

Love Your Keyboard! Professional Writing for Librarians

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The Inquiry Process

While everyone's research and writing process is unique, we all follow common steps in completing a project. Being aware of these phases can help us become more deliberate and effective writers.



From *Together for Learning* by the Ontario School Library Association,
<https://www.accessola.org/Documents/OLA/Divisions/OSLA/TogetherforLearning.pdf>

Time Management & Productivity

Any time that you spend writing will be a tradeoff that draws time from other activities. Acknowledge and embrace the fact that when writing, you are NOT doing something else. Finding time to write is all about managing your priorities.

Tips:

- Schedule time to write on your calendar and honor it.
- Value your writing time as much as you value other precious things in your job.
- Find support for your writing either via social media or form a writing group.
- Set incremental, achievable goals and deadlines.
- Track your progress.
- Keep a journal.

Getting Published

Getting published is as much about how good are your ideas, how well you can write, and your relationships. This does not mean you need to be the most networked person in libraries! Here are some dos for getting published.

Do:

- Query editors early. Contact the editors at relevant publication venues with an abstract of your work to see if they would be interested in publishing your completed manuscript.
- Write with a journal/publisher in mind. It will be easier to frame your arguments, use the style required by a publication, and motivate your efforts if you can identify your audience before you begin the process.
- Structure your writing around a central argument. Most publishing rejections occur because manuscripts do not present a position, theory, or argument.
- Follow all editorial guidelines for a publication as outlined by a publication's web site or communication with editors.
- Have someone else read and edit your work before your submit it.
- Submit your best work.

Love Your Keyboard! Professional Writing for Librarians: A Bibliography

Guides and Handbooks

Silvia, P.J. (2007). *How to Write a Lot: A practical guide to productive academic writing*. Washington, DC: American Psychological Association.

Smallwood, C. (2010). *Writing and Publishing: The librarian's handbook*. Chicago: American Library Association.

Hollister, C. (2013). *Handbook of Academic Writing for Librarians*. Chicago: Association of College and Research Libraries.

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Gordon, R.S. (2004). Getting Started in Library Publication. *American Libraries*, 67–69.

Writing Exercises

Goodson, P. (2013), *Becoming an Academic Writer: 50 exercises for paced, productive, and powerful writing*. Los Angeles: SAGE Publications, Inc.

Odegaard Writing & Research Center: Writing Resources.
<http://depts.washington.edu/owrc/WritingResource.s.html> (see specifically the handouts section)

Advice/Inspiration

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Toor, R. (2012). Becoming a “Stylish” Writer – Advice. *The Chronicle of Higher Education*. Retrieved November 4, 2012, from
<http://chronicle.com/article/Becoming-a-Stylish-Writer/132677/>

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<http://www.slideshare.net/charbooth/insert-clever-title-ala-pubishing-panel-2012> and blog post:

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Case Studies/How I did it

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Gregory, G. (2008). And You Thought That You Couldn't Publish a Book? *College & Undergraduate Libraries*, 14(1), 37–41.

Academic Articles

Antoniou, M. & Moriarty, J. (2008). What Can Academic Writers Learn From Creative Writers? Developing guidance and support for lecturers in higher education. *Teaching in Higher Education*, 13(2), 157-167.

Devlin, M. & Radloff, A. (2012). A Structured Writing Programme for Staff: Facilitating knowledge, skills, confidence, and publishing outcomes. *Journal of Further and Higher Education*, 1, 1-19.

Fallon, H. (2009). A Writing Support Programme for Irish Academic Librarians. *Library Review*, 58(6), 414–422.

Fallon, H. (2012). Using a Blended Group Learning Approach to Increase Librarians' Motivation and Skills to Publish. *New Review of Academic Librarianship*, 18(1), 7–25.

Klobas, J.E., & Clyde, L.A. (2010). Beliefs, attitudes and perceptions about research and practice in a professional field. *Library & Information Science Research*, 32(4), 237–245.

Penta, M., & McKenzie, P.J. (2012). The Big Gap Remains : Public Librarians as Authors in LIS Journals, 1999-2003. *Public Library Quarterly*, 24(1), 37–41.