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AMERICAN ARCHIVISTS

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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

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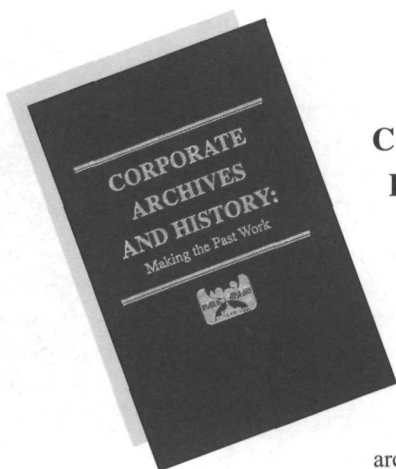
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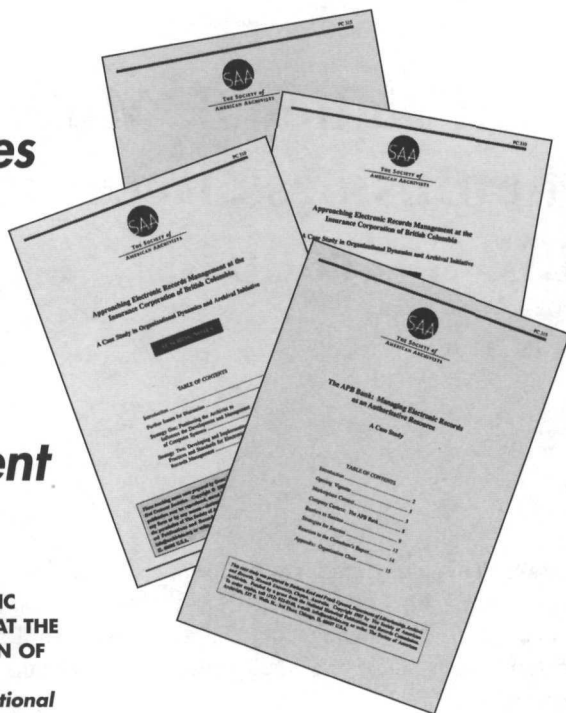
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The American Archivist

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: p.eppard@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@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 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 all 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.

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Authors will receive two 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, 527 S. Wells St., 5th Floor, Chicago, IL 60607. Telephone: (312) 922-0140. Fax (312) 347-1452. E-mail: tbrinati@archivists.org.



THE SOCIETY of
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At your service . . .

Founded in 1936, the Society of American Archivists is the oldest and largest national archival professional association in North America. Committed to meeting the needs of the archival profession in every way possible, SAA is your professional resource for:

Connecting and Communicating with more than 4,600 individuals and institutions committed to the identification, preservation, and use of records of historical value. SAA's membership serves in government agencies, academic institutions, historical societies, businesses, museums, libraries, religious organizations, professional associations, and numerous other institutions.

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.

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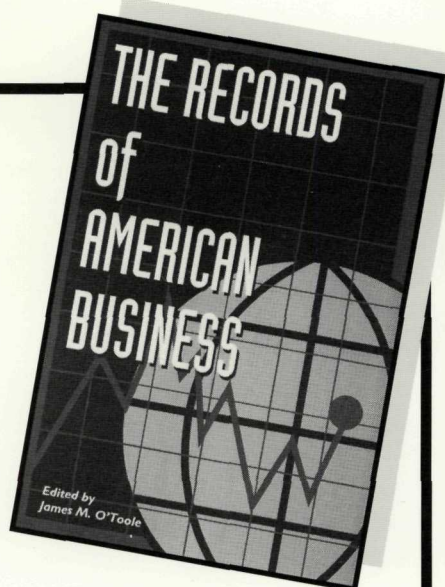
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THE RECORDS OF AMERICAN BUSINESS

edited by James M. O'Toole

This dynamic book explores the challenges of preserving the documentary record of American business enterprise, large and small. The book's 14 essays explore such topics as the evolution of corporate archives, structural and functional analysis of records, electronic information and its impact, decision-making and organizational culture, visual and moving images as documents, business history as popular history, and guidelines for determining which organizations to document and which records to save. The contributors—drawn from major archival programs across the United States, Canada, and the United Kingdom—have thoughtfully considered the special problems and opportunities in preserving the records of local and international business. For those whose archival responsibilities include the selection and care of this documentary material, these essays will provide insight, advice, and encouragement. Beyond that, the book presents timely discussion of issues that are of pressing, day-to-day concern to all archivists.



The Society of American Archivists (1997), 412 pp., hard cover

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