InsideOCULA Editorial Policy, Submission Guidelines and Publication Schedule

Purpose
The InsideOCULA section of OpenShelf is the official publication of the Ontario College and University Library association (OCULA). InsideOCULA strives to be an inclusive, relevant and informative publication focused on building and fostering an engaged academic library community.

Frequency
InsideOCULA is produced in an on-going basis, with new content being published five times a year.

Submissions
We welcome submissions that address OCULA’s philosophy as well as current trends and practices in academic libraries across the province and Canada.

You are invited to submit articles or items (such as video posts or infographics) for a number of regular columns including:

- Features (articles or interviews)
- Across the Province
- Research Spotlight

All materials submitted for inclusion in InsideOCULA are subject to editing for consistency, length and style. InsideOCULA adheres to the OCULA Style Guide which is based on Canadian Press standards. In the event that significant changes result from editing decisions, the InsideOCULA editor(s) will contact the submitting author(s) for approval before printing.

The editor reserves the right to edit or refuse any submission. Views expressed or implied are those of the individual contributors or sources quoted and do not necessarily reflect OCULA policy.

Copyright
Like the Ontario Library Association, OCULA strongly supports the general principles of open access and Open Shelf uses the Creative Commons non-commercial Share-Alike license. As such, the sharing and redistribution of material appearing in InsideOCULA are encouraged, i.e., authors may re-publish their articles as they see fit and permission is not required. Nonetheless, reprints of all InsideOCULA content should include a reference or link to the original InsideOCULA article.

InsideOCULA does, however, prefer original features content and so generally previously printed feature articles or interviews (or revised versions of previously published content) will be considered only under certain circumstances. Authors are request to alert the editors to any previously published versions of their submission(s) and, where necessary, are responsible for obtaining copyright permission for reprint. Articles published without proper permissions will be removed from the publication.
The author must secure the individual’s permission in writing for use of the images that contain a recognized individual, or a recognizable portion of an individual. Photos taken at public events, news events or crowd shots taken in a public place do not require permission from the subjects.

**Instructions to authors**

1. **Style**
   
   Articles should follow the OCULA Style Guide. Please read and apply the guide before submitting your article. All materials submitted for inclusion in *InsideOCULA* are subject to editing for consistency, length and style, according to these guidelines and the OCULA Style Guide. In the event that significant changes result from editing decisions, the *InsideOCULA* editor will consult the submitting author(s) before printing.

2. **Length**
   
   In general:
   
   - Columns: 150 – 500 words
   - Features: 500 – 800 words
   - Videos: 3 – 5 minutes

   **Research spotlight:**

   Research Spotlight is intended as a “sneak peek” at the exciting research being conducted by employees at Ontario’s college and university libraries. It will offer readers a taste of the diversity of topics and methodology explored in library and information science research and provide a quick dose of professional development. The column may also afford opportunities for collaboration as OCULA members discover shared research interests.

   Authors are invited to submit short descriptions of their research using the following format within a total limit of 300 words:

   - Name, position, email address:
   - Photo
   - Research interest: 1 sentence
   - Description of latest research project: 100 words
   - Where can I read/see more: provide citation or hyperlink

   Optional:

   - Why is this important?: 1-2 sentences
   - Biggest surprises so far: 1-2 sentences
   - Biggest challenge: 1-2 sentences

3. **Submitting material**

   Submit your finished article in electronic format as a Word or Word compatible document as an email attachment to the editor. It should be in Times Roman, 12-point, single-spaced throughout, and with no fancy formatting.

   Name
   Editor
Email
Phone number

4. Graphics
When possible, photographs, illustrations, images and graphs should accompany article submissions as a separate attachment. Photo size must be a minimum of 72 DPI (dots per inch) and saved as a JPG.

Caption and credit(s) should be provided for all images submitted.

All graphic materials should be submitted electronically.

In a case when the authors of the articles do not own the copyright for graphic materials they should obtain permission to use these materials prior to the article submission. Images published without proper permissions will be removed from the website.