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The Public Historian

Volume 13, Number 3

Special Issue on Preservation Technology

Introduction *Michael G. Schene*

Technology Transfer, Historic Preservation, and Public Policy
Ray A. Williamson and Jannelle Warren-Findley

The Fragility of Paper: Can Our Historical Records Be Saved?
Nancy E. Winn

When Cultures Collide: Computer Technology and the Cultural
Resources Professional *Betsy Chittenden*

The National Maritime Initiative: An Interdisciplinary
Approach to Maritime Preservation *James P. Delgado*

Nonintrusive Site Evaluation and Stabilization Technologies for
Archaeological Resources
Douglas D. Scott and Paul R. Nickens

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John J. Knoerl

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Preservation Technologies: As Answers Get Easier, Questions
Remain Hard *Carroll Pursell*

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Technology special issue are also available from the Press
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Society of American Archivists

1990 SAA Awards: Where's Waldo?

Editor's note: We regret the inadvertent omission of the two individuals selected to share the 1990 Waldo Gifford Leland Prize from the report that appeared in the last issue (Winter 1991, pp. 132-34). It should also be noted that the special commendations given to David Bearman and Steven Hensen (reported on pp. 133-34) were associated with the Leland Prize, not the C. F. W. Coker Award.

Waldo Gifford Leland Prize

The Waldo Gifford Leland Prize, which recognizes North American monographs of excellence and usefulness in the field of archival history, theory, or practice, was shared by two individuals. **Henry Putney Beers** received the award for an unprecedented third time for his *French and Spanish Records of Louisiana: A Bibliographic Guide to Archive and Manuscript Sources*. The book contains a detailed description and history of all types of manuscript records for colonial Louisiana, including those portions that became Mississippi, Alabama, Missouri, and Arkansas. Logically organized and clearly written, it offers an invaluable road map to records in the U.S., Canada, Cuba, and Europe.

JoAnne Yates was cited for her book, *Control Through Communication: The Rise of System in American Management*. Her study of business records from 1850 to 1920 transcends simple technological determinism to describe and analyze the way in which the advent of the typewriter, duplication

systems, methods of filing, and other changes in communication technology supported a shift in managerial structure.

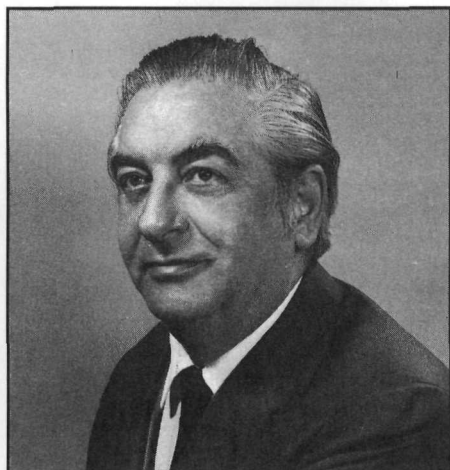
Obituaries

Albert H. Leisinger (1915-1991)

Albert H. Leisinger, an SAA Fellow and an internationally renowned innovator on archival reprography and exhibits, died on 3 March 1991, after several years of declining health.

Al was born in New York City. He received a master's degree from Cornell University and completed all but a dissertation in his doctoral program there. He was appointed archivist in the Division of State Department Archives at the National Archives in 1941. In 1943 he transferred from NARS to serve as an intelligence officer in the Foreign Economic Administration and, later, the State Department. He returned to the National Archives in 1946.

Mainly because of his recommendations regarding publications, exhibits, and micrographics, Leisinger became director of the Exhibits and Publications Division, which later became the Educational Programs Division. In that capacity he implemented his proposal for developing the renowned microfilm publication program that earned him a Meritorious Service Award. The Civil War Committee gave him an Award of Distinction for his 1962 Civil War exhibit. During that year Al was elected Fellow of the SAA and joined the International Council on Archives. He was chairman of the ICA Committee on Micro-



Albert H. Leisinger

graphics for eight years. The ICA published his manual, *Microfilming for Archives*, in 1968.

