INSTRUCTIONS TO CONTRIBUTORS

Scope. The editors welcome contributions on health sciences librarianship, biomedical communication, medical informatics, and the history of these fields. Areas of interest include administration, organization, and services; interlibrary relationships and cooperation; education and other developments that affect the profession; and use of information and new applications of information theory and technology. Manuscripts are accepted with the understanding that they have not been published, submitted, or accepted for publication elsewhere.

Types of contributions. Papers published are of four types: full-length papers, brief communications, comment and opinion, and letters to the editor. Full-length papers must not exceed twenty double-spaced, typewritten pages, including illustrations. Brief communications are limited to five double-spaced, typewritten pages, including figures and tables. Comment and opinion pieces may range from five to ten double-spaced pages. Letters to the editor should not exceed 300 words and must be double-spaced. Contributions are evaluated by a double-blind process using reviewers selected from the Bulletin Editorial Board or subject experts.

Content: writing the manuscript. Follow these guidelines as applicable to the type of article you are writing.
- Know for whom you are writing. Keep the Bulletin readers in mind for the level of explanation needed and choice of terms.
- State the purpose or objective of the study, program, project, or innovation described. Near the beginning of the article, state clearly what you are trying to show, demonstrate, or explain.
- Put the research or project into a general context. Review the literature; compare your work to that of others.
- Describe the relevant characteristics of the setting in which the work was conducted.
  Explain pertinent characteristics such as date of the study, type and size of institution and the study population, so that readers can judge the applicability to their own situation.
- Fully explain the methods or procedures used. Explain in sufficient detail so the reader can judge the validity of the results; describe how and why you chose the method, how it relates to the problem, why it yields the answers sought.
- Analyze results or outcomes. Highlight important findings, evaluate them, and discuss why they are important.
- Organize content into a logical sequence and divide into labelled sections.
  For a research paper, consider "Introduction," "Methods," "Results," "Discussion," "Conclusions"; for other types of papers, use clear, informative headings; guide the reader.
- Read and follow the "Format and Style" section below.
- Write an abstract that distills the main content of the article (see "Abstract" section below).
  Include the main point of each section of the paper; do not merely summarize the article.
- Reread the paper and have someone else read it before submitting for publication.
  Review every sentence for clarity and grammar; consider rewriting in response to criticism.

For greater depth on any of these topics, consult the syllabus for MLA CE 06, Writing for Publication: The Professional Journal Article.

Submission of papers. Authors should submit one original typescript, four clear copies of a manuscript, and a computer diskette to the editor, retaining one copy for their own use. Papers should be accompanied by a copyright release statement (see "Notice to Authors" below). Authors will be notified of acceptance, rejection, or need for revision of their manuscripts. The editors reserve the right to make minor editorial changes in manuscripts if these changes will not affect the meaning.

Machine-readable manuscripts. Authors are asked to submit a 3.5-inch diskette on any of the following word-processing software: MacWrite, Microsoft Word (Macintosh), or WordPerfect (IBM PC). Questions regarding other acceptable machine-readable formats should be directed to the editor.

Proofs. Page proofs will be sent to authors for correction of errors; alterations cannot be made at this stage. Prompt return of proofs to the copy editor at MLA headquarters is essential. Use overnight express services. Order blanks for reprints are sent to authors with the proofs and should be returned according to the instructions given.

FORMAT AND STYLE

Papers should conform to the style and usage of the Bulletin, which are in accordance with the 1993 "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" issued by the Annals of Internal Medicine. The editors also follow the BMLA Style Manual, revised October 1990. A second version is under development. Use double-spacing throughout, including the title page, tables, captions, and references. Use normal margins, and do not justify. Do not place the author's name on each page of the manuscript. Dot-matrix printing is NOT acceptable. Merriam-Webster's Collegiate Dictionary, tenth edition, and
The Chicago Manual of Style, fourteenth edition, should be used as authorities on spelling, punctuation, and form, with the exception of references and footnotes.

