Archival Futures Series Workflow

- Archival Futures Series Editors work to gather proposals and refine them with the potential authors.

- There will be one Series Editor assigned to shepherd the proposal.

- When a proposal is ready for review, the Series Editor then sends it to the SAA Publications Editor. At this point, Peer Reviewers are selected.
    - In collaboration with SAA Publications Editor / Series Editors / SAA Publications Board, peer reviewers will be identified, prioritizing diverse voices from multiple communities.
    - Three Peer Reviewers for proposal -- at least one reviewer from the SAA Publications Board, and one reviewer from outside the SAA Publications Board who is actively working in the profession, and a third reviewer unaffiliated with SAA but may be affiliated with or knowledgeable about the topic.
    - The SAA Director of Publishing dispatches the proposal to the Peer Reviewers requesting that feedback be sent directly to the Series Editor.

- Simultaneous to peer review, the SAA Publications Editor sends the proposal to ALA. ALA focuses on the way that the proposal meets the goal to appeal to a broad audience, and to make sure that it will meet the specs for the series.

- The Series Editor will compile feedback from all who have reviewed the proposal and give it to the potential authors, who will submit a final draft of the proposal.

- The revised draft of the proposal will be reviewed and approved by both of the Series Editors and the SAA Publications Editor.

- The Series Editor will then notify the author regarding approval of the proposal.

- The SAA Publications Editor will request ALA to issue a contract to the authors. The contract will be for a fairly short turn around (6-8 months).

- A signed contract implies the agreement for production of the book -- authors are not to expect that any step of the process prior to signing of the contract implies publication of their work.

- The Series Editor assigned to shepherd the proposal would also shepherd the manuscript.

- The manuscript will be reviewed (alongside the approved proposal) by the Series Editors and the SAA Publications Editor. In addition, the 3 Peer Reviewers identified in the proposal review process will be asked to review and provide feedback on the manuscript. Review time will be a fairly short turn around, with a maximum of 3 weeks. ALA will not participate in the manuscript review process.

- The Series Editor will compile the feedback and share with the authors. If any revision is required, then a final manuscript will be submitted by the author.

- The SAA Publications Editor and the Series Editor approve the final manuscript.

- The Director of Publishing dispatches the final manuscript to ALA for production. ALA will compose, layout, and index using interior design templates and individual covers that adhere to the Archival Futures Series design. The SAA and ALA names and/or logos on the cover and title page, with the verso of the title page reading "A joint publication of the Society of American Archivists and the American Library Association." ALA will register copyright, apply for CIP.

- The Series Editor, author, and SAA will review and approve the page proofs and index prior to going to press.

- ALA will then print, warehouse, market, promote, and distribute the book. SAA will also distribute the book.