

**Society of American Archivists**  
**American Archivist Editorial Board**  
**Virtual Meeting | November 19, 2021**

**MINUTES**

**In attendance:** Amy Cooper Cary (*American Archivist* Editor and Editorial Board Chair), Bethany Anderson (Reviews Editor), Sumayya Ahmed, Katharina Hering, Eric Hung, Jessica Lacher-Feldman, Mark Matienzo, Marlee Newman, Sylvia Welsh, and Karen Gionet Zentek (early-career member); *ex officio* member Stacie Williams (Publications Editor); and SAA staff Teresa Brinati and Abigail Christian.

**Unable to attend:** Shadrack Katuu, Kate Puerini, and *ex officio* member Mario Ramirez (Council Liaison).

**I. ANNOUNCEMENTS**

**A.** The [November 8, 2021, report to the Council](#) is available. In particular, note that 84:2 will be published in early December. All content for 85:1 is set, and Cary is reviewing and accepting material for 85:2.

**B.** There was excellent turn out for the "Write Away Forum on SAA Publishing Opportunities" on November 5. There were 291 registrants (with 140 actual attendees). The virtual program will be repeated in the spring. Cary has seen an uptick in reviewers registering on PeerTrack.

**C.** Peer Review Session is still being planned for early 2022. This will be an opportunity to discuss the process with potential reviewers. (Cary is grateful for Board members who have engaged her in valuable conversations about the Peer Review process. Please feel free to reach out if you'd like to chat about specific reviews or the process in general.)

**D.** Reviews Editor: Interviews have been completed and Executive Director Jackie Price-Osafo is in the process of sending invitations to two individuals, which will allow us to bring Reviews fully into our new digital format. Stay tuned for announcements, introductions, and more information!

**E.** Board member Ben Goldman stepped down from the Board due to personal obligations. We are waiting to hear from SAA vice president about a new Board appointment.

**II. Discussion on Special Sections**

**A.** Special Sections provide an opportunity to work with component groups (Sections, Committees, etc) to highlight special topics of concern to theory and practice and has the potential to support our work for DEIA. [Read Karen Trivette's proposal document for the Special Section on Design Records, 84:2.](#) Note that her original prospectus was submitted in 2018, and the Special Section is being published in 2021—it's a longer commitment on the part of a guest editor.

**B. Needs for Special Sections:**

- Guest Editor: this could be a Board member or a member of a component group, or two people sharing the responsibilities.
- A prospectus for the special section
- Once prioritized, collaboration with Christian and Brinati to set a schedule for publication, including deadlines for article submission, peer review, revision, copyediting, and layout.
- A call for papers written by the guest editors, in conjunction with the editor. Prospectus will designate the target group for authors, including regional, national, and international contributors.
- Training in PeerTrack system for Guest Editors

**C.** The Board has some ideas in mind for special sections: on state of archives regionally from North Africa to Southeast Asia (Ahmad) (this idea which also be a good collaboration with the international journal *Comma*), sustainability; ethics; accessibility and disability; Black Lives Matter and archives. Both specific and more broad topics are welcome.

Anderson suggested there is the potential for a content collaboration between *Comma*, *International Journal on Archives* (where she is the new joint editor-in-chief) and *American Archivist*.

**D.** The Board questioned how frequently we want to publish special sections and how to sustain this as work for Board members. A timeline for the Design Records special section was shared:

- July 2020: All articles due.
- July/August 2020: Trivette reviews submissions / may return to author for revision before sending to peer reviewers.
- Sept 2020: Trivette assigns peer reviewers to articles.
- Oct/Nov 2020: Peer reviewers read and submit feedback.
- Dec 2020: Trivette compiles peer review feedback, makes decisions about publishing of articles, and returns articles to authors for revision.
- Jan/March: Authors work on revisions, due April.
- April-May: Trivette reviews final submissions, then sends to SAA to begin copyediting.
- June 2021: All articles submitted to SAA for copyediting.
- Fall/Winter 2021 or Spring/Summer 2022 publication

The timeline is very long, which takes into account promoting the call for proposals, reviewing proposals, and then authors writing the articles. However, the timeline for the Design Records Section was initially developed for a print issue, which required a more rigid and advanced schedule for compile into one volume. With digital production, we have more flexibility / could publish a section ongoing as articles are finalized vs. all at once.

Ideas for or proposals with a new timeline welcome.

### III. Ongoing To-Dos from Previous Meeting

Outstanding to-do's from July meeting are still in progress. Cary will follow up with individuals and small groups soon.

**To Do #1 (Cooper Cary, Hering, Hung, Lacher-Feldman, and Matienzo):** Cooper Cary will connect with members to create a bibliography about what's been written about the journal's and SAA's history.

**To Do #2 (Christian):** Check with Allen Press about the possibility of adding optional demographic information for journal contributors so we can begin tracking this info.

**To Do #3 (Cooper Cary):** Provide Board members and especially peer reviewers with examples of solid reviews so that people know what to aim for.

**To Do #4: (Cooper Cary):** Review formatting of the rubric so that visual clues encourage explanation rather than brief comments, and write an introduction for the rubric which stresses the purpose and value of the responses, especially for reviewers not on the Board.

**To Do #5 (All Board Members):** Send examples of other good rubrics or suggestions for additional questions or revised questions to Cary.

**To Do #6 (Christian):** Check with Allen Press about the possibility of an opt-in box for non-anonymous peer reviews.

**To Do #7 (Brinati and Christian):** Develop a simple form for Board members to indicate to which SAA Sections they belong.

**To Do #8 (All Board Members):** Fill out the form and engage your Sections about *American Archivist*.

**To Do #9 (Cooper Cary):** Develop a draft set of questions for the readership survey.

**To Do #10 (Brinati and Christian):** Share information about global web traffic to the journal with the Board.

### IV. Next Meeting

Next meeting will be Friday, January 14, 2022, at 10:00 am CT. Please let Cooper Cary know of any agenda or discussion items you would like to address.