CEAL Bulletin Style Sheet

Committee on East Asian Libraries
**CEAL Bulletin Style Sheet**

Please submit typed or printed text in double-spaced lines on 8-1/2" by 11" sheets. Notes can appear on the page cited or at the end of the article. East Asian words should be romanized in Wade-Giles or pinyin, modified Hepburn, or McCune-Reischauer first, followed by the vernacular characters. If there is an English translation, it should follow the vernacular in parentheses; if taken from a source other than the author, the translation should be placed in quotes inside the parentheses. The *Chicago Manual of Style* is the first work to consult for other questions of style.

All abbreviations used in the text should be identified by being spelled out at the first mention, followed by the abbreviation in parentheses. Headings for book reviews should be set down in this order: Title : subtitle. Written (compiled, etc.) by Author. Place: Publisher, year. Pages. Price. Other features of the book, e.g., ISBN, Order No., etc.

If you have timely and interesting information of concern to members of the Committee on East Asian Libraries, submit your article to the appropriate Area Editor. Subjects of interest include:

- **Articles**: detailed and historical descriptions of East Asian collections, meritorious library personalities, papers dealing with research in library work.

- **Meetings and conferences**: national, regional, and international meetings dealing with topics in library and information science.

- **Libraries and institutions**: new collection or preservation programs, new sources of acquisition or problems with current sources, compilation of reference or resource aids, new training programs, experiences in or suggestions for using automated ways and means, public service problems and proposed solutions.

- **Librarians**: recent appointments, promotions, resignations, reassignments, honors received, important or valuable work performed.

- **Publications**: reference, bibliographical, and library-related works should be described so that their scope, usefulness, and accomplishment is made clear.

Keep items submitted separate from one another if you send in more than one item. The cost of all illustrated material is borne by the writer and must be suitable for print production. Verify all personal and institutional names used in your copy in directories or other authoritative sources. For example, for the names of CEAL members, consult the CEAL Directory; for the names of libraries, check their letterheads or the directory in which they are listed.

Deadlines for copy are: January 1 for the February issue, May 1 for the June issue, and September 1 for the October issue.

Submit your article through the post, on magnetic diskette, by electronic mail, or by facsimile. If your article contains many numeric figures, avoid sending it by facsimile transmission.