In 1966 he was cited "for excellence of historical and legal research, and the tact and diplomacy displayed in dealing with representatives of foreign governments and agencies of the U.S. government in compiling the widely acclaimed 'Great Instruments of Law' exhibit." From 1972 to 1973 he was the National Archives' assistant archivist for academic relations. Thereafter, until his retirement from NARS in January 1981, he was director of the Science and Technological Archives Division.

Because of his extensive knowledge of archival science and expertise on exhibits and reprography, Leisinger had numerous consultancies, including those for the American Historical Association, the states of New Jersey and New York, the Pennsylvania Historical Commission, Mexico, Peru, and several African nations. He was also a technical advisor to Jacqueline Kennedy and Lady Bird Johnson. His last consultancy concerned the Mexican land claims in New Mexico.

Meyer H. Fishbein

Sister Evangeline Thomas (1903-1990)

Sister Evangeline Thomas, a Sister of St. Joseph of Concordia, Kansas, died on 30 December 1990 in Washington, D.C. while visiting relatives. Born Mary Thomas in Carbondale, Pennsylvania, she entered the Sisters of St. Joseph in 1921 and received the name, Sister Evangeline. After teaching for several years in rural parochial schools, she completed her B.A. degree from Marymount College, Salina, Kansas, in 1932. She earned masters' and doctoral degrees in history from the Catholic University of America in 1934 and 1936. She returned to Marymount College in 1936 where she served for three decades as chairperson of the department of history and later as dean of students and director of college relations and special projects, retiring from fulltime duties in 1976.

Sister Evangeline was best known to archivists for her work in promoting the preservation, description, and use of the records of women religious. From 1976 through 1985 she directed the National Archives Project for the Leadership Conference of Women Religious. The fruit of that work was the publication of *Women Religious History Sources: A Guide to Collections of Manuscripts and Archives in the United States* (Bowker, 1983). In 1980 she received the SAA's Sister M. Claude Lane Award for outstanding work in religious archives. She was also a frequent contributor to library and history journals.

In addition to archival and historical work, Sister Evangeline was a patron of the arts. She co-founded the Salina Youth Symphony and instituted a locally renowned Artist Series.

Society of American Archivists Council Meeting Minutes

August 29, 1990

Seattle, Washington

President John A. Fleckner called the meeting to order at 9:07 A.M. Present in addition to Fleckner were Vice President Trudy Peterson; Treasurer Linda Henry; and Council members Nicholas C. Burckel, Maygene Daniels, Terry Eastwood, James E. Fogerty, Linda Matthews, Archie Motley, James M. O'Toole, and Robert Sink. Council member Mary Jo Pugh was unable to attend. Also attending were incoming Council members Brenda Banks, Anne Van Camp, and William Wallach; SAA Executive Director Donn C. Neal; Page Putnam Miller of the National Coordinating Committee for the Promotion of History; Academy of Certified Archivists President Greg Hunter, and Timothy L. Ericson who will be acting as SAA Executive Director on an interim basis beginning in October.

Call to Order and Adoption of the Agenda

President Fleckner added several items to the agenda. O'Toole moved and Burckel seconded to approve the agenda as amended. Passed unanimously.

Approval of Minutes

On a motion by Sink, seconded by Matthews, the minutes of the previous meeting were approved without correction.

Report of the Executive Committee

Daniels reported a recommendation by the Executive Committee that Sue Holbert be given a certificate in recognition of her work on the Council Handbook.

A motion to that effect was made by Peterson, seconded by Fogerty, and passed unanimously. Peterson noted that Bruce Ambacher of the NARA staff will complete the project. Daniels also presented an Executive Committee recommendation that the Committee on Committees act as liaison with the SAA Office of Education on the preparation of a plan for the continuing education program. Council member Matthews will work with Jane Kenamore to revise the plan that was submitted at the June meeting. Matthews said she would welcome any comments or suggestions from Council members.

