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An issue editor proposes the theme and scope of a new issue, draws up a list of prospective authors and article topics, calls for submissions to each issue, arranges for the external review of each article, provides short annotations of each included article's scope, and prepares a statement of philosophy guiding the issue's development. Unsolicited articles are not accepted.

The style and tone of the journal is formal rather than journalistic or popular. Library Trends reviews current theory and practice and identifies and evaluates new directions of both practice and research. Papers must represent original work. Extensive updates of previously published papers are acceptable, but revisions or adaptations of published work are not acceptable. Both issue proposals and the papers they contain are subject to rigorous external review.

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