



Guidelines for ePublishing 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.

The ePublications program extends the reach of the publications program to include edited monographs, case studies, formal papers, and proceedings that have gone through a review process by SAA or another professional organization. ePublications are available online free-of-charge.

ePublication Initiation

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

- SAA members;
- Individuals from allied professions;
- Editor of Print and Electronic Publications;
- Publications Board members;
- *American Archivist* Editor;
- *American Archivist* Editorial Board members;
- Director of Publishing.

ePublications may be existing, ready-to-publish resources, such as the proceedings of professional meetings, symposia, and conferences; research project reports; or digital versions of print materials. The Editor of Print and Electronic Publications and the Director of Publishing review requests to publish these types of material on the SAA website, in consultation with the SAA webmaster and with the assistance of subject specialists and Publications Board members as needed.

If as part of the publication proposal process electronic publication is deemed more appropriate than print or an adjunct to print the proposed ePublication will go through the standard publications process. (See [Guidelines for Publishing with SAA.](#))

Submitting a Request to Mount an Electronic Resource on the SAA Website

To begin the process of mounting an existing or planned ePublication on the SAA website, author(s) submit a request to the Editor of Print and Electronic Publications, addressing the following:

- theme, purpose and scope of the publication;
- intended audience;
- value to the archival profession;
- name of the sponsoring professional organization;
- information on the review or vetting process involved in its production;
- date available;
- technical considerations such as format, software requirements, file size;
- if an ongoing project, plans for updating and/or expanding the content.

Review

Once a request is submitted, the Editor of Print and Electronic Publications and the Director of Publishing review the proposal, calling on Publications Board members and/or relevant subject specialists. The SAA webmaster will be called on to evaluate

technical considerations. Individuals are encouraged to contact the Director of Publishing early on, since the exchange may inform later decisions about technology.

Submitting Electronic Materials

Those submitting materials for the SAA website will work closely with SAA to:

- generate all relevant files in an agreed-upon format;
- provide them via FTP or DVD;
- provide any necessary documentation, including an abstract for the ePublication home page;
- preview the resource prior to release.

Updating and Expanding Content

ePublication authors and coordinators will work with the Editor of Print and Electronic Publications, the Director of Publishing, and the webmaster to devise a plan for maintaining a non-static ePublication, including identifying the individual(s) who will be responsible for this ongoing work.