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The text from the old website organized by webpage is saved here:

[https://docs.google.com/document/d/1rdTD3Zx\\_rEbXhvRypoHtxTlwQIIDV-NC3xJ0b\\_SBQsg/edit?usp=sharing](https://docs.google.com/document/d/1rdTD3Zx_rEbXhvRypoHtxTlwQIIDV-NC3xJ0b_SBQsg/edit?usp=sharing)

Here is our old page layout:

<https://commons.pacificu.edu/olaq/>

<https://commons.pacificu.edu/olaq/about.html>

<https://commons.pacificu.edu/olaq/policies.html>

[https://commons.pacificu.edu/olaq/author\\_instructions.html](https://commons.pacificu.edu/olaq/author_instructions.html)

[https://commons.pacificu.edu/olaq/guest\\_editor\\_instructions.html](https://commons.pacificu.edu/olaq/guest_editor_instructions.html)

[https://commons.pacificu.edu/olaq/olaq\\_faq.html](https://commons.pacificu.edu/olaq/olaq_faq.html)

## **Oregon Library Association Quarterly Editorial Guidelines (*Public Doc/Outward Facing doc*)**

(For reference, OLA's mission statement: OLA provides advocacy, education, leadership and collaboration to continually strengthen Oregon's libraries and the communities we serve.)

**This may have to be made more concise. If you want to cut out sentences, please paste them in the "Scrapple" section below.**

**OLAQ Mission Statement Ideas-** If you have some nice ideas, list them here:

~Its mission is to showcase the efforts of Oregon library workers contributing to creating a civil society in Oregon and beyond

~to make the world a better place by reporting on a variety of innovative efforts in Oregon Libraries.

~ To showcase the work being done in Oregon libraries in order to foster and support a robust, supportive, and creative professional community.

~ To showcase the efforts of Oregon library workers, share ideas, and strengthen the professional community

~OLA provides advocacy, education, leadership and collaboration to continually strengthen Oregon's libraries and the communities we serve. The OLA Quarterly aims to reflect these goals within our pages.

**IDEAS BOARD MEMBERS SAY THIS DOCUMENT SHOULD ADDRESS:**

- 1.

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## Overview of OLA Quarterly/Editorial Statement/About Page

(The next few paragraphs are largely modeled after WLA's ALKI guidelines.

<https://www.wla.org/alki-editorial-policy> Their journal seems to combine current events like the OLA Hotline covers, so our journal is a little different. cw)

The OLA Quarterly is an official publication of the Oregon Library Association (OLA). Each issue has a theme developed by Guest Editor(s). Its mission is to showcase the efforts of Oregon library workers contributing to creating a civil society in Oregon and beyond. OLA provides this service to introduce Oregon's library workers to scholarly publishing, as well as providing space to share work being done across the state. The OLAQ is one of OLA's most important venues for professional discourse (paraphrase, Hirsch, 2019).

The OLA Quarterly is managed by the OLA Quarterly Coordinator and OLA Quarterly Editors, all of whom are OLA members and unpaid volunteers. Team after team of OLA Quarterly editors have taken their turn to keep this journal going through various challenges. Diversity, Equity, and Inclusion are core values of the OLAQ and we strive to give voice to all members of our professional community, especially those that have been historically marginalized. We also consider other precepts of librarianship as freedom of information and freedom of expression, in order to create and maintain a professional journal of which editors, authors, and readers can be proud. Writing about the world and Oregon's libraries place in it is a considerable undertaking, and we may make mistakes from time to time. When we do, we will listen to the concerns of those we hurt and those who share our interest in improving the world through library science. We will respond with humility and dedication to make right what we can, learn from our mistakes, and proceed into the future with renewed understandings of how to do so. The Oregon Library Association is a learning organization, and it's professional journal will be a reflection of this.

