



GUIDELINES FOR CONTRIBUTORS: *HLA News*

HLA News is the bulletin of Australian Libraries and Information Association's group, Health Libraries Australia (HLA), the national professional organisation representing librarians and information professionals. The publication has the simple aim of reporting the practices, policies, research, events and initiatives of Australian health and biomedical libraries, which may influence the practice and thinking of HLA members and other health and biomedical library workers. A by-product of this is a publication that showcases Australian health and biomedical library practice to the rest of the world.

Categories of articles:

Do not be constrained by the word limits below. They provide a rough indication only.

- Full-length papers: 1000-3500 words.
- Short features and reports: 350-1000 words
- Left Field Column: 700-1400 words

We have the option of publishing "The Left Field" column featuring contributions from **invited** authors related to but outside the field of library and information science. Contributions must of relevance to the practice of health and biomedical library & information practice and may be in the form of a research update, an overview of current or anticipated future practices, policy shifts or an opinion piece.

Preferred referencing style:

It is preferred that references be numbered consecutively, in the order in which they are first mentioned in the text, by Arabic numerals in parentheses (e.g...as reported in JMLA [1].) in the same font and size as the rest of the text. The titles of journals should be abbreviated according to the style used in Index Medicus. For examples of how to reference refer to:

http://www.nlm.nih.gov/bsd/uniform_requirements.html

Formatting considerations:

Keep formatting to a minimum. In particular,

- no double spaces between a full stop and the following sentence.
- contractions do not need a full stop following as in Dr or vol
- avoid contractions such as don't, haven't, I'd, etc.
- acronyms: spell out the full term the first time it appears followed by the acronym in parentheses, eg ...at the National Library of Australia (NLA) an exhibition.
- acronyms are written without full stops, for example NLA, ACT
- do not underline for emphasis - use italics or bold

Required author information

Authors are required to provide:

- a short professional biography (name, post-nominal, current role, professional interests)
- email address
- author photo (headshot only)

Submissions

It is preferred that contributions be submitted as an MS Word document by email to the Editor.

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