permission to quote from copyrighted sources and to reproduce copyrighted illustrations. Copies of permission grants must be provided to the Editor, and credits required by the grantors must properly be given.

Editing: Articles will be edited to improve the effectiveness of communication between author and reader. Articles will be returned to the author for review and approval after editing.