

Advice to Authors of Submissions

Themes

Archivaria is devoted to the scholarly investigation of archives in Canada and internationally. Articles and other submissions are welcomed which explore the history, nature, and theory of archival science and equally the use of archives. The journal aims to be a bridge of communication among archivists, and between archivists and users of archives. Previous issues serve well to indicate the breadth of possible subjects relating to archives: various media and their evolution and characteristics; theoretical problems; practical solutions; new fields of history (and related disciplines), and new kinds of documentation being explored by users; new technological developments; legal and ethical concerns; the history of archives, individual archivists and archival trends; the analysis of record-keeping practices over time and space; the relationship of archivists to other information management professionals; and much else.

Features

Archivaria has several departments which should accommodate all types and lengths of potential submission:

- *Articles*: scholarly treatments of a subject based on research and/or extensive reflection.
- *Studies in Documents*: short articles on the provenance, evolution, characteristics, structure, and original and present purposes of every kind of archival document or body of documents.
- *Counterpoint*: argumentative pieces, longer rejoinders, trial balloons, and shorter articles.
- *Pot-pourri*: edited documents relating to archives, having amusing, poignant, or piquant appeal.
- *Notes and Communications*: short descriptive pieces, technical notes, events in the archival community in Canada worthy of permanent record, regional and national association news, research notes, grants, special projects, etc.

- *Letters to the Editor*: short rejoinders to previous issues, new information, corrections, criticisms, etc.
- *Book Reviews and Notices*: any book judged to contribute to the themes which the journal attempts to explore.
- *Exhibition Reviews*: commentaries which advance the study of the roles, variety, preparation, themes, and potential of exhibitions of archival documents.

Manuscripts

Prospective authors are invited to submit manuscripts for consideration in either of Canada's official languages. Hardcopy should be submitted in double-spaced typed format, with all notes also double-spaced, gathered at the end and adhering to the style of the present issue. *Archivaria* has adopted the *Chicago Manual of Style* (14th ed., 1993). Authors may wish to consult Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 5th edition (Chicago, 1987). In addition, a copy of an in-house Specialized Style Sheet is available to authors on request. Authors submitting manuscripts on diskette are asked to use WordPerfect, Version 4.2, 5.0, or 5.1. Deadlines are generally the end of December and end of June for the following May and October issues, respectively. All manuscripts are evaluated by qualified readers, and any substantive editorial changes will be cleared with authors before publication.

When submitting a manuscript for consideration, authors are asked to provide a short biographical sketch, to be included in the section "Our Contributors," should the manuscript be accepted and scheduled for publication. This biographical sketch should be five to ten lines of typescript, outlining current and past positions in the archival field; an indication of academic background (e.g., citing degrees and institutions, along with area of specialization); any relevant service in the archival field (such as committee or editorial work); and publications of note. For examples of such biographical sketches, please refer to previous issues of *Archivaria*. Authors of articles are also asked to provide a one-paragraph abstract. The biographical note (and the abstract, if appropriate) should be submitted on the same diskette as the article, if possible. Questions regarding the biographical sketch may be directed to the Production Assistant, Catherine Bailey, at (613) 995-9522.

Manuscripts and any enquiries regarding submissions or editorial policy generally should be addressed to Jay Atherton, General Editor, *Archivaria*, Association of Canadian Archivists, PO Box 2596, Station D, OTTAWA, ON, K1P 5W6, Tel.: (613) 443-0251

Books for review should be addressed to Shirley Spragge, Queen's University Archives, Kathleen Ryan Hall, KINGSTON, ON, K7L 3N6, Tel.: (613) 545-3278, FAX: (613) 545-6300