Have your say

Contribute to your magazine

Has your library received a boost in funding? Won an award? Held an event? Or received a special visitor? Share your stories with the library and information sector.

ALIA groups are particularly invited to share their events with the rest of the sector. Publicise your upcoming conferences and events, report on meetings, share your successes (and failures, if you think they would teach us something!). If you have an idea for a report or article, or even a feature story, please contact me to discuss your idea.

Letters to the editor are also encouraged. *inCite* is a perfect forum for discussing the big issues in the sector and a great place to generate debate. Letters on any topic are welcome, but please try to keep your letter to less than 250 words.

Guidelines for contributors

1. Keep it short

   Most articles should be no longer than 500 to 600 words, letters less than 250, and events 40 words or less. Additional material may be used as an adjunct to the main story: please contact me.

2. Keep it relevant

   inCite is a national news magazine, and items are accepted for publication because they will interest or entertain ALIA members across Australia.

3. Photographs and illustrations

   Photographs are welcome provided they have some connection with the article. They should be in focus with an uncluttered background (preferably not a black background).

   Digital photos are also welcome, however you will need to contact me to discuss the quality and resolution of the picture.

   Illustrations which help focus on the important aspects of your story, for example graphs, are also most welcome. If you have a good idea for an illustration, but lack the software or resources to produce it, let us know and we will try to incorporate something from our photographic library or design a graphic which matches your article.

4. Format

   I would prefer to receive electronic copy of your article, e-mail or disk versions (most word-processing packages are fine) are most welcome. If you cannot provide electronic copy, please mail or fax a clean copy, double-spaced, in a reasonably large mono-spaced font. If you are unsure about how to send your article, please call me.

5. Keep me informed

   Let me know that an item is on the way. If you want to bend any of these guidelines please discuss it with me first.

Deadlines

The deadline for editorial content is the first of the month for the following month, for example 1 September for the October issue. The deadline for letters to the editor and events is the 18th of the month.

Contacts

Editor: Emma Davis, ALIA National Office, PO Box E441, Kingston ACT 2604, phone 02 6285 1877, fax 02 6282 2249, e-mail incite@alia.org.au.

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VIC

• **August Special Libraries** (Vic). *Cheap eat.* Further details: tba.

• **6/8 Vic Library Technicians.** *Committee meeting and tour of Whitehorse Manningham Library Corporation,* Box Hill Branch, meet in the library foyer at 6pm, the tour will precede the meeting. Everyone is welcome, no charge, light supper provided. *RSVPs essential:* Tricia Murrary, ph 03 9925 2063, patricia.murray@rmit.edu.au (e-mails prefered)

• **17/8–19/10 Schools Victoria.** *Committee meeting.* Santa Maria College Library, Northcote, 9:30am, all ALIA members are warmly invited to attend. 17/8, 19/10. For further information contact: Maree McDonagh, ph 03 9334 0012, maree.mcdonagh@ overnewton.vic.edu.au

• **21/8–20/11 Specials Libraries (Vic).** *General meeting.* Swets Blackwell, 4 Bennetts Lane, Melbourne, 5:30pm. 21/8, 18/9, 16/10, 20/11. *RSVP:* Traci Webb, twebb@au.swetsblackwell.com

21/8 ACER Information Literacy. *Workshop 1: Information literacy and searching.* Camberwell Vic. Cost: $132 per session (inclusive GST), 10% discount for ALIA members, must mention the ad, see http://www.acer.edu.au or phone 03 9835 7403.

22/8 CAVAL training activities. *Intranet development & management:* one-day seminar led by Martin White. Raymond Priestley Room, Union House, University of Melbourne. Cost: $396 CAVAL/ALIA members, $440 non-members. Contact: Eve Cornish, evec@caval.edu.au, register online at http://www.caval.edu.au/Services/ rego_form.html

23/8 CAVAL training activities. *Communities of practice:* one-day seminar led by Martin White. Raymond Priestley Room, Union House, University of Melbourne. Cost: $396 CAVAL/ALIA members, $440 non-members. Contact: Eve Cornish, evec@caval.edu.au, register online at http:// www.caval.edu.au/Services/rego_form.html

28/8 ACER Information Literacy. *Workshop 2: Writing, abstracting and referencing for journal articles and reports.* Camberwell Vic. Cost: $132 per session (inclusive GST), 10% discount for ALIA members, must mention the ad, see http://www.acer.edu.au or phone 03 9835 7403.

2/9 CAVAL training activities. *Preservation of digital resources:* presented by Alan Howell, manager, Preservation and Storage Division, State Library of Victoria. CARM Centre 4 Park Drive Bundoora. Cost: $396 CAVAL/ALIA members, $440 non-members. Contact: Eve Cornish, evec@caval.edu.au, register online at http://www.caval.edu.au/ Services/rego_form.html

• **5/9 Vic Library Technicians.** *Committee meeting.* State Library of Victoria, meet in the Swanston Street foyer at 6pm. Everyone welcome, no charge, light supper provided. *RSVPs essential:* Tricia Murrary, ph 03 9925 2063, patricia.murray@rmit.edu.au (e-mails prefered).