

ASSOCIATION OF JEWISH LIBRARIES
CONVENTION PROCEEDINGS COMMITTEE

May, 2009

Dear AJL Convention Speaker:

Please share your July 2009 AJL Convention presentation with those unable to attend your session at convention. It will be published in the *Proceedings of the 44th Annual Convention of Association of Jewish Libraries – Chicago, Illinois, July 5-8, 2009*, on the AJL Website (<http://www.jewishlibraries.org>).

Each published presentation will include your text and your bio copied from the convention book. We will publish on the AJL website in PDF (Portable Document Format) to preserve the integrity of your work, i.e. others can save, download, and/or print it but cannot modify it in this format.

In previous years we provided detailed formatting instructions to provide a uniform look in a printed *Proceedings* publication. Now that papers can be accessed individually online, we're relaxing our format requirements; please suit yourself as to font, heading and footnote style, and length (within reason!). The few requests we still must make, along with instructions for getting the paper to us, are outlined below.

Deadline: Wednesday, September 30, 2009

Procedures

1. Format: Send us copy of your presentation attached as a file to an email OR copied and pasted into an email message. We will add your bio to the online version of your paper. We will NOT touch the content. If your paper requires special formatting, also mail a print copy. If you do not have access to a computer, mail a print copy -- on 8-1/2 x 11 white paper.

2. Hebrew in text preferably typed, or in easy-to-read print or handwriting.

3. Contents/Copyright/Notes: Must be your original work. Include copyrighted materials only with permission, or cite full references to these materials. For quotations, indicate source and page number. You may indicate your own copyright of your manuscript on the first page.

4. Errors: No cross-outs, written inserts, etc. We will NOT be editing. Please correct typos. Use Spell check! Our disclaimer to publish "as is" will be stated in the Preface.

5. At the end of your paper, feel free to add “For more information, contact . . .” for handouts, bibliography, references, illustrations, Web address, etc.

6. *Graphics, Slides:* Please send all graphics, illustrations, etc. in a separate file, i.e. not embedded in your text. We will connect them to your text by means of hotlinks, decreasing the download time for your readers.

7. *Delivery:* **By September 30**, please SEND by e-mail to: Leah Moskovits, Proceedings Committee Chair: Lmoskovits@gmail.com. If sending a print copy is the ONLY option for you, please address it to Leah Moskovits, 96 Sherman Avenue, Teaneck, N.J. 07666.

8. *Bibliography:* Please submit a bibliography with your paper or send a copy of it to Susan Berman (threebees@comcast.net) so it can be included in the AJL Bibliography Bank.

Questions/Extensions? Contact Leah Moskovits at 201-836-2879, Lmoskovits@gmail.com.

If you like, you may also submit your presentation to AJL’s *Judaica Librarianship*, a well-researched scholarly refereed publication.

Thank you very much; we really appreciate your participation and cooperation.

Leah Moskovits
AJL Proceedings Chair