
THE AMERICAN ARCHIVIST EDITORIAL POLICY

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.

Manuscript Submission Requirements

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.

Illustrations are welcome for all types of articles. Please do not embed images in text; include markers in the text for placement. Photo captioning should be on a separate list at the end of the article. Digital images (300 dpi tif or jpg) will be required when and if the article is accepted for publication.

Editors of the *The American Archivist* use the latest edition of the *Chicago Manual of Style* as the standard of style and endnote format. Terms having special meanings for members of the profession should conform to the definitions in *A Glossary of Archival and Records Terminology*, by Richard Pearce-Moses (Chicago: Society of American Archivists, 2005). Authors' variations from these standards should be minimal and purposeful.

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 footnote citations

is also the author's responsibility, although the editors may occasionally confirm the accuracy of selected citations. Authors retain copyright of their work and license publication to the journal. Except where otherwise noted, content in the journal is licensed under a Creative Commons Attribution-Noncommercial 3.0 United States License.

Review and Production Procedures

Manuscripts are sent out (without the author's name) for peer review by three readers who evaluate them and recommend acceptance, rejection, or revision. Author notification of a final decision normally takes a minimum of three to four months. 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 printer's 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 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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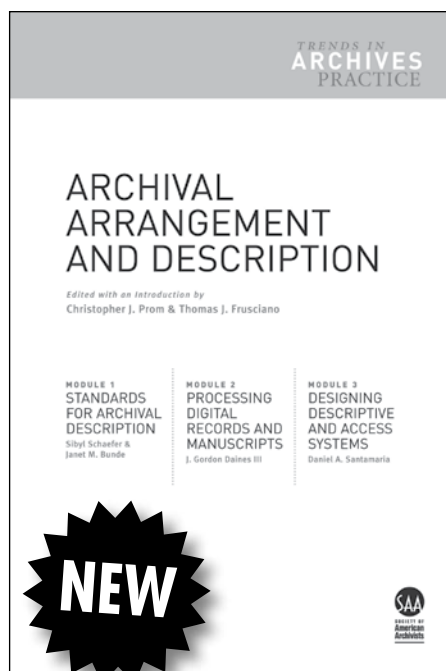
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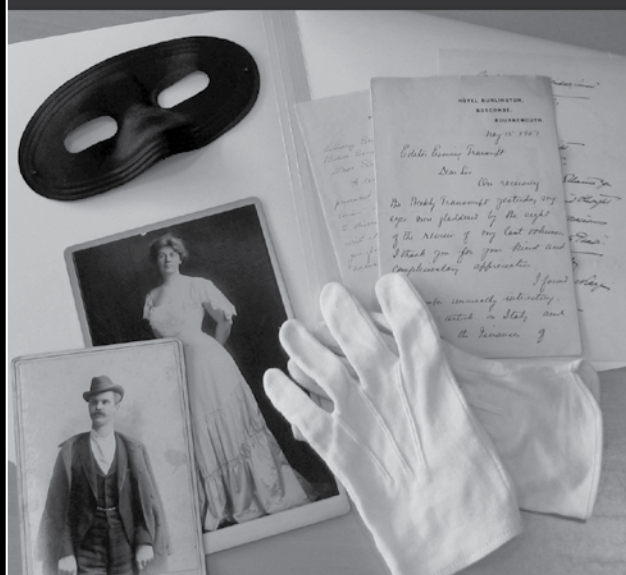


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A significant portion of U.S. institutions charged with the preservation of our cultural heritage are small repositories and one-person shops. Rapid advances in technology, increasing regulation on institutional records, and exponential growth in the 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.

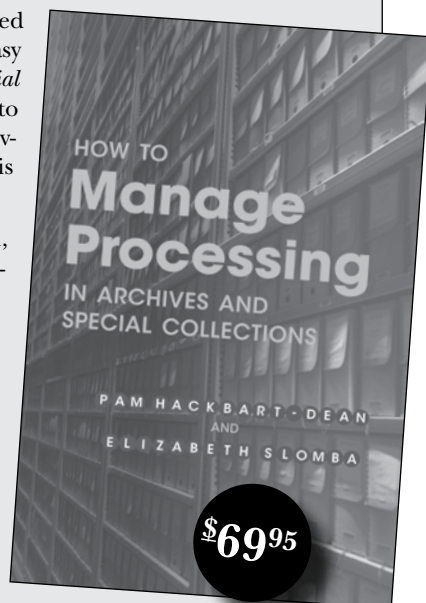
Seasoned archivists and newcomers to the profession will benefit from the practical tips, sound advice, and resources shared throughout the volume, as well as the opportunity to connect to the broader community of professional archivists.

If you're a lone arranger, with this book you'll find yourself less alone!

Make Progress with Better Processing

Every archives strives to have an active, well-planned processing program—but achieving this is no easy task. *How to Manage Processing in Archives and Special Collections* breaks down what you need to know to establish or revitalize your processing program, delivering effective methods to help you succeed. This resource is packed with information about:

- Creating a framework for a processing program, including developing processing policies, priorities, and strategies.
- Managing the day-to-day work of processing and assessment techniques that can be crafted for individual programs.
- Archival best practices and standards, as well as various management aspects of implementation, maintenance, and assessments.
- The “patron-based approach” to managing processing, which involves a variety of strategies and tools to administer workflows, achieve processing goals, and help users find desired materials.
- The importance of effectively assessing the demands for descriptions and item-level cataloging to make collections available more swiftly.
- The application of standards in the adoption of trends and new concepts in processing (Web 2.0 tools and “More Product, Less Process”) and in handling outside demands (digitization, user needs).



(SAA Member price \$49.95)

Whether you're a manager of a number of archivists, a member of a team of processing archivists, or a lone arranger, *How to Manage Processing in Archives and Special Collections* is your go-to guide for developing and managing a processing program. With an effective processing program in place, your archives will be better positioned to help users find the materials they need.



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