

Society of American Archivists
***American Archivist* Editorial Board Meeting**
ARCHIVES*RECORDS 2018
Washington, DC | August 15, 2018

MINUTES

In attendance: Cal Lee (Chair), Bethany Anderson (Reviews Editor), Scott Cline, Adriana Cuervo, Carrie Daniels, Jennifer Meehan, Josh Schneider, Heather Soyka, Karen Trivette, Alison Trulock, and *ex officio* members Gloria Gonzalez (Coordinator of the Reviews Portal), Chris Prom (Publications Board Chair), Erin Lawrimore (Council Liaison), and SAA staff Teresa Brinati and Abigail Christian.

Unable to attend: Janna Bolton and Shannon Devlin (incoming interns) and Barbara Gombach (outgoing intern).

I. WELCOME & UPDATE – Cal Lee

- This past year has brought more intentional outreach by all Board members, as members have traveled to other conferences and encouraged attendees to submit to the journal. One exciting outcome of this outreach has been when Trivette sent out a notice to the International Council on Archives (ICA) listserv and we received several responses, including an article that has now been accepted. The outreach has been effective in signaling that we do want content beyond American perspectives.
- In continuing to think about The Odum Institute and data retention, we may have a potential partner with Michelle Light (SAA vice-president/president-elect).
- [Issue 81.1 \(Spring/Summer 2018\)](#) is out. Issue 81.2 (Fall/Winter 2018) is beginning production and includes eight articles and 12 book reviews. Issue 82.1 (Spring/Summer 2019) has so far accepted 5 articles and several reviews.

II. REPORTS

A. SAA Council – Erin Lawrimore

- The SAA Council endorsed [Protocols for Native American Archival Materials](#) and approved a statement acknowledging that the endorsement was long overdue.
- The Council also approved revisions to “[Principles and Priorities for Continuously Improving the SAA Annual Meeting](#),” which includes the intention to assess meeting structure and panels and increase presenter diversity, considering diversity in length of time in profession, institution, race, class, gender, and geographical.
- The Council approved the formation of a six-member task force to develop guidelines for vendor, sponsorships, and exhibitor relationships. Recommendations will be given in time to be considered for planning for the 2019 Annual Meeting.
- The Council provided feedback to the Task Force on Accessibility, which will revise its recommendations for submission this fall.
- The Council passed resolutions to honor Fynnette Eaton and Wilda Logan for their contributions to SAA.

A. Publishing Program – Teresa Brinati

- This has been an award-winning year for SAA’s Publishing Program, which received 5 recognitions, including 3 for journal articles!

- 2018 SAA Fellows' Ernst Posner Award for best journal article for "Who Lives, Who Dies, Who Tells Your Story': The Use and Representation of Records in Hamilton: An American Musical" by Katherine S. Madison in *American Archivist* (Spring/Summer 2017);
 - 2018 SAA Preservation Publication Award for "The Whole Story: News Agency Photographs in Newspaper Photo Morgue Collections" by Laura McCann in *American Archivist* (Spring/Summer 2017);
 - 2018 Association for Information Science and Technology's Bob Williams History Fund Research Paper Award for "Harold T. Pinkett and the Lonely Crusade of African American Archivists in the Twentieth Century" by Alex Poole in *American Archivist* (Fall/Winter 2017);
 - 2018 EXCEL Award for Excellence in Nonprofit Media–Best Magazine Article for "Archival Bonds: Love and Friendship in the Archives – Part 2" by David McCartney in *Archival Outlook* (Jan./Feb. 2017); and
 - 2018 SAA Waldo Gifford Leland Award for superior writing for *Moving Image and Sound Collections for Archivists* by Anthony Cociolo (July 2017).
 - Meehan and Trivette are leading the journal's Brown Bag Lunch Discussion during the conference (August 17) on the forthcoming article "Be Damned Pushy at Times': The Committee on the Status for Women and Feminism in the Archival Profession, 1972–1998."
 - This year's [One Book, One Profession](#) selection is *Perspective on Women's Archives*.
 - The Publications Board has launched another [Archives Short Fiction Contest](#).
 - The Committee on Public Awareness has had a robust year blogging at [ArchivesAWARE!](#) and is asking people to tweet their elevator speeches with #ArchivesAware. COPA is hosting the first-ever open-mic storytelling event, "A Finding Aid to My Soul," during the conference (August 17).
- B. Publications Editor – Chris Prom
- Several books are in progress; they're all on track for publication throughout 2019.
 - A new series is being developed with the American Library Association (ALA) called Archival Futures and will be edited by Bethany Anderson and Amy Cooper Cary.
- C. Reviews Editor + Reviews Portal + Podcast – Bethany Anderson
- Anderson has been doing such a remarkable job, she's been appointed to another three-year term as Reviews Editor.
 - Reviews are going well: 11 reviews were published in issue 81.1 and 12 reviews will be published in issue 81.2, including a new format of a review essay. These reviews cover a variety of topics from feminism to leadership to environmental concerns. Anderson is still working to get reviews of publications in other languages—she has identified two French publications which may be possibilities. She does not have reviewers yet for these publications, but it's possible someone in ICA would be interested in taking these on. In addition, she has started writing an introduction to the reviews section to complement Lee's "From the Editor."
 - Gloria Gonzalez, Reviews Portal Coordinator, has also been doing excellent work and has been appointed to another term. There is a need for 2 to 3 more editors for the reviews portal. This fall, Anderson and Gonzalez will solicit a call for applications. New editors will coordinate mostly via email.
 - The [Reviews Portal](#) has published a few pieces by Samantha Cross on how archives are featured in pop culture, such as in the *Star Wars* movies and role-playing games. These reviews are longer and differ from more traditional reviews, but have resulted in nearly doubled views.