Report of the President

President Fleckner had met with Donn Neal and discussed the letter he had written on behalf of the SAA to the Archivist of the United States. Fleckner's letter emphasized the importance of maintaining an ongoing dialogue and relationship between the National Archives and the archival profession. There was discussion of how best to circulate Fleckner's letter to the SAA membership, including the possibility of printing it, along with a response from NARA, in the *SAA Newsletter*. Council felt as though it was important to designate someone to act as liaison between SAA and NARA, particularly in view of the upcoming winter meeting that was scheduled for February 1991. Council agreed to delegate this responsibility to the Executive Committee. O'Toole recommended publishing a summary of Fleckner's letter in the next

SAA Newsletter, along with a response from Don Wilson if possible. Council agreed that this was a good idea.

Fleckner announced several committee appointments including that of Steve Hensen to complete Tim Ericson's term as chair of the 1991 Nominating Committee. This action was taken because Ericson would be taking over as interim executive director of SAA beginning October 1, 1990. Archie Motley suggested that Council may need to explain why, given the seeming conflict of interests, that Ericson continues to serve on the Nominating Committee at all. However, Council felt that since Ericson had been elected by the membership, and that since most of the work of the committee would be completed prior to October first anyway, that he should continue to serve. Fleckner also announced the appointment of Linda Edgerly, Frank B. Evans, and John Daly to the ARMA-SAA Committee of Archives and Records Management.

Fleckner also mentioned the two unsuccessful NEH grant proposals. The reference grant was being reviewed by Lynn Bellardo to determine whether it could be revised and resubmitted. Margaret Child, Anne Kenney, Karen Garlick, and Christine Ward were looking at ways to make the preservation grant more focused and less expensive. Margaret Child had agreed to write a revised grant.

President Fleckner also reported that he had met with Ann Gordon who was directing a study being supported by the NHPRC.

Report of the Vice President

Vice President Peterson distributed a list of committee appointments and drew attention to the new Task Force on Development and the Standards Board. To date Edie Hedlin, Robert Byrd, and John Burns have agreed to serve on the Legal and Legislative Issues Task Force; however, nobody has yet volunteered to serve as legislative liaison. Peterson asked for a report advising how to proceed with the business of the task force for consideration at the February 1991 Council meeting. Fleckner remarked that it takes time to act on legislative matters. Burckel has prepared a charge for the task force. Motley moved and Burckel seconded to accept the charge. Passed unanimously.

Peterson also reported on the possible publication of an archival encyclopedia. Bill Joyce has been helpful in developing a proposal, and the prospect for publication was encouraging. Peterson summarized what the content of such a publication would be and suggested the establishment of an advisory board to guide the project. O'Toole asked what exactly Council should endorse at this point, and how such a project would be funded. Peterson replied that the concept needs further development, and said that she hoped the chair of the Editorial Board would be a member of any advisory board that was established. Sink suggested that such a project should be closely tied to the SAA. Matthews moved and Sink seconded to ask Bill Joyce to continue working with the concept and report to Council at its February 1991 meeting. Passed unanimously.

Peterson also scheduled three additional meeting times during the annual meeting so that Council could complete all of the work necessary to conduct-

ing a search for a new executive director.

During Executive Session, Peterson reported on a search for an Interim Executive Director.

Report of the Treasurer

Treasurer Henry distributed copies of the June 30, 1990, audit and said that the Council would act on the report at its February 1991 meeting.

Henry also reviewed the June 30, 1990, SAA financial figures which will accompany the Treasurer's report at the annual business meeting. She noted that a handout included a final accounting as well as a summary of certification receipts and expenses for the past four years. She explained that the deficit for FY 1989-90 was due to our setting aside funds to complete publication of four numbers of the *American Archivist*. She also noted that the deficit has again depleted the General Fund balance, and that the figures clearly showed the need for new revenues from a dues increase.

Report of the Executive Director

Executive Director Neal reported that there had been no further progress on booking a site for the 1996 Annual Meeting.

Neal also recommended that SAA discontinue the Candidate Register, stating that it was seldom used either by candidates or employers and that it was expensive and time-consuming to maintain. Burckel moved and O'Toole seconded to eliminate the Candidate Register as a member service. Passed unanimously.

There was discussion on the progress of publishing the *American Archivist*. Vice President Peterson said she would ask the three senior members of Council (O'Toole, Matthews,

and Burckel) to study future options for an editor of the *American Archivist*. Matthews wondered whether the position could be a paid staff position in the SAA office. Henry noted that SAA would also benefit from a paid position of non-serials editor and wondered whether this could be combined with an editor of the *American Archivist*.

