

**Society of American Archivists
Council Meeting
August 13, 2018
Washington, DC**

***The American Archivist* Editorial Board, May 1–July 15, 2018
(Prepared by Christopher (Cal) Lee)**

Quarterly Conference Call

To better ensure continuing progress on Editorial Board activities, we have implemented quarterly conference calls. We held the first on April 31, 2018; this one-hour discussion was very productive. I provided updates on my activities, and members of the Editorial Board reported on the work they had done to advance objectives we set at the in-person meeting in February 2018.

Editorial Board Professional Engagement

As I reported previously, there has been consensus around the value of Editorial Board members taking a more active role in both recruiting new content and promoting existing content of the journal. We have shared information about professional venues that we each engage in, and we are planning to take a more active role in soliciting content for the journal during the Joint Annual Meeting. Members of the Editorial Board are reaching out to the leaders of specific SAA sections and other groups represented at the Annual Meeting, in order to visit the groups' meetings and encourage feedback and submission ideas.

Editorial Board members have also shared information about professional events they are attending and reporting on their engagement activities at those events. My own *American Archivist* engagement activities have been at the Personal Digital Archiving conference (Houston, TX), workshops on ARM and digital forensics (Doha, Qatar), a workshop for members of the Open Preservation Foundation (London, UK), the Digital Forensics Research Workshop (Providence, RI), and a three-day series of SAA DAS classes (Amherst, MA). In all of these venues, I have encouraged participants to consider submitting their work to *American Archivist*, equipped with my Editor business cards and the flyer developed by Teresa Brinati.

On July 11, Editorial Board member Karen Trivette sent a message to the mailing list of the International Council on Archives (ICA), indicating that “the Board is very interested to bring a more diverse and inclusive representation in the authorship of submissions.” This has already resulted in several expressions of interest by prospective authors from countries not represented well by the journal, as well as one submission from an African author that was a direct result of this solicitation.

Peer Review Process

We have implemented a new internal distinction between article submissions that require major revisions and those that require minor revisions. In the case of the former, I will potentially ask the original reviewers to consider whether the revisions have addressed their concerns.

To better ensure that the peer review process is truly double blind, we have also implemented changes within the PeerTrack system. The system no longer provides links from PDF versions of manuscripts to the original MS Word documents (which often contain embedded information that can reveal authors), and I now review the text of each submission to determine whether the author included any identifying information. We have also added the following text to author guidance on the web site:

To ensure that the peer review process is completely blind, it is essential that author names do not appear anywhere in the content or metadata of submitted files. Please do a (Control+F) search within the document and check the file name to ensure that author names do not appear. In addition, Microsoft provides instructions for stripping any author information from the document's metadata. Selecting File > Info > Related People within the document should reveal whether any document authors are still listed.

Support for Statistical Analysis in Articles

We continue to establish our relationship with the Odum Institute for Research in Social Science, so that they can provide (1) support to authors on reporting of statistical findings in articles and (2) deposit of datasets related to articles when the authors do not have a local repository for doing so. We have worked with Odum on one article already, and we plan to do so again in the future when such services are required. This will allow us to steward through the process articles that could make important contributions but for which the author is not sufficiently able to report on statistical findings on his/her own.

Special Sections

We are actively pursuing prospects for special sections (as opposed to entire special issues) of the journal. Plans are currently underway for a special section related to state archives. Two members of the Editorial Board are taking the lead on putting out calls for abstracts for special sections focused on music archives and design archives.

Hidden Content and Quality Control Issues

As I have previously reported, Barbara Gombach, the 2017-2018 Editorial Board intern, has inventoried “hidden” content on *The American Archivist* online. The next step is to break this content into separate PDF files that are directly available to readers. I have also identified a significant number of issues with *The American Archivist* online materials. This includes both problems with the PDF files of articles (hand annotations, crop marks, corrupted files, inclusion of ad content) and problems with metadata (author names missing or incomplete, articles inappropriately assigned to sections, front matter presented after articles). We have had preliminary discussions with Allen Press about the potential costs to making these changes.

Archives In Context

Production is now underway on SAA’s first-ever podcast—Archives In Context—which is being championed by the Editorial Board and the Publications Board. Authors of journal articles and SAA books will be interviewed by Board members for segments up to 30 minutes in length, with a goal of eventually expanding the scope of interviews beyond the literature to all things SAA. The podcast will launch this fall.

Publication of Volume 81.1 (Spring/Summer 2018)

I am proud to report that my first volume as editor is in the hands of SAA members and available through *The American Archivist* Online. As I did in my introduction to the issues, I would like to thank Greg Hunter, the previous editor of *American Archivist*, who put substantial work into this issue of the journal; most of the articles had made it through the editorial process before I took over as editor. Greg also shared valuable advice on how to approach the editorial process. I am also deeply thankful to Teresa Brinati and Abigail Christian at SAA for their amazing support and patience as I transition into this new role.

Production of Volume 81.2 (Fall/Winter 2018)

All articles for the Fall/Winter 2018 have made it through the copyediting process, and Abigail Christian should be sending them to Allen Press soon. There will be eight articles and twelve book reviews.

Production of Volume 82.1 (Spring/Summer 2019)

I have already accepted three articles for this issue. Many other manuscripts are in the peer review and revision pipeline.