THE AMERICAN ARCHIVIST EDITORIAL POLLICY

The *American Archivist* is the semi-annual 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 Contents

The American Archivist features a variety of types and lengths of articles. Except for book reviews, all inquiries and submissions should be directed to Gregory S. Hunter, Editor, *The American Archivist*, Palmer School of Library and Information Science, LIU Post, 720 Northern Boulevard, Brookville, N.Y. 11548. Telephone (516) 299-2171. Email: AmericanArchivist@archivists.org.

Research Articles are analytical and critical expositions based on original investigation or on systematic review of literature. A wide variety of subjects is 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 or 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 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, 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 Amy Cooper Cary, Department Head, Special Collections and University Archives, Raynor Memorial Libraries, Marquette University, P.O. Box 3141, Milwaukee, WI, 53201-3141 (if using USPS); 1355 W. Wisconsin Avenue, Milwaukee, WI, 53233 (if using another shipper). Telephone (414) 288-7256. Email reviewseditor@archivists.org.

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

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Manuscripts should be submitted electronically in Microsoft Word or in Rich Text Format. Both text (including lengthy block quotations) and notes should be double-spaced. Endnotes should be used. 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 eight thousand words for research articles and surveys and three thousand 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 hundred-word abstract and author's biographical statement.

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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 one complimentary copy.

Additional Inquiries

Address additional inquiries about the *The American Archivist* to Teresa Brinati, Director of Publishing, Society of American Archivists, 17 North State Street, Suite 1425, Chicago, IL, 60602–3315. Telephone (312) 606–0722. Toll-free (866) 722–7858. Fax (312) 606–0728. Email tbrinati@archivists.org.

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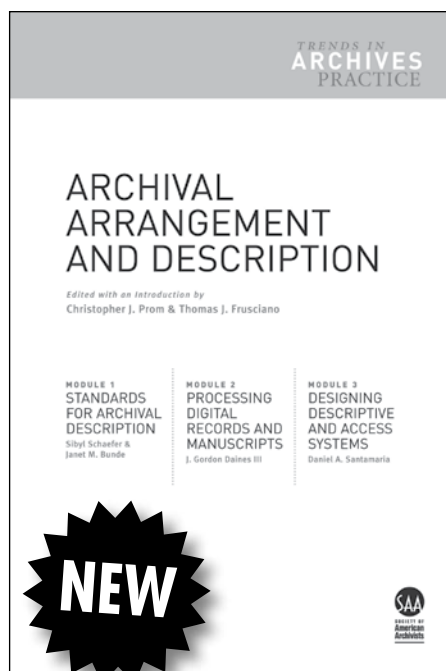
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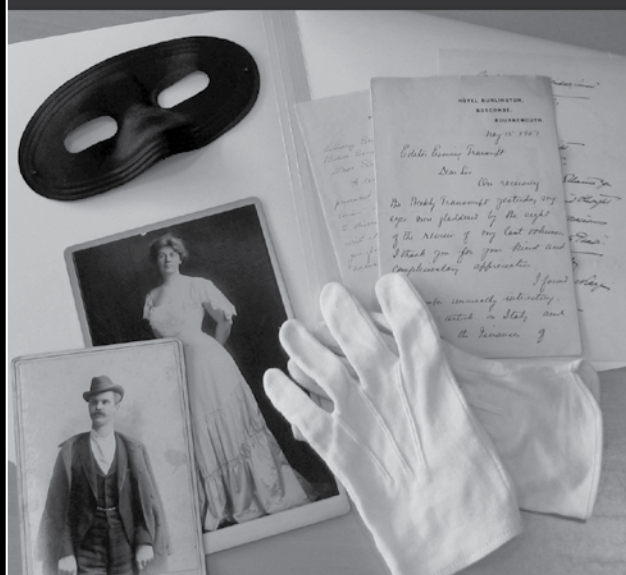
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A significant portion of U.S. institutions charged with the preservation of our cultural heritage are small repositories and one-person shops. Rapid advances in technology, increasing regulation on institutional records, and exponential growth in the volume and variety of cultural resources being collected put added pressure on these lone arrangers to find efficient and effective ways to manage their archives.

The Lone Arranger: Succeeding in a Small Repository offers guidance on how to handle common work demands while promoting archives best practice. Author and lone arranger Christina Zamon of Emerson College in Boston uses a deft touch to address a comprehensive range of topics, including administration and budget, fundraising and donor relations, information technology, collections management, records management, preservation, reference and outreach, facility management, disaster preparedness, and internship and volunteer programs.

In addition, case studies by a dozen practitioners representing diverse backgrounds, institutional settings, and geographic locations discuss the challenges they faced when they found themselves responsible for the full spectrum of archives work with limited or no paid staff to assist. Case study contributors include Barbara Austen, Terry Baxter, Michelle Ganz, Russ Gasero, Tamara Gaydos, Jeremy Linden, Meg Miner, Christina Prucha, Peg Siciliano, John Slate, Alison Stankrauff, and Nicole Thaxton.

Seasoned archivists and newcomers to the profession will benefit from the practical tips, sound advice, and resources shared throughout the volume, as well as the opportunity to connect to the broader community of professional archivists.

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