

# Advice to Authors of Submissions

## Themes

*Archivaria* is devoted to the scholarly investigation of archives in Canada and internationally. The journal welcomes articles and other submissions exploring the history, nature, and theory of archives, or the use of archives; it 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

Organized into several departments, *Archivaria* should accommodate all types and lengths of potential submissions:

- *Letters to the Editor*: short rejoinders to previously published material, and communications of new information, corrections, criticisms, etc.
- *Articles*: theoretical and otherwise scholarly treatments of subjects based on research and/or extensive reflection.
- *Studies in Documents*: scholarly articles on archival documents or bodies of documents, including their origins (context of creation), functions (original, subsequent, and current), structure, evolution, and content.
- *Counterpoint*: argumentative pieces, article-length rejoinders to previous *Archivaria* publications, and trial balloons.
- *Communications*: articles describing developments or events in the Cana-

dian and international archival community, technical information, and descriptions of procedures or practices likely to be of interest to the readers of the journal (excludes shorter notes on these and other topics, which appear in the *ACA Bulletin*).

- *Book Reviews and Notices*: critical assessments of books and other publications judged to contribute to the themes that the journal attempts to explore.
- *Exhibition Reviews*: critical essays assessing the purposes, themes, preparation, presentation, and educational potential of exhibitions of archival documents. Emphasis should be on the analysis of archival and historical issues raised by an exhibition and related publication, using examples from the exhibition to illustrate the author's critical assessment of it.
- *Obituaries*: short biographical pieces memorializing persons who have made a significant contribution to the Canadian archival community.

### Manuscripts

Prospective authors are invited to submit manuscripts for consideration in either of Canada's official languages (English and French). Hard copy should be submitted in double-spaced, typed format, with footnotes also double-spaced. For text in English, *Archivaria* has adopted the *Chicago Manual of Style*. Authors may wish to consult Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*. In addition, a copy of an in-house specialized style sheet is available to authors on request. For text in French, please refer below to the *Avis aux auteurs* section. The editors encourage the submission of manuscripts in electronic form, preferably WordPerfect or Rich Text Format (RTF). Deadlines are generally the beginning of February and beginning of August. Consult with the General Editor. All manuscripts, including articles for "Studies in Documents" and "Counterpoint," are evaluated by qualified readers in a peer-review process, 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, including review articles, are also asked to provide a one-paragraph abstract. The biographical note and the abstract should be submitted at the same time as the article, if possible. Questions regarding the biographical sketch may be directed to the Production Assistant, Kara Quann, at (613) 995-7317 (e-mail address: kquann@archives.ca).

### Usage and Writing Style

The purpose of *Archivaria* is to educate, explore, and stimulate through the communication of ideas and information to its readers. Clear and concise expression of ideas is a standard on which *Archivaria* assesses suitability for publication.

Simple, clear prose facilitates the communication of ideas. Indeed, the more complicated or abstract the ideas, the greater the requirement for clear, direct, and unpretentious writing. Acronyms should be used sparingly, technical terms defined in simple words, and jargon avoided wherever possible. Authors should also avoid the appearance of bias (concerning ethnicity and race, gender, sexual orientation, disability, etc.) in their writing.

Those wishing further guidance in these matters are invited to consult the standard reference works. For writing in English, the editors highly recommend William Strunk, Jr. and E.B. White, *The Elements of Style*. Additional help in achieving clear, direct writing may be found in *The New Fowler's Modern English Usage*, Third Edition (Oxford, 1996), *The Canadian Oxford English Dictionary* (Toronto, 1998), and Wilson Follett, *Modern American Usage: A Guide*. A Canadian work that, while somewhat technical, is still useful is *Editing Canadian English*, prepared for the Editors' Association of Canada.

Manuscripts and any enquiries regarding submissions or editorial policy generally should be addressed to Barbara L. Craig, Faculty of Information Studies, University of Toronto, 140 St. George Street, Toronto, Ontario, M5S 3G6; Tel. (416) 978-7093; Fax. (416) 971-1399 (this fax number is not private); e-mail: [craig@fis.utoronto.ca](mailto:craig@fis.utoronto.ca).

