



How to Submit a Campus Case Study

The submission process for a Campus Case Study is designed for ease and flexibility of use and obligates authors only to a minimum of required information for submission. A completed submission form in and of itself may be sufficient for a Campus Case Study, although links for context, contacts, and more detailed description or other evidence of results are encouraged. The length of the case study may vary.

Preparing your Campus Case Study: Please use the [submission form](#) (RTF) as a guideline. Be sure to include all of the information requested—such as institutional identity, authorship, and case summary—in the order that it is requested.

Suggested elements for the Campus Case Study include institutional context and background; nature of the records; key challenges anticipated; appraisal, processing, and preservation accomplished prior to the Campus Case Study; resources; analysis; and future plans.

Optional keywords are offered. Illustrations, such as tables, charts, and digital images, are welcome and should be embedded in the Word document.

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Your completed Campus Case Study should be submitted as a Word doc to CaseStudies [a] archivists.org.

Review Process: Submissions are reviewed by the SAA Editor of Print and Electronic Publications for editorial quality, adherence to guidelines, and general compliance with the intent of the Campus Case Studies site. The SAA office will notify authors within three weeks of the submission to apprise them of the publishing status of their case study.

Production Process: SAA will provide light copyediting and, in some instances, may also request minor revisions to be made by the author. The author will sign off on *final* version. SAA will format the Campus Case Study and post it on its website as a PDF.

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Campus Case Studies will *not* consider a submission that is being reviewed by another publishing outlet at the same time, nor will it normally consider a case study that has been published previously in a similar form. Authors are responsible for understanding and following the principles that govern the “fair use” of quotations and illustrations and for obtaining written permission to publish, where necessary. Accuracy in citations is also the author’s responsibility.

Copyright of the case study will remain with the author, and SAA will acknowledge that in the copyright line that will appear with the Campus Case Study. Authors will consent, grant, and assign to SAA the right to publish and/or distribute all or any part of the case study throughout the world in electronic or any other medium.

Please direct requests for additional information to tbrinati [a] archivists.org.