

# Georgia Library Quarterly

## Submission Guidelines for Peer-Reviewed Articles

The *Georgia Library Quarterly* (GLQ) welcomes the submission of scholarly articles on library and information science (LIS) topics of interest to library workers in Georgia or to the library profession as a whole. We highly encourage submissions from diverse authors, first-time authors, nonprofessional library staff, and MLIS students.

### Article Types

Examples of submissions we hope to receive for peer review consideration include:

- **Empirical articles** that describe original research or data collection conducted by the author, such as an assessment project, survey, interviews, or ethnographic observations. Empirical articles follow a standard structure and situate their research in the context of relevant scholarly literature. **IRB approval is required for human research.** (Example: [Changing the habitat at academic conferences: Using a learning ecosystem with active learning during a panel presentation](#))
- **Literature reviews** that explore a current LIS topic through its most recent and impactful scholarship. Rather than merely listing article summaries, literature reviews organize information thematically and critically. (Example: [The rise of patron-driven acquisitions: A literature review](#))
- **Case studies** that describe the application of a current LIS concept, process, or idea in a real-world setting. Case studies offer a critical evaluation of the method implemented and situate their case in the context of relevant scholarly literature. (Example: [Effective collaborations in multi-campus and online environments using LibGuides](#))

We will consider **revised** MLIS assignments if they fall into one of the article categories above and have been edited to exclude assignment-specific features.

### Manuscript Formatting

All submissions should follow and conform to general [GLQ submission guidelines](#):

- Articles should be in English and be approximately 3,000 to 6,000 words. We will consider shorter or longer articles on a case-by-case basis.
- Format your article using [APA style](#). We require a reference section at the end rather than footnotes. Please do not include any footnotes.
- Format manuscript pages to be 8.5 x 11-inches, with 1-inch margins, and portrait layout.
- Compile your manuscript, including appendices, into a single Word (.doc or .docx) file.
- **De-identify your manuscript prior to submission.** To ensure a blind peer review process, redact all mentions of your name or institution name in your manuscript.

## Manuscript Submission

GLQ cannot accept emailed submissions for peer-reviewed articles without prior permission. To submit your completed manuscript for consideration, follow these steps:

- Navigate to the [GLQ submission portal](#)
- Read and accept the Article Submission Agreement
- Provide the complete name, institutional affiliation, and email address for each author
- Provide the article title and relevant subject keywords
- Upload your combined manuscript file (.doc or .docx format)
- Include an approximately 100-word abstract
- Select “Yes” from the drop down menu under the question “Is your submission to be peer-reviewed?”

## Manuscript Review

GLQ is a refereed journal that employs a double-blind peer review process to evaluate submissions. At least two peer reviewers will evaluate each qualified submission using a standard rubric on the following merits:

- originality and contribution
- structure and development
- research and sources
- methods (applicable only for empirical articles)
- grammar and writing

### *Disqualified Submissions*

The peer review coordinator performs an initial evaluation of articles for scope and quality and may reject submissions that do not meet GLQ standards, such as those that have one of the following disqualifying characteristics:

- [plagiarism](#) or improper attribution
- fraudulent results
- absence of IRB approval for human research

Authors can expect to receive a decision regarding their manuscript submission within 90 days.

## GLA Academic Library Division Paper Contest

We welcome the submission of papers from past entrants and winners of the Georgia Library Association (GLA)'s Academic Library Division Paper Contest. Contest authors may submit their papers for editorial approval only, in which case they will be published as a feature article, or they may choose to undergo the peer review process in order to have their paper published as a scholarly, peer-reviewed article. Please contact the peer review coordinator with questions.

## Contact

While we do not accept “pitched” articles before submission, please feel free to contact the peer review coordinator with questions at any point in your submission process.

### **Ashley T. Hoffman**

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