

## Committee Progress Report

NOTE: \*\* = Required Field

**\*\*Type of report being submitted:** Committee Progress Report

**\*\*Date:** March 20, 2011

**\*\*Committee Name:** NMRT Footnotes Committee

**\*\*Supervising Board Member:** Emily Love

**\*\*Chair, Co-Chairs, Assistant Chairs:** Sarah Jo Neubauer, Chair; Nancy Eagan, Assistant Chair

### **\*\*Committee members:**

Kelly Depin  
John Jackson  
Cesar Garza  
Kelly Jensen  
Rekesha Spellman  
Elizabeth Nelson  
Laura O'Connell  
Megan Stark  
David Kupas  
Tiffany Walsh  
Anthony Prince  
Joyce Martin

### **\*\*Activity in Current Reporting Period**

- a) **Projects completed (For example, any procedures, tip sheets, checklists, etc. created during this period):** The final issue of this volume (May 2011) just posted call for submissions. I'm working with Assistant Editor, Nancy Eagan, to ensure smooth transition. She has taken Collage training and will help me upload the May issue to Collage. Of course, since Collage is in the process of being replaced, special training will

need to be arranged. Nancy will be the first Footnotes editor to work in ALA's new CMS. We continue to use ALAConnect for the proofreading and emailing outside of Connect since there is no group email function apparent.

Here are the current **NMRT Footnotes article/submission guidelines** that are shared with every Footnotes contributor/author:

[begin]

Thank you for your interest in writing for Footnotes!

For your information, there are no length or word count requirements since it's an online-only publication.

**The deadline for submitting is Day/Month/Year.**

Feel free to email your final submission to: **xxxxx @ xxxxx**.

**Misc. guidelines:**

\*If you decide to cite/include references, we use MLA style.

\*Please include your name and article title at the top of the document.

\*Please include a brief bio (i.e. position title and employer or graduate school you are attending).

\*If there are websites or email addresses included in the article, please put what is to be hyperlinked in parens; for example:

Please feel free to contact me (cly11@psu.edu) or any of the NMRT Board Members (<http://www.ala.org/ala/mgrps/rts/nmrt/governance/nmrtboard/nmrtboard.cfm>)

**Additional guidelines for Book Reviews (adapted from Endnotes guidelines):**

\*Please include a book cover image file with your submission.

\*Consider reviewing the book in the context of other literature on the subject. This may require you to do a bit of research into the topic of the book. You might want to look at other books on the same topic, as well as scholarly articles.

\*Remember your audience: new members and new librarians at a variety of libraries. Address the book's audience and how information in it may be useful specifically to new librarians.

\*You may want to include a critique of the author's research methods, source material, or other supporting information that determines whether you buy into their arguments or not.

Thank you so much! And if any questions/concerns come up, please do not hesitate to contact me.

[end]

- b) **Projects in progress but not yet completed:** A new contributor to Footnotes inquired as to whether or not Footnotes maintained publishing rights to her work – I checked with NMRT President and others—it appears Footnotes does not currently have an Author's Rights Policy. I'm going to suggest the current Footnotes committee vote on this and

create a policy. We may also work consult with members of Endnotes. I hope to get this decision/policy in place before the end of May 2011.

**\*\*Action Items/Issues To Be Resolved (What is left to do, based on your Planning Report? Have there been any substantial changes in plans since then? What items, if any, have been deferred until next year?):** See b. above.

**Financial Report Section:**

<b>Your budget appropriation (see budget)</b>	a. \$425.00
<b>Amount which you have spent so far this year</b>	b. \$0.00
<b>Your estimated additional expenses this year</b>	c. \$0.00
<b>Total of amount spent and additional "estimated" expenses for this year (b+c)</b>	d. \$0.00
<b>Difference between budgeted amount and total expenses from above (a-d)</b>	e. \$425.00

**\*\*Report submitted by:** Sarah Jo Neubauer

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