**Title page.** The first page of the manuscript should be a separate title page, giving the title, bylines, authors’ institutional affiliations, and title page footnotes, described below. The title should be specific, descriptive, and concise. Bylines should include first and middle names or initials, highest degrees earned, and the authors’ working titles. Institutional affiliations should include address and zip code. All persons designated as authors should qualify for authorship. Each author should have participated sufficiently in the work to take public responsibility for the content. Title page footnotes, if needed, should indicate present addresses of the authors or acknowledgment of grant support, including grant numbers.

Example:

* This program was supported by NIH Grant no. 5-G04-LM-01609-03 from the National Library of Medicine.

Papers presented at a meeting should include a footnote giving the date, name, and place of the meeting. Use the following symbols to designate footnotes: *, †, ‡, §.

**Abstract.** Full-length articles must have an informative abstract of not more than 200 words, typewritten and double-spaced, on a separate page. The abstract should be structured to include background, methods, results, and conclusions. All acronyms must be defined.

**Organization of manuscripts.** Manuscript pages are to be numbered consecutively. Divide full-length papers into sections, each with an appropriate, brief heading. Footnotes in the text and personal acknowledgments should be kept to a minimum. Type text footnotes together on a separate page, not at the bottom of the page on which they occur. Relate them to the text by means of the following symbols: *, †, ‡, §. Personal acknowledgments may be placed at the end of the text.

**Illustrations.** A limited number of photographs or figures are accepted to present complex information directly pertinent to the study that is more easily conveyed in visual format than by presentation in the text. Figures should not be included for purely illustrative or decorative purposes. They should be constructed so they are understood independently of the text of the article. Authors may include up to four figures for an article and one for a brief communication. For this requirement, a table is counted as a figure—that is, three figures and one table are acceptable, for example, but not four figures and one table. If photographs or figures are used, the Bulletin requires one original copy of the material, ready to be photographed, and four xerographic copies. Submit black and white high-quality glossies or camera-ready figures from a high-quality laser printer. Materials should be prepared using black ink on white paper or blue-lined coordinate paper for line drawings and graphs. Do not combine line drawings and typewritten material in one figure; lettering must be professionally or computer produced, must be very clear, and must be large enough to permit considerable reduction in size by the printer. Care must be taken to use the same scale on all graphs and charts. Photographs should have a glossy finish, with sharp contrast between black and white areas. Each figure should be marked on the back with the figure number and indication of the top. Captions for illustrations should be typewritten and double-spaced on a separate sheet, with numbers corresponding to those on the illustrations. Indicate the approximate placement of figures in the text.

**Tables.** Authors may include up to four tables for an article, one table for a brief communication. For this requirement, a figure is counted as a table—that is, three tables and one figure are acceptable, for example, but not four tables and one figure. To be accepted, tables must delineate and clarify complex information. A table is used to convey a concept that is more easily understood in graphic format. If the table does not meet these criteria, the editors will ask that it be removed. Tables should be typed, double-spaced, on separate sheets, numbered consecutively, and headed by a brief, descriptive title. Indicate the placement of tables in the text.

**References.** These should be listed on a separate sheet, double-spaced, in the numerical order in which they are cited in the manuscript. Identify references in the text by Arabic numerals enclosed in brackets, for example: [1]. Bibliographies unrelated specifically to the text are unacceptable. Abbreviations of journal titles should conform to the style of Index Medicus and of the American National Standard Z39.5-1969 (rev. 1974), Abbreviations of Titles of Periodicals.

Cite journal references in the following order: authors’ last names and initials; article title; journal abbreviation; year of publication; month, abbreviated; day of the month; volume and issue number; inclusive pages. For journal references, list all authors when four or less; when five or more, list only the first four and add “et al.”

Cite book references as follows: authors’ last names and initials; book title; edition statement; place of publication; publisher; year; and series, if applicable. Cite a chapter in a book as follows: author of the chapter, title of the chapter, “In,” editor of the complete work, book title, edition statement, place of publication, publisher, year, inclusive pages of the chapter.

