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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 refereed 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* features a variety of types and lengths of articles. Except for book reviews, all inquiries and submissions should be directed to Philip B. Eppard, Editor, the *American Archivist*, State University of New York at Albany, School of Information Science & Policy, 135 Western Ave./113 Draper, Albany, NY 12222. Telephone: (518) 442-5128. Fax: (518) 442-5367. E-mail: pbe40@cnsibm.albany.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.

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.

International Scene pieces 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 describes particular initiatives and places them in the context of broader trends.

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, audio-visual 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, 140 St. George Street, Toronto, Ontario, M5S 3G6 Canada. Telephone: (416) 978-7093. Fax: (416) 971-1399. E-mail: craig@fllis.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 endnotes should be double-spaced 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 8,000 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.

Editors of the *American Archivist* use the *Chicago Manual of Style*, 14th edition (University of Chicago, 1993), as the standard of style and endnote format, and *Webster's Third New International Dictionary of the English Language*, (Merriam-Webster Inc., 1995) 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.

It is expected upon acceptance that authors will provide copies of their manuscript on diskette. At this time, it is preferred to receive manuscripts composed in Microsoft Word 6.0, but the editor can accommodate any other word processing software.

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. A separate reprinting policy has been prepared, but normally reprinting will be initiated by the editor.

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 endnote 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.

Review and Production Procedures

Manuscripts are sent out (without the author's name) for peer review by two readers who evaluate them and recommend acceptance, rejection, or revision. 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. Authors are given the opportunity to approve editorial changes and to review 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 approximately twelve months; various factors can affect that time period.

Authors will receive three complimentary copies of the journal in which their articles appear; reviewers receive two tear-sheets. Reprints/offprints may be ordered at the time page proofs are sent to the author for review.

Additional Inquiries

Address additional inquiries about the *American Archivist* to: Teresa Brinati, Managing Editor, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605. Telephone: (312) 922-0140. Fax (312) 347-1452. E-mail: tbrinati@archivists.org.



THE SOCIETY of
AMERICAN ARCHIVISTS

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

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THE SOCIETY of
AMERICAN ARCHIVISTS

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Scholarly Articles - The semi-annual journal *American Archivist* offers in-depth articles on archival theory and practice, reviews of pertinent literature, and reports on international archival activities.

Resources - The *SAA Publications Catalog* features more than 120 titles vital to archivists and allied professionals. All titles are available to members at a special discounted rate.

Professional News - The bimonthly newsletter *Archival Outlook* highlights up-to-the-minute news and information essential to the archival community, reports on SAA activities, details upcoming events, awards, educational offerings, and lists position announcements.

Continuing Education - SAA-sponsored workshops provide an unmatched opportunity to investigate new archival practices and developing technologies which will strengthen your present knowledge and skills and prepare you for the new millennium.

Career Opportunities - The *SAA Employment Bulletin* is a bimonthly listing of professional opportunities.

Professional Development - The SAA annual meeting, held in late summer in different cities throughout the country, includes a wide array of informative program sessions, preconference workshops, tours of local repositories, and special events.

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