### **ALKI had a concise bulleted list. Should we have one?**

- 1.
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### **OLAQ Coordinator/Editor-in-Chief**

The OLAQ Coordinator is responsible for recruiting guest editors that have good ideas for issue themes. The coordinator helps them through the process of recruiting authors and communicating with authors and editors. The coordinator coordinates the editing process and keeps track of communications, document files, and storage drives. The coordinator participates

in all stages of editing to make sure the final drafts of the issues look great, are error free, and consist of readable sentences that flow with grace and make sense. The coordinator then promotes the issue and articles via direct association email, list-servs, and OLA social media channels. The coordinator responds to questions and concerns from the OLA Executive Board, and tries to keep each issue to 43 pages to keep to budget guidelines. The coordinator keeps track of OLAQ history and processes in the OLA Communications Committee drive, so institutional knowledge isn't lost.

#### OLAQ Guest Editor Instructions

[https://commons.pacificu.edu/olaq/guest\\_editor\\_instructions.html](https://commons.pacificu.edu/olaq/guest_editor_instructions.html)

If the Guest Editor finds they have not received an adequate number of proposals from authors by the proposal deadline, another call for proposals should be distributed through the same communication channels as the original call.

#### **OLA Quarterly Editors**

Editors for the OLA Quarterly are volunteers who may work in Oregon libraries or study library science, and have donated their time and expertise to support the mission of the OLA Quarterly, which is to make the world a better place by reporting on a variety of efforts in Oregon Libraries. They work to ensure each sentence of every issue flows well, makes sense, and is error free. Bad writing makes us look bad, and it is through the efforts of our volunteer editing team that Oregon has a well-regarded professional library journal. Editors help authors form their ideas, provide suggestions of what they can expand upon, fix grammatical errors and provide this service while being friendly and with collegial manners. The editors' goal is to help the authors create a document that they can be proud of.

#### **OLA Quarterly Authors**

OLA Quarterly authors will submit proposals in answer to announcements of future issues. They will write about how they or their library are working to benefit their communities with consideration of the theme of the issue they propose to write for. Authors will wrestle with library precepts, current events, political climates, ethical debates, human rights, natural sciences, educational models, etc.; without falling into logical fallacies such as ad hominem criticisms of specific people in place of valid discussions of disputed concepts. Authors will work with guidance of the OLAQ team of editors in order to avoid undue controversy.

OLA retains nonexclusive electronic representation and distribution rights to OLAQ contents. OLA reserves the right to re-use text, photos and artwork in subsequent OLAQ issues, with notification to the submitters, if possible. Otherwise, all rights revert to the authors. From:

[https://commons.pacificu.edu/olaq/author\\_instructions.html](https://commons.pacificu.edu/olaq/author_instructions.html)

**Disclaimer (This paragraph is a straight copy of the WLA journal ALKI. I thought it would be a good place to start, as it sounds like a lawyer helped write it. cw)**

The Oregon Library Association (OLA) does not assume any legal liability or responsibility for errors or damages of any kind resulting from access to its journal or use of the information contained therein. Every effort has been made to ensure the accuracy of information presented as factual. The statements, comments or opinions expressed by contributors to the journals are those of their respective authors, who are solely responsible for them, and do not necessarily represent the views of the Oregon Library Association (OLA).

**Scrapple (Sentences cut from above, but may be useful for something.)**

From 1952 - 1994, the Association's main publication was the Oregon Library News (0030-4735) which was published on a monthly basis. In 1995, this publication split into the OLA Hotline (1097-8119) and the OLA Quarterly (1093-7374). The OLA Quarterly (OLAQ) is the Association's journal and is published four times a year. As of the Winter 2009 issue, the OLAQ is only available in an online format, accessible via the OLA Web site. (From: <https://commons.pacificu.edu/olaq/about.html>)

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## **INTERNAL DOCUMENT / INTERNAL EDITORIAL PROCESS AND GUIDELINES**

### What We Publish

- High quality
- Can it have been published previously?
- Use this section to answer basic submission guideline questions
- Supports the mission

### Editorial Process

All articles are read by the issues' guest editor(s), OLAQ coordinators, and members of the OLAQ editorial team. Each article goes through two rounds of edits by the editorial team. The content of the editorial team's revisions may include:

- Grammar, spelling and typos
- Copy edits
- Citation usage
- Fixing sentences so they flow with graceful, plain language that makes sense.
- Layout adjustments
- Content additions and subtractions
- Awareness of the audience
- Correct tenses
- Credit to all contributors and grant providers
- Photo resolution, captions, credit
- APA citations, use of numbers, footnotes, title case capitalization

Members of the OLA Quarterly editorial team work on a volunteer basis and commit to treating fellow authors and editors with kindness and respect. Authors and Editors should strive to be aware of our own biases and privileges and consider the impact of all writing on the larger Oregon library community. The Guest Editor and OLAQ Coordinator commit to working with authors to ensure their article supports the OLAQ mission, and maintain the right to refrain from publishing an article if it does not. Authors also reserve the ability to withdraw their submission at any time during the editorial process.

