



Society of American Archivists
MANUSCRIPT ASSESSMENT FORM

TITLE OF MANUSCRIPT:

PLEASE RETURN ASSESSMENT TO *(responses by e-mail are preferred)*:

WE WOULD APPRECIATE RECEIVING REPORT BY:

Please focus your comments primarily upon concerns regarding content. However, sometimes the line between copyediting and content editing overlaps. Thus, you should call attention to sentences or paragraphs that are unclear or note whether sentence structure, terminology, or grammatical errors detract from the author's meaning. These may be issues that a copyeditor unfamiliar with the subject matter likely will not detect.

Please expand the field sizes on this form as needed for the questions listed below.

Your comments will be forwarded to the author(s) verbatim. The identity of a reader will not be disclosed to author(s). Please do not identify yourself on this form.

-
1. Examine the interpretation of the author. If the book is a manual, does it reflect best practices and provide appropriate options for the varied circumstances of archivists in diverse settings? If the book is more theoretical, does it reflect debates in the profession and the literature on the topic?
 2. Is the book a fair and solid treatment of the subject at hand? Are there any technical inaccuracies?
 3. Examine the sources consulted by the author. Are there major omissions from the bibliography or citations?
 4. Spot check footnotes. Are there any discrepancies? Examine the manuscript overall to determine if the appropriate citations are provided and whether any plagiarism issues exist.
 5. In my opinion, the manuscript is:
 - Publishable with minor revisions
 - Publishable with major revisions
 - Not publishable; rewrite required