Neal also reviewed the progress on the agreements with Scarecrow Press and the Organization of American States. The Scarecrow agreement, to jointly produce up to three new titles primarily for an Archival Management Series, was signed by both SAA and Scarecrow in July, 1990. The OAS agreement, to translate into Spanish and distribute the new series of Archival Fundamentals manuals, had been signed by SAA also submitted to the OAS. Its return was expected soon.

Neal also discussed and distributed the latest membership report as well as the newest *Education Directory*. He reviewed a report submitted to President Fleckner concerning the status of work in the SAA office.

Reports from Council Committees

Committee on Committees

Reporting for the Committee on Committees, Daniels distributed a letter from Tom Wilsted, chair of the Committee on Institutional Evaluation and Development, about a request for proposals for a *Director of Archives and Manuscripts Repositories in the United States*. It was agreed that the Committee on Committees would review the proposal with Wilsted and report later.

Committee on Sections and Roundtables

In Council member Pugh's absence, O'Toole reported for

the Committee on Sections and Roundtables. Council has distributed information pertaining to three-year plans. There has been no reaction thus far. Daniels mentioned that the Executive Committee had discussed how and when members could select or change the sections to which they belonged. The consensus was that members should be given the chance to select or change sections when they paid their dues. The Committee on Sections and Roundtables should also undertake a broader study to include how sections and roundtables function—what roles they play and what services they provide. Daniels moved and O'Toole seconded that the SAA office study how to enable members to select sections at the time they renewed their membership, and that Council undertake a broader study of the roles of sections and roundtables, with a report at the February 1991 Council meeting. Passed unanimously.

Committee on Task Forces and Representatives

Burckel reported on the Task Force on Consultant Guidelines. The task force has completed its work. Peterson suggested that Council study their report and make recommendations. Fleckner agreed to thank the task force for its work. Burckel will study the final report and make recommendations at the February 1991 meeting. Burckel moved and Motley seconded to thank the task force for its work. Passed unanimously.

Peterson reported that the Copyright Task Force expired at this meeting and that it would be supplanted by the new Task Force on Legal and Ethical Issues. Motley moved and Sink seconded that SAA President Fleckner express on behalf of the SAA thanks for the excel-

lent work of the Copyright Task Force. Passed unanimously.

Peterson reported that the chair of the Library Archives Working Group would convene a meeting to discuss the future of the group. There was some question about the precise charge of the group.

Burckel reported on several matters pertaining to task forces and representatives:

The Ethics Task Force is in the process of completing its final report.

There has been a request from the Preservation Section to send a representative from SAA to a September 1990 meeting on preservation microfilming sponsored by the AIIM. Because there was no funding to pay expenses for this trip, and since the meeting was to be held in Washington, D.C., Vice President Peterson agreed to appoint someone from that area to act as SAA's representative. Sink urged that some sort of report to Council be submitted after the meeting.

The Joint ALA/SAA Committee on Archives and Library Relationships has received a draft of the new ALA accreditation guidelines that it is circulating for comment. ALA is interested in a response from SAA. Frank Burke has been involved in the drafting process and Burckel recommended that he serve in the capacity as liaison, but not as a formal representative. Regarding the structure of the Joint ALA/SAA Committee, Burckel reported that the committee was content with the status quo. The Joint Committee also discussed membership in the National Information Standards Board and recommended that SAA join despite the relatively high

cost. Burckel suggested, and Council agreed by consensus, that Howard Lowell—the NAGARA representative—could also represent SAA for one year. Finally, the Joint Committee has reviewed an ALA statement on the MLS degree and had no objection. They will report back on additional discussion and changes to this document.

Burckel also noted that Council should continue to assess the value of its membership in the Council of National Library and Information Associations, but that Greg Hunter and Adele Lerner should continue as representatives for the coming year.

Matthews asked about the status of an SAA representative to the Association of Library and Information Science Educators. Peterson suggested that this responsibility be assumed or delegated by the chair of the Committee on Education and Professional Development.

