



## Detailed Instructions

### A. Naming Convention for Book Resumes (PDF)

- LastName\_First4WordsOfTitle\_YYYYMMDD.pdf
- Example: Maas\_CourtOfMistAnd\_20230227.pdf for Sarah J. Maas's A Court of Mist and Fury last revised on February 27, 2023
  - LastName:
    - Use the last name of the first author listed
    - Omit punctuation like hyphens and diacritical marks (for Sylvia Moreno-Garcia, use MorenoGarcia)
    - If an author has a maternal and paternal surname, use both (for Gabriel García Márquez, use GarciaMarquez)
    - Include participles like de, der, van, von (for Simone de Beauvoir, use DeBeauvoir)
    - Do not include suffixes like Jr., Sr., III
  - First4WordsOfTitle:
    - Please do not use initial articles in title (eg: the, a, an) or punctuation marks such as apostrophes
  - YYYYMMDD:
    - Date resume was last revised

### B. PDFs Should Be Accessible (see the following resources for guidance on descriptive links, etc.)

- PDF Techniques for WCAG 2.0: <https://www.w3.org/TR/WCAG20-TECHS/pdf>
- Create and verify PDF accessibility (Acrobat Pro):  
<https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html>
- Colorado State University PDF Accessibility Page:  
<https://www.chhs.colostate.edu/accessibility/best-practices-how-tos/pdf-converted/>

### C. Book Cover Image (JPG)

- Cover images should have a height of 600px (2" at 300 PPI) and be in JPG format
  - If you lock the aspect ratio when resizing, the width will be maintained appropriately
- Naming convention for the cover image: use the same as the resume, with "\_Cover" appended
  - LastName\_First4WordsOfTitle\_YYYYMMDDofLastUpdate\_Cover
  - Example: Johnson\_AllBoysArentBlue\_20231108\_Cover.jpg

### D. UABB Book Resume Submission Form

- Go to the form at: <https://airtable.com/appHflMvZwLncR5WW/shr14ti2wIEZhlEDo>
- Book Title: click +Add and start typing the title. Click the tile that matches your book
- Book Resume: click Attach File or drag your PDF to where it says "Drop files here"
- Book Cover Image: click Attach File or drag your JPG to where it says "Drop files here"
- Awards and Accolades: Copy and paste from your Google or Word Doc if it includes these
- Media and Resources: Copy and paste from your Google or Word Doc if it includes these
- Response to Challenges: Copy and paste from your Google or Word Doc if it includes these

If you have questions or encounter an issue, email Eric Stroshane: [estroshane@ala.org](mailto:estroshane@ala.org)



WE TRUST INDIVIDUALS TO MAKE THEIR OWN  
**DECISIONS ABOUT WHAT TO READ.**



- Author Statement: Copy and paste from your Google or Word Doc if it includes these
- Last Updated: mm/dd/yyyy of last revision
- Contact Email: provide an email address that can be used for follow up and quality control
- Click the Submit button

Checklist for Book Resume Submission	
1	Download and save a copy of the <a href="#">template</a> and use it to create your book resume
2	Save the resume as a PDF using this <a href="#">naming convention</a> : LastName_First4WordsOfTitle_YYYYMMDD
3	Check PDF's <a href="#">accessibility</a>
4	Prepare a JPG <a href="#">cover image</a> that is 600 px in height and save it as: LastName_First4WordsOfTitle_YYYYMMDD_Cover
5	Go to the <a href="#">Book Resume Submission Form</a>
6	<a href="#">Use the form</a> to enter the Book Title, attach the Resume and Cover Image, and provide the date of last update and a contact email

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