- The Reviews Portal also is increasing outreach by doing a more targeted approach to finding reviewers, creating a list of resources they want reviewed and asking people to choose from the list, which has boosted the number of people wanting to write reviews. Gonzalez will place another call for reviewers in *Archival Outlook* and *In the Loop*.
- A new logo has been established for the podcast and theme music in progress. Two interviews have been recorded with a few more in the works. The goal is to launch the podcast this fall.

TO DO #1 (Gonzalez and Christian): Share call for reviewers in *Archival Outlook*, *In the Loop*, and on social media.

III. EDITORIAL BOARD COMPOSITION

A. Interns

- Hidden Content: Gombach has done terrific work and is two-thirds of the way through back issues of the journal; she would like to see the project through to its finish. SAA will begin making implementing changes this fall.
- This year we have two interns on the Board— Janna Bolton and Shannon Devlin. One will continue quality control checks and the other will do citation analysis.

TO DO #2 (Lee, Brinati, Christian): Assess proposed QC changes, get quote from Allen Press regarding implementation, and develop project schedule.

TO DO #3 (Lee, Brinati, Christian): Convene a conference call to discuss new intern responsibilities.

B. International Members

- The Board proposes growing the board by two members and prioritizing filling those slots with international members. A larger Board would spread the load and increase our ranking as an A+ journal if we have international members on the Board. Already the journal has received some pushback from calls to submit because of the lack of international members. This proposal may require change to existing policy in the [Governance Manual](#).
- The concern is that the cost for an international archivist to join SAA and attend the conference may be cost prohibitive. There is an [Associate Membership](#) for individuals living outside the United States. Perhaps the first course of action is to scan the [SAA Member Directory](#) for international members. There are also members who are in the US temporarily who could be considered for Board service while they are here.

TO DO #4 (Lee): Review policy in the [Governance Manual](#) and propose change(s) to the Council if needed.

TO DO #5 (All): Create a list of potential candidates for international members.

IV. WEBSITE AND PEERTRACK

- Several changes have been made to the website, such as to emphasize that there are no deadlines and that we have rolling submissions. At the moment, the journal has a 42-day average from when a submission is received to when a decision is made. Currently, 14 articles have been accepted, 53 revised, and 33 rejected. This is a higher rejection rate than previous years, but this is because some of these rejections are being encouraged to heavily revise and submit as an entirely new submission.
- “Blinding” the manuscripts continues to be an issue in Peertrack, as the system doesn’t do anything to search for author names in the manuscript. Lee is blinding manuscripts manually. Text has been added to the website to encourage people to review and remove authorship from the document. Allen Press has also removed a linking function, which means that reviewers can’t mark up within the document, but it does reduce the possibility of authorship slipping through.

TO DO #6 (Lee): Look for an alert within PeerTrack to notify the Editorial Board/peer reviewers of the editor’s decision.

