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"If we are successful as archivists, the historical record will speak for this past in a full and truthful voice. And, as a society, we will be wiser for understanding who and where we have been."

JOHN A. FLECKNER

Presidential Address
1990

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.

The *American Archivist* is a referreed journal. Each submission will be reviewed by experts in the subject matter of the submission and a final decision for publication will be based on this review.

Journal Format

The *American Archivist* has several departments to accommodate a variety of types and lengths of articles. Authors can submit manuscripts for particular departments, or the editor will assign the submission to an appropriate section. Except for book reviews, all inquiries and submissions should be directed to Richard J. Cox, Editor, the *American Archivist*, School of Library and Information Science, University of Pittsburgh, Pittsburgh, Pennsylvania 15260. Telephone: (412) 624-3245. Fax: (412) 648-7001. E-mail: rjc@icarus.lis.pitt.edu.

Research Articles are analytical and critical expositions based on original investigation or on systematic review of literature. A wide variety of subjects are encouraged for this department.

Case Studies are analytical reports of projects or activities that take place in a specific setting and offer the basis for emulation or comparison in other settings.

Perspectives are commentaries, reflective or opinion pieces, addressing issues or practices that concern archivists and their constituents.

The **International Scene** may include elements of any of the above formats in covering archival developments outside the United States.

Professional Resources can be annotated bibliographies, other items designed for practical use within the profession, or essays that review the developments (as opposed to the literature) in specified areas in a way that described particular initiatives and places them in the context of broader trends.

Project Reports are summaries of recently completed projects, highlighting project conclusions, findings, and implications.

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 Barbara Craig, Faculty of Library and Information Science, University of Toronto, Claude T. Bissell Bldg., 140 St. George Street, Toronto, Ontario, M5S 1A1 Canada. Telephone: (416) 978-7093. Fax: (416) 971-1399. E-mail: Craig @ FLIS.utoronto.ca

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, but these length requirements can be waived for certain articles in consultation with the editor. All articles should be accompanied by a 100-word abstract and author's biographical statement.

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 Lewis J. and Lynn Lady Bellardo, comps., *A Glossary for Archivists, Manuscript Curators, and Records Managers* Chicago: Society of American Archivists, 1992). 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. At this time, it is preferred to receive manuscripts composed in WordPerfect 5.0 or 5.1, but the editor can accommodate any other word processing software.

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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 also sent out for peer review. Author notification of a final decision normally takes a minimum of eight to ten weeks. 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.

Authors will receive three complimentary copies of the journal in which their articles appear; reviewers receive two tear-sheets. Additional reprints may be ordered with a form enclosed at the time galley proofs are sent to the author for review.

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