As a general point of information, Motley noted the increasing cost of supporting all the representatives that SAA sponsored and urged Council to consider this when appointing new representatives.

Daniels reported that the Committee on Goals and Priorities was continuing its assessment of activity since the publication of the GAP report in 1986. A final report will be presented at the February 1991 Council meeting. Matthews asked for reactions by October 15, and Fleckner commented on the great value of this work.

Old Business

Fogerty reviewed the plans for presenting the need for a dues increase at the upcoming business meeting. Linda Henry noted the persistent problem of a deficit of approximately \$35,000. Council looked at the

proposed dues structure and discussed possible alternatives in case the membership did not approve the recommendation. There was also some discussion of the open forum, and the rules for the business meeting.

Fleckner reported on the activities of the screening committee for a new executive director. To date there were twenty-six applications. Paul Conway was selected by the SAA staff as their representative on the screening committee. There was discussion of the scheduled open forum on the search. The consensus was that Council should emphasize the openness of the search. Peterson commented that the forum would provide an excellent opportunity to hear what qualifications the SAA membership thought were important in an executive director. As discussion of the search continued, Burckel cautioned that it would be well to make the salary range clear to candidates during the search process in order to avoid any unrealistic expectations. There was also a discussion about the draft of the statement describing the executive director's position and duties.

Page Putnam Miller reported on the recent activities of the National Coordinating Committee for the Promotion of History. She thanked SAA for its increased contribution to the work of NCC. Miller discussed several issues:

NARA Budget—there were no real increases expected in the coming budget bill. The senate version of the bill included an increase for the NHPRC. Don Wilson is developing a long-term plan to use additional resources.

FRUS update—there had been some discussion of the

30 year rule. The Paperwork Reduction Act is probably dead for the coming session.

Bancroft Library/Department of Energy issue—at this time discussion was focused on what constituted a record and what constituted a federal record. The present discussion and the issue generally must be seen as part of a larger debate on records pertaining to science and technology.

Bates bill—the House had not acted on this bill and it is probably dead for this session.

Copyright legislation—Congress has sponsored a joint hearing that included three federal judges. The primary issue is with software, but some sort of agreement seems near.

NEH—increased appropriations are possible.

Discussion followed. Sink inquired about what role SAA could play in the scientific records issue. Miller replied that SAA may be able to help in the discussion about defining scientific records. It was suggested that JCAST or some similar body might be useful in this regard. There was also a discussion of the larger role of NARA and about the possible introduction of legislation on declassification.

Greg Hunter joined the meeting to present a report on the Academy of Certified Archivists. He announced the results of the ACA election:

President—Maygene

Daniels

Vice President—Deborah Skaggs

Secretary—Karen Paul

Treasurer—Karen Benedict

Regents—Anne Diffen-

dal, Linda Evans, David Gracy, Mary Jo Pugh, Patrick Quinn, Mary Elizabeth Ruwell

Nominating Committee—Florence Borders, Scott Cline, Anne Kenney

Hunter also outlined the major accomplishments of the Academy during its first year: completion of petition process, resolution of appeals, incorporation and filing for 501 (c)3 status, establishment of a secretariat, publication of a brochure and newsletter, establishing a member database and publishing a directory, updating and offering the certification examination, holding elections, auditing the Academy finances and beginning some investments and financial planning, and beginning to discuss more fully issues relating to certification, the Academy, and the archival profession.

There were several questions pertaining to the certification examination, SAA/ACA communication on nominations for offices, potential sources of revenue, and the quality of the certification examination.

As an item of old business Ann Van Camp asked about the status on the 1992 meeting in Montreal. Neal mentioned that a Sunday morning breakfast meeting was scheduled and would include representatives from SAA, the International Congress on Archives, the Association of Canadian Archivists, and the Association of Quebec Archivists.

There being no further old business Henry moved and Matthews seconded to adjourn the meeting at 4:25 P.M..