At the discretion of the OLAQ Coordinator and Guest Editor, articles may be removed after publication only after consulting with the OLA President and OLA Executive Board, with consideration for LIS notions of EDI, censorship and other concepts.

## Editorial Process Timeline

XX weeks before publication: Authors submit articles to Guest Editor and OLAQ Coordinator

XX weeks before publication: First round of edits by OLAQ Editorial Team due

XX weeks before publication: Authors submit revised articles to Guest Editor and OLAQ Coordinator

XX weeks before publication: Second round of edits by OLAQ Editorial Team due

XX weeks before publication: Article finalized by Guest Editor and OLAQ Coordinator

## Writing Guidelines

Inclusive language must be used. Authors should refrain from using language that states or implies ideas that are racist, sexist, ableist, homophobic, transphobic or otherwise disrespectful to specific or marginalized individuals or groups.

Claims should be evidence-based and ad hominem attacks are prohibited.

Authors should use subject's name and pronoun as given by the subject. If a pronoun is unknown, the singular pronoun, "they" should be used or the sentence should be rewritten to avoid pronouns. Consider using formal titles if known to err on the side of caution.

For more information, refer to OLAQ [Instructions for Authors](#), which will be updated periodically.

## Voice and Tone

The primary audience for OLA Quarterly is Oregon's professional library community. Authors should uphold a professional and respectful tone. Articles may range from conversational or scholarly in tone and should be clearly written and logically organized. Editors strive to not change the voice of the authors, as that might change their meaning and make the article less authentic.

## Copyright and Indexing

Permission must be obtained for images. Creative Commons licenses should be in captions. OLA Quarterly is indexed in databases accessible around the world.

- As a condition of publication in OLA Quarterly, all authors agree to the following terms of licensing/copyright ownership:
- OLA Quarterly retains a non-exclusive license to publish the work, but copyright for all work published in the journal is retained by the author(s).
- OLA is granted non-exclusive electronic representation and distribution rights to OLA Quarterly contents. OLA is granted the right to re-use text, photos and artwork in subsequent OLA Quarterly issues, with notification to the author(s), if possible.
- Authors are permitted to post their work online in institutional/disciplinary repositories or on their own websites. Pre-print versions posted online should include a citation and link to the final published version in OLA Quarterly as soon as the issue is available;

post-print versions (including the final publisher's PDF) should include a citation and link to the journal's website. (taken from [OLAQ Policies](#))

For reference:

- [In the Library with the Lead Pipe](#) Style Guide
- [Librarian Parlor](#) Editorial Policies and Guidelines
- [OLAQ Instructions for Authors](#) (last revised July 10, 2009)
- <https://www.plainlanguage.gov/>
- <https://apastyle.apa.org/blog/>
- Politics of the English Language  
<https://faculty.washington.edu/rsoder/EDLPS579/HonorsOrwellPoliticsEnglishLanguage.pdf>
- ALA Code of Ethics:  
<http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/proethics/codeofethics/Code%20of%20Ethics%20of%20the%20American%20Library%20Association.pdf>
- PNLA Quarterly <https://pnla.org/pnla-quarterly/>
- Alki Editorial Policy <https://www.wla.org/alki-editorial-policy>
- BCLA Perspectives <https://bclaconnect.ca/perspectives/about/>
- Library Quarterly <https://www.journals.uchicago.edu/journals/lq/about>
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Ethical considerations.

Political considerations.

Internal committee communication.

The OLA Communications email will be used for official business by the chair and others as the need arises...

