

Guidelines for Publishing with the Society of American Archivists (SAA)

The goal of the SAA publishing program is to provide print and electronic resources that serve the needs of its members and the archives profession, are of consistently high quality, and fill gaps in the professional literature (rather than duplicate existing resources). When considering new publications for the SAA program, the Editor of Print and Electronic Publications, Publications Board, and Director of Publishing (aka “the publications team”) take into account:

- the long-range plans of the Society and the Board;
- the potential market for such works;
- the professional qualifications of the author(s) and/or editor(s);
- existing titles in the SAA Publications Catalog (www.archivists.org/catalog);
- SAA publications in progress; and
- the needs of the archival profession.

Project Initiation

The SAA publications team receives publication ideas and recommendations from many sources, including, but not limited to:

- SAA members,
- Individuals from allied professions,
- Publications Board members,

- Editor,
- American Archivist Editorial Board, and/or
- Director of Publishing.

The Publications Board, Editor, and/or Director of Publishing may identify a topic and develop a Request for Proposal, inviting the members and/or specific individual(s) with special expertise to submit a prospectus. The board also welcomes informal conversations with and preliminary proposals from members who believe that SAA should undertake a particular publication project, and solicits suggestions from SAA sections, committees, roundtables, and other groups that have a special interest in a publication project.

All members of the publications team forward information to the Editor, who is charged with responding to queries. While an initial, informal discussion about a possible project is not required, it is highly recommended, since a stronger prospectus is likely to emerge from such collaboration.

Please note that publication components of grant proposals are subject to the same procedures detailed here if intended for publication by SAA, although this may lead to an adjusted timetable and order of steps.

Submitting a Prospectus

To begin the process of producing a new publication, author(s) submit a prospectus to the Editor, addressing the following:

- the theme, purpose and scope of the publication;
- the estimated format and length of the publication;
- whether the topic and approach are better suited to print or online format
- an annotated outline or table of contents;
- the intended audience and the potential market;
- the prospective value to the archival profession;
- the relationship of the proposed publication to the literature in the field;

- the possibility of co-sponsorship with another organization;
- the possibility of outside financial support;
- graphics and illustrations the publication might use;
- co-authors or contributors in the case of an edited work; and
- the anticipated schedule for preparation of the publication.

The Editor reviews the prospectus and circulates it to the Board, Director of Publishing, and, if necessary, to selected subject specialists for comment. Those reviewing the prospectus respond to the Editor, who evaluates the comments and decides whether to proceed. If the review is favorable, the Executive Director executes a contract with the author. The author signs and returns a copy of the contract. (Please note that depending on the author's writing experience, he/she may be requested by SAA to prepare at least two sample chapters and a detailed table of contents.)

Producing the Manuscript

A project editor, a member of the Board (or, if necessary, an outside specialist) will be assigned to each publication project to assist with and oversee the process until the finished manuscript is submitted to the Editor. His/her role is to

- work with the author(s) to set and keep interim deadlines and to meet the final deadline (usually 12 months);
- address any questions about the publication process;
- act as liaison to the Editor, Director of Publishing, and Board;
- track and report on progress to the Editor;
- troubleshoot as necessary;
- read and review sections of the manuscript as they are produced and/or
- help find colleagues to act as preliminary readers.

Multi-Author and Edited Publications

When a project involves more than one author, a general editor (who may also be one of the authors) may be needed to guide the project. She/he will:

- select authors;
- assign topics;
- review chapter outlines;
- set and keep deadlines;
- set guidelines for the publication's style and voice;
- read and edit chapters and approve them before submitting the complete manuscript;
- assign tasks and coordinate compilation of ancillary materials (i.e. table of contents, foreword, introduction, dedication, illustrations, captions, acknowledgements, and appendices); and
- work with the Director of Publishing during the production phase.

The Editor reviews the prospectus submitted by the general editor and circulates it to the Board, Director of Publishing, and, if necessary, to selected subject specialists for comment. Those reviewing the prospectus respond to the Editor, who evaluates the comments and decides whether to proceed. If this review is favorable, the Editor advises the Executive Director to execute a contract with the general editor and the author(s). The general editor and the author(s) sign and return a copy of their respective contracts and work commences on the rest of the manuscript. (Please note that depending on the writing experience of those involved in the project, the general editor may be requested by SAA to prepare at least two sample chapters and a detailed table of contents.)

The SAA Publication Contract

- SAA publications are usually completed on a work-for-hire basis, with SAA retaining the copyright and all rights to publish the manuscript or to license others to use it.
- An honorarium or royalty contract is executed.

Manuscript Specifications

- Submit the final manuscript as a Word document, double-spaced, with footnotes inserted, and the location of all illustrations, sidebars, and ancillary materials indicated in the file. Provide a table of contents, acknowledgements, and appendices as needed. An index will be created as part of the publication process.
- Authors must secure all illustrations or graphics and clear copyright for images and textual materials that are not in the public domain. Submit images as high-resolution TIF files, accompanied by a photo log that indicates the placement in the text.

Manuscript Review and Revision

Upon completion, the author or general editor of multi-author or edited works submits the manuscript to the Director of Publishing, who forwards it to the Editor for distribution to a group of two to three reviewers. Reviewers include subject specialist(s), Board member(s), and the Editor, all of whom complete a review form within 60 to 90 days, addressing the author's

- interpretation;
- treatment of the subject matter;
- accuracy;
- completeness of sources; and
- originality.

Reviewers provide comments, recommendations for revisions, if needed, and an assessment of the manuscript as a whole. Without revealing the reviewers' identities, the Editor and project editor provide these comments to the author(s) verbatim, discuss the reviewers' suggestions and how to incorporate them, and work out a timetable for revisions, usually within six months. The revised manuscript will again be read and reviewed, with particular attention given to assessing the agreed-upon changes. The selection and number of reviewers for the final review is left to the discretion of the Editor.

The commitment of the Society to publish the manuscript is reserved until the completed manuscript is approved. Criteria considered before final approval include:

- the quality of the scholarship and writing; and
- whether or not the needs of the projected audience are likely to be met by the publication.

The Publication Process

The Director of Publishing uses the most current edition of the *Chicago Manual of Style* for specifications for the format of manuscripts. The Director of Publishing also determines the publication's size, format, appearance, price and other features, consulting the author and others (including the Publications Board) as necessary.

The SAA office will arrange for copyediting, design and layout, indexing, proofreading, and production. The author performs a final reading of the page proofs before publication.

The SAA office is also responsible for promotion, sales, and distribution of the publication, although authors (and the Publications Board) are strongly encouraged to assist with this process, provide quotations for promotional literature, be available for interviews, suggest outlets for review copies, and otherwise to assist in the marketing of the publication.