Timothy L. Ericson
Interim Executive Director

Society of American Archivists Council Meeting Minutes September 2, 1990 Seattle, Washington

President Trudy H. Peterson called the meeting to order at 7:15 P.M. Present in addition to Peterson were Vice President Frank G. Burke, Treasurer Linda Henry, and Council members Brenda Banks, Nicholas Burckel, Terry Eastwood, Jim Fogerty, Linda Matthews, Robert Sink, Anne Van Camp, and William Wallach. Council member James O'Toole was unable to attend. Also present were Donn Neal, Tim Ericson, Anne Diffendal, and John Daly.

Approve Minutes of Previous Meeting

There were no minutes from the previous meeting.

Report of the Executive Committee

Treasurer Henry reported that the dues increase had passed.

Report of the President

The President had no report.

Report of the Vice President

Vice President Burke expressed his regrets at missing the meeting the previous day.

Report of the Treasurer

The Treasurer had no report other than the news about the passage of the dues increase.

Report of the Executive Director

Executive Director Neal reported on the breakfast meeting with the ICA, ACA (Association of Canadian Archivists), and AAQ. The meeting had gone very well. The groups had discussed how best to coordi-

nate their meetings so that the members of the various organizations could attend sessions of other organizations. Three of the organizations (SAA, ACA, and AAQ) expressed an interest in honoring one another's registrations. There is still need to book additional space for a jointly sponsored social event. The AAQ is particularly interested in a joint session, possibly on descriptive standards.

Report of the Committee on Committees

Matthews reported that the Standards Board had met and wanted to hold a mid-year meeting. President Peterson will appoint someone to attend the preservation microfilming meeting. There had been some discussion of SAA and NARA cooperating in sending a single representative to NISO. The Standards Board recommended approval of the CIED RFP that Tom Wilsted had circulated. Burckel recommended approving in principle. Van Camp moved and Burckel seconded approval on this basis with Tom Wilsted as the contact person to answer questions about proposals and receive proposals that were submitted. Approved.

Report of the Committee on Task Forces and Representatives

John Daly reported on the meeting of the ARMA/SAA Committee on Archives and Records Management which he will chair. He had several questions including how the activity of this group could be coordinated, whether the Academy of Certified Archivists and NA-

GARA could be included, and at what level the cooperation should take place (council to council?). He also wondered whether the committee should prepare a position paper, and whether they should submit program proposals for consideration at Council's February 1991 meeting. Peterson suggested that these matters be referred to the Committee on Committees. Matthews wondered whether it would be possible to consider a joint publication as well.

Anne Diffendal reported on NHPRC. Burckel inquired about the relative levels of support for records and publications projects.

Report of the Committee on Goals and Priorities

Matthews reported a request by the committee to see Council's three-year plan. The consensus was that the report needed some fine-tuning, but that it could be made available in its present form.

Old Business

Peterson reported that she had signed a contract with Tim Ericson, who will act as interim executive director from October 1, 1990, through March 31, 1991.

New Business

Council elected Nick Burckel as its representative on the Executive Committee for the coming year.

NAGARA was interested in transferring to SAA the recently completed GRASP project and give SAA the sole right

to sell and distribute the publication and accompanying software program. The Executive Committee agreed that this sounded like a good opportunity and instructed the Executive Director to work out the details.

Dates and Location of Next Council Meetings

It was decided that the next Council meeting would be held in Washington, D.C., from February 21-24, 1991. Following that, the next meeting would be held in Chicago from June 13-16, 1991.

Adjournment

There being no further business it was moved by Henry and seconded by Wallach to adjourn the meeting at 8:05 P.M.

Timothy L. Ericson
Interim Executive Director

The American Archivist

EDITORIAL POLICY

The *American Archivist* is the quarterly journal of the Society of American Archivists. It seeks to reflect thinking about theoretical and practical developments in the archival profession, particularly in North America; about the relationships between archivists and the creators and users of archives; and about cultural, social, legal, and technological developments that affect the nature of recorded information and the need to create and maintain it.

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Case Studies are analytical reports of projects or activities in a specific setting that offer the basis for emulation or comparison in other settings. Direct inquiries to Richard J. Cox at (412) 624-9438.

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The **International Scene** may include elements of any of the above formats in covering archival developments outside the United States. Direct inquiries to Marjorie Barritt and Nancy Bartlett at (313) 764-3482.