No italics are used in references. Capitalize only the first word and proper names in article and book titles.
EXAMPLES


2. Ibid., 313.


5. WELLER, op. cit., 315.


Authors are responsible for bibliographic accuracy and must compare bibliographic citations carefully with the original publications. Papers cannot be accepted for publication unless all references conform to Bulletin format.


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NOTICE TO AUTHORS

The editors of the Bulletin of the Medical Library Association require authors to include a copy of the following statement, dated and signed, when submitting material for possible publication in the Bulletin. All coauthors must also sign the statement:

In consideration of the MLA taking action in reviewing and editing my (our) submission, the author(s) undersigned hereby transfer(s), assign(s), or otherwise convey(s) all copyright ownership to MLA in the event that such work is published by MLA.

Date: ______________________

Title of manuscript submitted: ______________________________________________________

Signature(s): ___________________________________________________________


1993 AUDITED STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND BALANCES

The table below summarizes the association’s financial status as of December 31, 1993. For a more complete audit report and related information, see the 1993/94 MLA Annual Report, pages xi–xxi. This report includes balance sheets, fund status reports, budgeted and actual revenue and expenditures, and a schedule of investments. Members may obtain a copy of the audit report from MLA headquarters.

Additional information regarding MLA finances appears in the March 1994 issue of the MLA News, pages 12 and 14.

<table>
<thead>
<tr>
<th>Medical Library Association, Inc.</th>
<th>Statement of Revenues, Expenses, and Changes in Fund Balances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Ended December 31, 1993</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unrestricted</td>
</tr>
<tr>
<td></td>
<td>General Operating Fund</td>
</tr>
<tr>
<td>Revenues</td>
<td>$610,806.00 ($0.00)</td>
</tr>
<tr>
<td>Membership dues</td>
<td>$1,431,760.00 ($0.00)</td>
</tr>
<tr>
<td>Contributions</td>
<td>$0.00 ($0.00)</td>
</tr>
<tr>
<td>Investment income</td>
<td>$0.00 ($36,652.00)</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>$2,042,566.00 ($36,652.00)</td>
</tr>
</tbody>
</table>

| Expenses                          |                                                               |
| Program area expenses—           |                                                               |
| General Operating Fund           | $1,953,651.00 ($0.00) | $0.00                  | $1,953,651.00 ($0.00) | $0.00 | $0.00 | $1,953,651.00 |
| Scholarships and awards          | $0.00 ($0.00)        | $0.00                  | $0.00 | $2,300.00 ($0.00) | $4,910.00 | $7,210.00 |
| Scholarship and award supporting expenses | $0.00 ($0.00) | $0.00                  | $0.00 | $2,977.00 ($0.00) | $12,934.00 | $15,911.00 |
| Total Expenses                    | $1,953,651.00 ($0.00) | $0.00                  | $1,953,651.00 ($0.00) | $5,277.00 | $17,844.00 | $19,121.00 |

| Excess (Deficiency) of Revenues over Expenses | $88,915.00 ($36,652.00) | $125,567.00 ($36,652.00) | $3,227.00 ($0.00) | $58,212.00 | $180,552.00 |
| Transfers from (to) Other Funds     | (45,166.00) ($45,166.00) | $36,254.00              | $8,912.00          | $0.00 |

| Excess (Deficiency) of Revenues over Expenses, Net of Transfers | $43,749.00 ($36,652.00) | $80,401.00 ($36,652.00) | $33,027.00 ($45,166.00) | $67,124.00 | $180,552.00 |

| Fund Balances                      |                                                               |
| Beginning of year                  | $103,220.00 ($321,847.00) | $425,067.00 ($22,402.00) | $259,562.00 ($0.00) | $662,227.00 |
| End of year                        | $146,969.00 ($358,499.00) | $505,468.00 ($10,625.00) | $326,686.00 ($0.00) | $842,779.00 |

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