### **General Notes:**

1. Elaine Hirsch wants this idea included.

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[https://commons.pacificu.edu/olaq/author\\_instructions.html](https://commons.pacificu.edu/olaq/author_instructions.html)

From Elaine, "One issue that has come up is if the OLAQ has contracts with the contributing authors. Since I don't believe contractual arrangements with the contributing authors are currently in place, **one thing to make clear in the draft editorial guidelines and communication with authors is that the authors are the copyright holders of their content.**"

2. Avoid naming people or political parties in criticism. Ad hominem.
3. Susan Davis: For me one of the main things I struggled with was wanting to respond to people calling OLA out on twitter i.e. asking if we are going to respond the issue-to at least let them know that the conversation was seen and the knowledge of it passed on to the appropriate parties. This makes me wonder if for the outward facing document there should be a mention of how social media is used in respect to the quarterly and how OLA responds to complaints/feedback.

## Oregon Library Association Quarterly Editorial Guidelines (*Internal Doc Addition*)

### Editorial Process

Members of the OLA Quarterly editorial team work on a volunteer basis and commit to treating fellow authors and editors with kindness and respect. Authors and editors should strive to be aware of our own biases and privileges and consider the impact of all writing on the larger Oregon library community.

- If guest editors fall behind and gentle reminders aren't working, the coordinator can let them know we may have to move forward without them. This works half the time.
- The coordinator will send out emails on Thursdays to set the editors up for success by letting them know tasks that need to be done.
- Editors will let others know if they are taking an issue off, or need time away from the process. Absence of communication can lead to the assumption that editors have moved on to other challenges.
- Discussion of issues can take place on Libs-Or and other venues. There was an offer by a librarian once to write a conservative response to the Critical Librarianship issue that they wanted to be in the subsequent issue. This was respectfully turned down, partly because the OLA Quarterly is a journal run by the hard work of unpaid volunteers seeking career advancement and participation, not controversy. And partly due to space and financial issues. The journal is to publish the good work of Oregon library workers, so they can share their experiences and have a valuable new bullet on their CVs. When in doubt, seek advice from our leaders and precedent.
- If an author's proposal is turned down, it should be done gently and with encouragement. Other venues to recommend are PNLA Quarterly, OLA Hotline, Political Librarian, Collaborative Librarianship, etc.
- Call for papers should always be done at least once via OLA Memberclicks; email to all paying members. They might be upset to miss an opportunity if we relied solely on the State Library of Oregon's Libs-Or Listserv or individual solicitations. SOOT, stay out of trouble.

- Authors from other states have published in the OLAQ before, such as Nancy Pearl. With the journal becoming more competitive in recent years, we should prioritize Oregon librarians, or those with some sort of connection.
- Authors are allowed to “take what they need and leave the rest” when it comes to suggested edits. The coordinator can override obvious errors. Collaboration is important and efforts to reach the authors for consent to make changes is the norm.

## Style Guidelines

- APA style is preferred but not mandatory as long as punctuation and grammar are otherwise accepted as correct. Example: Google “APA style numbers” to get quick answers on when to use numerals in text. Grammarly is also helpful, but their suggestions are really only useful about half of the time. However, there’s a free MS Office app and no need to pay.
- References: APA style, except hanging indents because they take up space.
- Acronyms are spelled out in first usage followed by acronym in parenthesis. Subsequent usage as acronyms.
- Footnotes: in APA is used for explanatory notes. We use APA style reference lists and in-text citation.
- Article lengths
- Issues cost \$990 to layout, and \$25 extra for each page over 43 pages.
- Use of Oxford comma is at the discretion of the author. Commas can go where reader would take a breath, caesura.
- All sentences should be clear, and sound good when read aloud. Plain language above jargon.
- Titles and subheadings: all words that have 4 or more letters are capitalized. APA Style.
- Julie’s end-of-text fleur symbol should be in right place. Not used in introduction.
- Disclaimers and cover image credits are on the Table of Contents (TOC) page.

## Images

Cover images can be chosen by the guest editor, unless their choice isn’t good. It’s a process. Image captions are a good idea. Not required, but neat to have. Don’t include names of inmates in photos.

Images can be photos and or art that are self-made or have a creative commons license. Julie Weiss can help with this.