Collected submission guidelines

Editorial policy

The editorial team reserves the right to edit copy submitted for grammar, sense and size constraints. If changes made are significant, we will send you the revised copy for final approval prior to publication.

Copyright

1. Copyright in each issue of Collected is owned by SLANZA, the School Library Association of New Zealand Aotearoa Te Puna Whare Matauranga a Kura.

2. Copyright in each article published in Collected is owned by the author or authors of that article.

3. Authors are asked to acknowledge first publication in Collected, should they subsequently re-publish their articles in another source.

4. Articles are accepted for publication in Collected on the understanding that the authors agree that their articles may be re-published in aggregator databases such as those made available by Ebsco or Gale.

5. Any royalties or other payments received from aggregators will not be returned to individual authors, but will be credited to the SLANZA professional development fund and identified in SLANZA's financial statements, thereby being distributed back to the SLANZA membership as a whole.

Submission guidelines and formatting

1. **Feature articles**: approximately 1000 words in length; scholarly, well-researched, in-depth coverage of your chosen topic. We encourage inclusion of images, graphs, tables which illustrate your content. These articles will typically fit within a two-page spread.

2. **Shorter articles**: approximately 500 words in length; generally lighter in tone. Descriptions of events, celebrations, interviews etc.

3. **Other columns**: Shorter content may be submitted which fits various columns which run from time to time, including but not limited to those similar in style to Web 2.0, Around the regions, Best finds. Discuss with the editorial team to establish fit with the issue currently in production.

4. **Letters to the editor** are welcomed, with a word limit of 150 words.

Bibliographies

In-text citations and reference lists, where included, should confirm to APA referencing standards.
Any bibliographies provided should include the following details as appropriate:

- Print: author(s), title, publisher, year of publication.
- Periodical Articles: author(s), title of article, name of publication, issue/date of publication, page numbers.
- Video/CD/DVD: title, length, publisher, year of publication.
- Internet Sites: site name, URL.

Images

Provision of images (photos, diagrams, charts etc) is preferred; resolution must be 300dpi, and no smaller than 5 x 8 cm. All images provided are to be fully captioned, and by submitting them for publication, you confirm that all permissions have been obtained. Image accreditation (e.g. source, CC licence) may need to be supplied as appropriate.