

# Advice to Authors of Submissions



## **About *Archivaria***

*Archivaria*, the journal of the Association of Canadian Archivists (ACA), is devoted to the scholarly investigation of archives in Canada and internationally. Published twice yearly in both print and electronic formats, the journal aims to be a means of communication among archivists, and between archivists, users of archives, and others interested in archives and archival practice. Since 1975, the journal has explored a range of topics, including theoretical problems in archival studies; practical solutions; new and related fields of history and related disciplines; changing forms and types of documentation; technological developments in information creation and use; legal and ethical concerns; the history of archives; the activities of individual archivists; trends in archival development; changing recordkeeping practices over time; the relationship of archivists to other information management professionals; and much else. All members of the ACA receive *Archivaria* as part of their membership dues. Subscriptions are also available, and reprints of published articles and copies of back issues can be ordered individually. For membership and subscription information, go to [www.archivists.ca](http://www.archivists.ca).

## **A+ Rating**

In 2010, *Archivaria*'s excellence was recognized by the Australian Research Council, which rigorously evaluates peer-reviewed journals across the academic disciplines in order to identify the best journals for disseminating excellent research. *Archivaria* was given the highest possible rating: A+. Such rankings are a critical indicator for researchers and professionals wishing to publish their work in high-quality journals.

## Types of Submissions

*Archivaria* includes several different sections, accommodating a wide range of submissions of different types and lengths:

- *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 upon in-depth 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/or content.
- *Counterpoint*: Provocative and challenging pieces, presentations of new arguments or opinions, 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/or 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's newsletter, *The Bulletin*).
- *Book Reviews and Notices*: Critical assessments of books and other publications judged to contribute to the themes explored in the journal.
- *Exhibition Reviews*: Critical assessments of the purposes, themes, preparation, presentation, and educational potential of physical or virtual exhibitions of archival documents. Emphasis should be on the analysis of archival and historical issues raised by an exhibition and/or related publication, using examples from the exhibition to illustrate the author's critical assessment.
- *Obituaries*: Short biographical pieces memorializing individuals who have made a significant contribution to the Canadian archival community.

## How to Contact *Archivaria*

All questions regarding submissions, excluding book and exhibition reviews, should be directed to the General Editor at [general.editor@archivists.ca](mailto:general.editor@archivists.ca). Questions relating to book reviews should be directed to the Book Review Editor at [book.review.editor@archivists.ca](mailto:book.review.editor@archivists.ca). Questions about exhibition reviews should be directed to the Exhibition Review Editor at [exhibit.review.editor@archivists.ca](mailto:exhibit.review.editor@archivists.ca).

The *Archivaria* mailing address is *Archivaria*, P.O. Box 2596, Station D, Ottawa, Ontario, Canada K1P 5W6. Telephone: 613-234-6977; Fax 613-234-8500; Email: [aca@archivists.ca](mailto:aca@archivists.ca).

### Submitting Manuscripts to *Archivaria*

Prospective authors are invited to submit manuscripts for consideration in either of Canada's official languages, English and French. Material submitted for publication must be original work that is not under consideration for publication elsewhere and that has not been previously published in its present form.

Each submission to *Archivaria* is judged on a case-by-case basis through a rigorous editorial review and peer assessment process. Qualified readers evaluate all manuscripts (including articles for *Studies in Documents* and *Counterpoint*) through a double-blind peer review process. Any substantive editorial changes will be cleared with authors before publication.

Each author of every article, review, or obituary that is published in *Archivaria* may request a complimentary copy of the journal issue in which his/her piece appears. Complimentary PDFs will also be provided to authors who request them.

### Format and Style

The purpose of *Archivaria* is to educate, explore, and stimulate through the communication of ideas and information. Therefore, the writing must be clear, correct, and easy to read. Indeed, the more complicated or abstract the ideas, the greater the requirement for direct and unpretentious prose. Acronyms should be used sparingly, technical terms defined in simple words, and jargon avoided wherever possible. Authors should also avoid unsuitable statements concerning ethnicity and race, gender, sexual orientation, disability, etc.

Sources are to be cited using footnotes as set out in the *Chicago Manual of Style*, 16th ed. (Chicago, 2010) or Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 7th ed. (Chicago, 2007).

*Archivaria* has developed an in-house style guide for authors. For the English version, please go to <http://www.archivists.ca/content/advice-authors-submissions-archivaria>. For editorial guidelines in French, please refer to *Avis aux auteurs*. For issues not addressed in the in-house style guide, *Archivaria* has adopted the *Chicago Manual of Style*, 16th ed. (Chicago, 2010).

Those wishing further guidance in matters of format and style are invited to consult the standard reference works in writing and usage. For writing in English, the editors highly recommend William Strunk, Jr. and E.B. White, *The Elements of Style*, 4th ed. (New York, 2000). Additional help in achieving clear, direct writing may be found in *The New Fowler's Modern English Usage*, 3rd ed. (Oxford, 1996), *The Canadian Oxford English Dictionary*, 2nd ed. (Toronto, 2004), and Wilson Follett, *Modern American Usage: A Guide*, rev. ed. (New York, 1998). A useful, albeit somewhat technical, work is *Editing Canadian English*, 2nd ed. (Toronto, 2000).

## Submission Procedures

### *Manuscripts*

Manuscripts should be submitted in electronic form as an email attachment in MS Word or Rich Text Format (RTF). All text and footnotes should be **double-spaced**.

While no firm limits are placed on the length of submissions, authors are generally advised that a maximum length of 10,000–12,000 words (excluding notes and appendices) is typical. For shorter pieces, such as *Studies in Documents* or *Communications*, the length is approximately 4,000–4,500 words.

### *Abstract and Biographical Sketch*

Along with the manuscript, authors of articles (including articles for *Studies in Documents* and *Counterpoint*) are asked to provide a one-paragraph abstract (150–250 words) and a short biographical sketch (no longer than 250 words). The biographical sketch should outline the author's current and past positions in the archival field, his/her academic background, and any relevant service in the archival field (such as professional committee or editorial work) as well as any publications of note. For examples of abstracts and biographical sketches, please refer to previous issues of *Archivaria*.

### *Illustrations*

Authors are encouraged to include illustrative material (e.g., photos, maps, etc.) in their submission, as appropriate to the content. Digital copies of these works should be submitted as an email attachment at the time of initial submission. (See below for information regarding technical requirements.) Depending on the situation, it may be appropriate for authors to provide low-resolution images with the initial submission and submit publication quality copies once the article has been accepted for publication.

### *Image Checklist*

At the time of initial submission, authors must also provide the completed "Author Checklist for the Use of Images in *Archivaria*," which is a list of the illustrative material that the author wishes to use and a complete statement of all rights and permission requirements to use reproductions of works in which the rights are owned by third parties. (See below for information regarding rights and permissions.) ***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.** Please contact the General Editor at [general.editor@archivists.ca](mailto:general.editor@archivists.ca) for a copy of the Checklist.

### ***Technical Requirements for Images***

For the purposes of 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.) Whenever possible, scanned images should be produced from the original photograph in order to ensure the highest possible quality for publication.

### **Rights and Permissions**

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