V. JOURNAL CONTENT

- A. Special Sections: The Board is pursuing future special sections on both fashion and music and archives. Several leads, but no concrete submissions yet.
- B. To encourage niche audiences to submit, Board members attended or will attend the meetings for NAGARA, Archives and Archivists of Color Section, Native American Materials Section, Business Archives Section, SNAP section, Description Oral History and Archives Management Section, etc., while at the Annual Meeting and follow up in email with an invitation to submit.
- C. Translated Articles: The first translated article happened because someone approached the former Editor with a specific article. To be intentional about including translated articles in the future, the Board needs to generate a list, considering what the key archival texts in other languages are, why they are considered key texts, and why they should be translated? The Board should reach out to international colleagues to ask for potential candidates. Starting a thread on the listserv or in a shared Google doc would be a good way to talk about the ongoing work of international outreach.
- D. Research Forum: The Board decided it would be best to continue as a presence/suggested outlet at the Forum versus a partnership. There were only two peer-reviewed papers submitted this year. Poster presenters are encouraged to first submit posters to research forum proceedings, and then to consider fleshing out content for a paper for the journal. Paper presenters are also encouraged to submit first to the Research Forum proceedings, but if they don’t want to, to consider the journal. Papers often tend to be shorter and the Forum typically highlights work in progress. Contacting presenters via email to encourage more fully formed papers be submitted to the journal is enough and won’t compete with or take away from the Forum’s purpose.

TO DO #7 (All): Follow up with sections with invitations to submit before the next quarterly conference call.

TO DO #8 (Lee): Create another Google Doc to see what conferences Board members will be attending in the next six months.

VI. REVIEW OF TO-DO LIST – ONGOING

TO DO #9 (All Board Members): Send your favorite *American Archivist* article selection and a brief statement why to Abigail (achristian@archivists.org) for use in marketing the journal (“staff picks”) in *In the Loop* and on social media.

TO DO #10 (All Board Members): Let Brinati and Christian know about awards in which *American Archivist* articles would be eligible as well as other professional journals in which to initiate ad exchanges.

TO DO #12 (Lee and Brinati): Pursue relationship with The Odum Institute.

VII. PROMOTING EXISTING CONTENT + SOLICITING NEW CONTENT

- A. The Board brainstormed ideas for promoting existing content.
- If something of interest to a specific section is published in the journal, promote that article directly to the sections.
 - The Editorial Board member who is a reviewer for a specific article is also a promoter of that article when it comes out. (A “shepherd” of the article through the whole process.)
 - Be on the lookout for #FlashbackFriday and #ThrowbackThursday types of posts for social media. If anyone comes across any nuggets (quotes, past articles, etc.) to share, email Christian.

TO DO #13 (Brinati, Christian, and Board): Implement as many of these ideas as reasonable over time and continue to revisit them at future Editorial Board meetings.

- B. The Board brainstormed ideas for soliciting new content.
- Host a SNAP Twitter chat about the SAA publications program. Have members from the Editorial Board, Reviews Portal team, and Publications Board chat with SNAP members about ways to get involved and write.
 - Host a Live Facebook event for those wondering how to write and submit to the journal.
 - Have Editorial Board members attend different sessions at the SAA Annual Meeting and personally follow up with strong presenters about submitting to *American Archivist*.
 - Work with the Annual Meeting Program Committee to ask conference presenters beforehand about writing articles for *American Archivist*.
 - Add to the conference proposal form a check box for those interested in publishing their presentations or research in *American Archivist* and/or *Archival Outlook*.
 - Creating a separate “New Voices” category within *American Archivist* for SNAP members. Have a dedicated flow for those submissions and be intentional about encouraging and mentoring new authors.
 - Instead of Office Hours at the Annual Meeting, have Editorial Board members at the Career Center to conference attendees about submitting content to the journal.
 - Take the SAA Mentors’ “Growing Leaders” model and adapt it for new authors.
 - Create a suggested topics list to circulate help spark people’s ideas for prospective articles.

- Acknowledge new authors during “Salute to Authors” (aka Lemonade Toast) during the Annual Meeting.
- Feature Theodore Calvin Pease and Fellows’ Ernst Posner winners on a poster in the bookstore at the Annual Meeting.

TO DO #14 (Brinati, Christian, and Board): Implement as many of the above ideas as reasonable over time and continue to revisit these them at future Editorial Board meetings.