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

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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 250-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.

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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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Mary Wendt, Indexer

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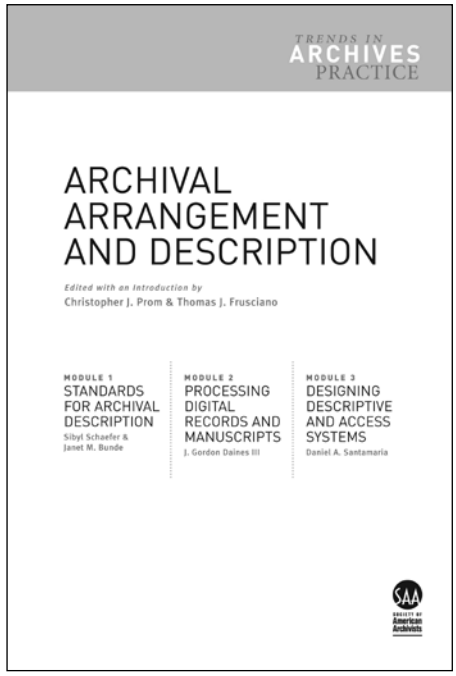

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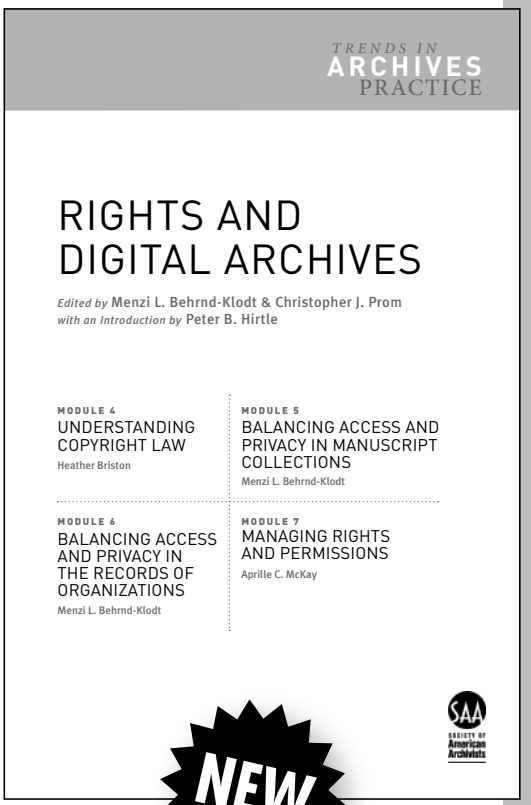

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