Surveys are invited essays that review the developments (as opposed to the literature) in specified areas in a way that describes particular initiatives and places them in the context of broader trends. Direct inquiries to Richard J. Cox at (412) 624-9438.

The **Reviews** department evaluates books and other archival literature as well as the tools and products of archival activity such as finding aids, microfilm editions, audiovisual materials, exhibits, and computer software. On occasion it includes review essays to permit comparative analysis of related publications. Reviewers are selected by the Reviews editor. Direct inquiries to Peter J. Wosh at (212) 408-1495.

The **Forum** contains letters to the editor commenting on recently published articles or other topics of interest to the profession.

Manuscript Submission Requirements

Manuscripts should be typed in English on white paper 8½-by-11 inches in size (computer-printed documents are preferred to be in near-letter-quality mode). Both text (including lengthy block quotations) and footnotes should be double-spaced with the notes following the text, not at the foot of each page. All pages should be numbered. The author's name and address should appear only on the title page, which should be separate from the main text of the manuscript. The preferred maximum length is 6,000 words for research articles and surveys and 3,000 words for case studies and perspectives. All articles should be accompanied by a 100-word abstract.

Four copies of the manuscript should be submitted for research articles, and two copies for all other types of articles.

Illustrations are welcome in all departments. Only photocopies of photographs need be included with the initial submission of an article. Glossy 8-by-10 inch originals will be

required when and if the article is accepted for publication. Similarly, figures and charts can be submitted initially in rough form, but authors must be prepared to provide camera-ready artwork or illustrations if their articles are accepted.

Editors of the *American Archivist* use the *Chicago Manual of Style*, 13th edition (University of Chicago, 1982), as the standard of style and footnote format, and *Webster's Third New International Dictionary of the English Language*, (G. & C. Merriam Co., 1971) for spelling. Terms having special meanings for members of the profession should conform to the definitions in "A Basic Glossary for Archivists, Manuscript Curators, and Records Managers," *American Archivist* 37 (July 1974): 415–33. Authors' variations from these standards should be minimal and purposeful.

Manuscripts prepared on computers can dramatically improve the speed and accuracy of editorial text handling. Authors should indicate at the time of initial (hard copy) submission if their manuscripts are available in electronic form, identifying the type of computer, the word-processing program, and the diskette size. Upon acceptance, the editors will advise on whether to send a computer data file on diskette as well as a typescript copy.

The *American Archivist* will not consider a manuscript that is being reviewed by another journal at the same time, nor will it normally consider an article that has been published previously in a similar form.

The author is responsible for understanding and following the principles that govern the "fair use" of quotations and illustrations and for obtaining written permission to publish, where necessary. Accuracy in footnote citations is also the author's responsibility, although the editors may occasionally confirm the accuracy of selected citations. Authors are required to assign copyright of their work to the journal but can expect to receive permission for subsequent use of their own work without restriction.

Authors wanting to submit manuscripts or to obtain more detailed guidelines should contact Teresa Brinati, Managing Editor, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605. Telephone: (312) 922-0140.

Review and Production Procedures

Research article manuscripts are submitted (without the author's name) to qualified readers to evaluate them and recommend acceptance, rejection, or revision. Submissions to the Case Studies, Perspectives, and International Scene departments are normally not sent out for peer review, although the department editors may seek an outside evaluation if they believe it appropriate. Author notification of a final decision normally takes a minimum of eight to ten weeks if a peer review is involved, and a shorter time for editorial review only. Acceptance for publication is usually on the condition that specified revisions be made. If an article is accepted, the author will be requested to prepare a brief biographical sketch to accompany the published article. Authors are given the opportunity to approve all editorial changes and to review galley or page proofs for correction of printers' errors. The minimum editorial and production cycle—which includes receipt of a manuscript, review, acceptance, revision, page makeup, printing, and distribution—is between six and nine months; various factors can extend that time period.

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- **Understanding Archives and Manuscripts**
by James M. O'Toole (1990) 79 pp., soft cover
- **Arranging and Describing Archives and Manuscripts**
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