

# 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 Canadian 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**

### ***Deadlines:***

Prospective authors are invited to submit manuscripts for consideration in either of Canada's official languages (English and French). Deadlines for submissions are the end of October for the spring issue and the beginning of June for the fall issue; please consult with the General Editor for details. Qualified readers in a blind peer-review process evaluate all manuscripts, including articles for "Studies in Documents" and "Counterpoint," and any substantive editorial changes will be cleared with authors before publication.

### ***Format and Style:***

Manuscripts should be in electronic form, preferably MS Word, Rich Text Format (RTF), or WordPerfect, with all text and footnotes double-spaced. For text in English, *Archivaria* has adopted the *Chicago Manual of Style* (15th ed., 2003). Authors may wish to consult Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations* (6th ed., 1996). In addition, a copy of an in-house specialized style sheet is available to authors on request and through the Association of Canadian Archivists' website at: <http://archivists.ca/downloads/documentloader.aspx?id=5767>. For text in French, please refer below to the *Avis aux auteurs* section.

When submitting a manuscript for consideration, authors of articles, including review articles, are asked to provide a one-paragraph abstract, as well as 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*. The biographical note and the abstract should be submitted at the same time as the article.

### ***Submission Lengths:***

Each submission to *Archivaria* is judged on a case-by-base basis through editorial review and the peer assessment process. While it has not been our practice to place limits on the length of submissions, authors are generally advised that 10–12,000 words is typical for the maximum length of an article. For shorter pieces, such as those found in our “Studies in Documents” or “Communications” sections, the maximum length should be approximately 4,000–4,500 words. Accompanying abstracts should be approximately 150–200 words, while biographical sketches should be no longer than 250 words.

### ***Images:***

For publication, *Archivaria* will accept JPEG format, 300 dpi or 1,800 x 1,500 pixel range with a file size in the 500-700 KB range (if using Adobe Photoshop, an 1,800 x 1,500 pixel image saved in medium JPEG compression should create a file in the 500 KB range). Scanned images should be produced from the original photograph in order to ensure the highest possible quality for publication. Digital images should be submitted at the same time as the manuscript on a CD-ROM rather than as an attachment to an electronic mail message; the file title should include the format (i.e., file-title.jpg). Disks should be clearly labelled with the following information: name of author; title of article; images contained on disk; and the hardware used (PC or Macintosh). Please supply *Archivaria* with a hard-copy list of each image.

Note: *Archivaria* does not provide funding to authors for fees associated with reproduction costs or copyright clearance.

### **Rights and Permissions**

At the time of initial submission, prospective authors must provide a written statement of the full nature of any rights and permission requirements that are necessary to use third party material (particularly images) included with their submission, either in print or online. Authors will be required to confirm in writing that they have acquired all proper permissions prior to the General Editor’s formal acceptance of the article for publication.

*Archivaria* reserves the right to refuse to publish any article where rights or licensing agreements related to third party material are time limited or otherwise restrictive of future use.

Authors of manuscripts formally accepted for publication will be asked to sign a rights assignment form warranting that “the material submitted for publication in *Archivaria*, both in its paper and electronic versions, including reproductions of other works (e.g., photographs, maps, etc.) does not infringe upon any existing copyright.”

### **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* (4th ed., 2000). Additional help in achieving clear, direct writing may be found in *The New Fowler’s Modern English Usage* (3rd ed., 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 (2nd ed., 2000).

Manuscripts and any enquiries regarding submissions or editorial policy generally should be addressed to Carolyn Heald, General Editor, *Archivaria*, Association of Canadian Archivists, C.P. 2596, Station D, OTTAWA, ON, K1P 5W6; telephone (416) 736-2100, ext. 20398 (email : [cheald@yorku.ca](mailto:cheald@yorku.ca)).