



## **up//root submissions toolkit: getting started**

Thank you for considering up//root as a permanent home for your piece. The editors are dedicated to cultivating a safe and disruptive space for BIPOC in LIS to share our essential knowledge making and creativity with others. This toolkit intends to support your writing process with framing questions, a checklist and other resources.

### **Preliminary questions:**

What conversations/topical areas in LIS are important to you and what do you want to say about them?

What is missing from these conversations? Or better yet, what conversations aren't being had at all?

Does your idea interrogate coloniality, white supremacy, patriarchy, white feminism, and/or racial capitalism as they impact archives, libraries, LIS education, and/or information?

Do you feel this piece could be relevant to an audience outside of LIS?

Can you write your piece using clear and accessible language?

### **Resources:**

[BIPOC Citation Guide](#)

[Cite Black in LIS Spreadsheet](#)

[up//root writing support Slack channel](#)

### **Final checklist before submitting:**

- Did you take a deep breath?
- Is your abstract or description under 300 words?
- Do you have up to 5 key words to describe your piece? (keywords examples: collections, hiring practices, personal narrative, etc.)

**What to expect during the submissions & publication process:**

1. You have an awesome idea that will interrogate and/or disrupt the LIS industry
  - a. You submit an abstract or description expressing your idea using our submissions form (less than 300 words)
  - b. You will receive an email confirming your submission has been received
2. Editors will respond with a decision after 2-3 weeks of deliberation
3. If your submission is accepted for publication, editors will communicate a reasonable and flexible timeline to receive the full draft
  - a. Editors will be available to support the author's development of the piece during the drafting process
4. Once a full draft is submitted, an editor will be assigned to support and advise the author through the publication process
  - a. Author and editor will work with the piece until both parties are satisfied with the final draft
  - b. A mutually agreed publication date will be set
5. up//root will publish your piece and promote on all We Here channels, including our listserv, social media, and patreon group