



GUILD OF BOOK WORKERS JOURNAL

GUIDELINES FOR AUTHORS SUBMITTING MANUSCRIPTS

The *Guild of Book Workers Journal (GBWJ)* welcomes the submission of original manuscripts or proposals for articles that have not been previously published in English. Accepted articles must be formatted according to these guidelines. The *GBWJ* is peer-reviewed and published annually by the Guild of Book Workers.

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- We prefer to receive manuscripts by e-mail as .rtf files, but authors may also mail typed documents, floppy disks, or CDs (formatted for Mac, please). Please save your file according to the file name format Lastname_GBWJ.rtf.
- All electronic submissions, whether by e-mail or on disc, must be accompanied by a .pdf or hard copy manuscript and all images.
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- Please avoid using section headers unless they are absolutely necessary. Section headers should be left-justified and bold. Subheads should be left-justified and bold italic.
- Please provide a self-addressed, stamped envelope for return of hard copy submissions or CDs/floppy discs.

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The *GBWJ* follows the *Chicago Manual of Style* (current edition, or see http://www.chicagomanualofstyle.org/tools_citationguide.html, “T and “R” formats), the *Merriam–Webster’s Collegiate Dictionary* (current edition), and *Bookbinding and the Conservation Of Books: A Dictionary of Descriptive Terminology* (Etherington and Roberts 1982, available online at <<http://cool-palimpsest.stanford.edu/don/don.html>>).

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- Please do not use the footnote or endnote function in your word processor. Rather, you should separate endnotes from reference citations, as described below:
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 - Smith, Keith A. 1991. Syntactical Pages. *The New Bookbinder* 11: 54-66. [Citation: (Smith 1991: 59)]
 - Drucker, Johanna. 2005. Critical Issues/Exemplary Works. *The Bonefolder* 1, no. 2 (Spring): 3-15. <http://www.philobiblon.com/bonefolder/vol1no2contents.htm>. [Citation: (Drucker 2005, 4-5)]
 - Frost, Gary. “we pause.” *BookNews*. <http://www.futureofthebook.com/2008/08/31>. [Citation: (Frost, BookNews, comment posted August 31, 2008)]

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