

# PTRCA Journal Submission Guidelines

## General Guidelines

### ● Scope

- The PTRCA Journal publishes articles and reviews in the area of intellectual property (primarily relating to patents and trademarks) of interest to librarians and information specialists in this field. It serves as a means to share related research, successful programs, and book reviews.

### ● Editorial Process

- The Editor is appointed by the chair of the Publication committee for a term of three years with approval by the executive committee. The role of editor can be shared by two people serving as co-editors. The editor manages the publication including:
  - Call for submissions
  - Manages deadlines
  - Acknowledges receipt of submissions
  - Determines what articles will be published
  - Reviews and edits the final files ready for publication
- The Editor will appoint at least two general editors for a term of one year to review the articles and make corrections or comments.

### ● Submission and Review

- In general, the call for submissions will be made in September and the deadline for submissions will be February 15 for articles to be published in the Journal in time for the PTRCA seminar in the spring. Calls may go out at other times of the year if a special issue is planned. Articles will be accepted throughout the year.
- Authors should submit manuscripts to the **PTRCA Editor / PTRCA Publications Committee Chair**. Articles should be submitted in one of three categories: Scholarly Articles, Featured Articles, or Book Reviews. (See “Article Types” section below.)
- The PTRCA Editor will acknowledge the receipt of the manuscript and initiate the review process:
  - The Editor may reject without formal review submissions that are out of scope or poorly written.
  - Submissions accepted for formal review will be reviewed first by the Editor and secondly by two other members of the editorial board, before being returned to the Editor for final review.

- Authors will be notified if their article will be accepted as is, if it will be accepted with minor changes and edits, if it will be returned to them requiring revision, or if it is rejected.

### ● Authorship

- Authors are not required to be members of PTRCA.
- Authors are encouraged to include an ORCID identifier.

### ● Document Formatting

- Required components
  - Submissions, regardless of article type, must include the following:
    - Title
    - Author(s), with title(s), institution(s), and e-mail address(es)
  - Consult the other sections of this document for other components required in specific types of articles

### ● File format

- Please submit text documents as DOC, DOCX, or RTF files.
- If your submission includes images or other media, please send them as GIF, JPEG, or PNG files, separate from your text document.

### ● Artwork

- Images should be no wider than 700px.
- Please cite all images appropriately, including image author, location, and date.

### ● Citation style

- This journal uses the APA (6th) format for citations.
- For more detail on APA format, please see the following links from Purdue's Online Writing Lab (OWL):
  - [Basic of Reference Lists](#)
  - [Basic of In-Text Citations](#)

### ● Supplemental Material

- Feel free to include supplemental material (data, lesson plans, promotional materials, data collection instruments, etc.)
- "Raw" data should be anonymized, where necessary.

### ● Copyright

- By submitting a paper to this journal, the author acknowledges:

- The author holds the copyright. The author gives PTRCA permission to publish the article, archive it, distribute it, receive attribution for the citation, and migrate the work to other formats.
- The author is liable for any violations of copyright. Authors are responsible for obtaining permission for the use of any copyrighted information, including images, in their articles.
- If a paper is republished elsewhere it must state that it was originally published in PTRCA Journal and include the PTRCA Journal URL.
- External links to this journal and to individual articles are welcome as long as no charge is made for access to this material.
- The author states that this is original work, has not been published elsewhere, and is not under consideration by another journal.

## ● Article Types

### **Scholarly Articles**

- Scholarly articles should include substantive content in the area of intellectual property of interest to researchers in this field.
- Manuscripts should be at least 2,000 words.
- Authors are responsible for formatting references in the APA Style.
- Submissions will be assigned a Digital Object Identifier (DOI) so that authors may track how their articles are being used.
- Article ownership and copyright will be negotiated with Purdue University Press in the depository agreement.
- When major changes are required, the Editor may return the submission to the author for revision.
- The Editorial Board will make necessary copy edits for style, grammar, and clarity.
- The final version of the accepted manuscript will be shared with the authors and made available for preview before publication.

### **Featured or “From the Field” Articles**

- Manuscripts accepted under this category should focus on innovations, programs, strategies, practical matters and other items related to operating a PTRC.
- Currency: Articles should report on PTRC news “from the field” that has occurred since the last publication of the PTRCA Journal. Where

possible, articles should report on PTRC news that has practical relevance to other PTRCs across the nation.

- Articles should be written in an informal and informative manner that quickly tells readers why your subject is current and relevant. Manuscripts should be between 500 and 1,000 words.
- Authors are encouraged to submit artwork (1-3 photographs) with the article with concise descriptions that may be used alongside the artwork in publication.
- Individuals prominently featured in photos should be identified by name and relationship to the PTRC (representative, researcher, inventor, user, USPTO official, fellow, etc.). Anyone identified should be informed that their image may be published in the PTRCA Journal.

### **Book Reviews**

- Books are selected based on their relevance to intellectual property research, or other issues pertinent to operating a PTRC.
- Those interested in reviewing books should submit their name to the PTRCA journal editor. Books will be distributed among the reviewers as they become available.
- Manuscripts should be between 800 and 1,200 words.