

Society of American Archivists
***The American Archivist* Editorial Board Meeting**
Cleveland, OH | August 19, 2015

MINUTES

In Attendance: Greg Hunter (chair and editor), Amy Cooper Cary (outgoing reviews editor and newly elected to the Council), Bethany Anderson (incoming reviews editor), Scott Cline, Karen Gracy, Thomas Hyry, Cal Lee, Katie McCormick, Jennifer McDaid, Jennifer Meehan, and *ex officio* members Alexandra Orchard (Reviews Portal Coordinator), Chris Prom (Publications Board Editor), and SAA staff Teresa Brinati and Anne Hartman.

Unable to attend: Brien Brothman, Todd Daniels-Howell, Timothy Pyatt (Council liaison)

I. Reports

A. Council Liaison—Amy Cooper Cary (filling in for Tim Pyatt)

At its August 17–18 meeting, the SAA Council:

- Discussed a proposed dues increase over a three-year period. Members will have an opportunity to vote for or against the dues increase in an online referendum this fall. The increase would help SAA operate in strategic growth mode, and would help the organization be less dependent on revenue from the Annual Meeting. The increase could help support advocacy, technological advancements, infrastructure, and help SAA better support the needs of members.
- Adopted SAA's Criteria for Advocacy Statements, which notes that "SAA will take a position, make a statement, or take action only on issues that are related directly to archives and archival functions."
- Discussed the proposed changes in member affinity groups.
- NHPRC Executive Director Kathleen Williams attended the meeting to discuss the organization's revamp of its strategic plan and efforts to improve communications with archivists.

B. Publications Board—Chris Prom

- Since the Publication Board's meeting in February 2015, SAA has published *Archives in Libraries: What Librarians and Archivists Need to Know to Work Together, Module 8: Becoming a Trusted Digital Repository*, and *Encoded Archival Description Tag Library – Version EAD3*.
- The Publications Board also approved several proposals, and work is underway on: *Moving Image and Sound Collections for Archivists*, *"All Shook Up": The Archival Legacy of Terry Cook*, and *Trailblazer: Harold T. Pinkett, Archivist-Historian*.
- The *Moving Image Cataloging Manual* manuscript is also underway, as are several new additions to *Trends in Archives Practice: Module 9: Managing Digital Objects* and clusters of modules that address *Teaching with Primary Sources*, *Putting Descriptive Standards to Work*, and *Archival Appraisal and Acquisition*.

- Prom has had preliminary conversations with a representative of the perma.cc service. The Publications Board hopes to undertake a trial project to see if it provides the means to give a link to authoritative versions of webpages cited in SAA books.

II. Review of To-Do List from August 2014 Meeting—All

- TO DO #1 (Brinati, Hartman): Add HathiTrust URLs by journal volume to SAA website by fall. *In progress, waiting for new website.*
- TO DO #2 (Brinati/Hartman): With the SAA website redesign, ensure other pages of the website link to the Reviews Portal to make it more visible to website visitors. *In progress, waiting for new website.*
- TO DO #3 (Hartman): Submit 2014 analytics to Chris Prom for an analysis. Compare this year's analytics with previous years. *Analytics discussed at meeting.*
- TO DO #4 (Hunter): Communicate new expectations on abstracts to journal authors. *Complete.*
- TO DO #5 (Hunter, Board): Look into how the Editorial Board can add international members. Investigate how this would fit in with SAA's established appointment process.
 - The appointment process begins with volunteers, goes through the Appointments Committee and then the SAA Vice President makes the appointments.
 - Board members and the journal would benefit from having international representation, but the Board did not want to be locked into an international member "slot."
 - To move forward with the to-do item, SAA will run a report of international members, and the Board will determine if there is anyone on the list who would be a good fit. The Board could go to Council to create a position for an international member if needed.
 - With the discussion of this to-do, the Board also discussed the length of appointments to the Editorial Board, which is four years and longer than other SAA groups. A quick search of journals indicated that others have three- to five-year appointments. The Board felt that four was reasonable, and that three would be the least amount of time for an appointment. It helps to have continuity with Board members, and publishing is a long process. There was no groundswell for change, and the Board would like to keep the current appointment length.
- TO DO #6 (Hunter, Brinati): Consult Paul Conway about data mining via JSTOR (see August 2012 minutes). *To-do will be removed from future agendas unless there is a genuine need to do a study.*

TO DO #1 (Brinati, Hartman): Run list of international members of SAA and distribute to Board for review.

III. Journal Update

A. Allen Press—Teresa Brinati

- **Migration of Content:** Overall, the process went smoothly considering 77 years' worth of issues were migrated from MetaPress to Allen Press. SAA chose a template for the journal's new website, *AmericanArchivist.org*, which complements the design of the new SAA website that will launch this fall. *AmericanArchivist.org* provides nice branding for the journal. All articles have DOIs and CrossRef has been enabled. SAA is now able to display the cover for each issue, and is looking for an option to easily display information about the cover. SAA is also looking into adding paid ads to the website, as well as ways to promote the content within each issue before it comes out.

There have been minor hiccups in implementing the new site: The dates for issues initially weren't displaying correctly. Allen Press also did a quality control check and found that some content went missing during the transition from Metapress. SAA will need to go to JSTOR to recover the missing content since the SAA archives disposed of the CDs from SAA's initial digitization of the journal in 2007.

- **Production:** The Fall/Winter 2015 issue is the first that will go through the whole XML process with Allen Press, which will allow SAA to more nimbly output the content in HTML5, as a PDF, and in print. SAA is also awaiting a style sheet from the copyeditor to assist Allen Press in ensuring consistency.
- **Manuscript Tracking:** The process to set up manuscript tracking will take about three to four months. SAA will first do a discovery call with Allen Press, building the feature will take about one month, and staff and editors will receive WebEx Training once the feature is built. A beta version will be available after that for all to test. Subsequent to the meeting, Paul Conway agreed to assist with a pilot project.
- **Other Allen Press Features:** SAA can access metrics to see what content is being paid for, it can feature top articles on the *AmericanArchivist.org* website, and it can pull together articles around specific topics to create special editions.
 - Suggested topics for these special editions included records management and moving image and sound.
 - SAA also could open up the option to create special editions to members. Members could, for instance, create course packs.
 - The Board should ensure that the special editions are not competing with anything being produced by the Publications Board.
- **Early Release of Articles:** After some discussion, the Editorial Board saw more benefits than drawbacks in releasing content early. *The American Archivist* will still be printed twice per year, but the editor will have the option to release content once it is available. This content would be embargoed for three years, starting when the print issue in which the content appears is published. SAA should publicize that this content is available (for example, sending alerts to subscribers through the *AmericanArchivist.org* website). A clear timeline for when the content will be published both online and in print should also be given to authors.

B. Embargo Period

- The current embargo period is for three years, or six issues. During the embargo period, only members and subscribers can access article content. Those who are not members or subscribers can pay to download the articles. There are some pieces in the embargoed content that are open access and these include the table of contents, article abstracts, From the Editor, Forum, and book reviews.
- The Editorial Board agreed that the embargo period preserves the member benefit and provides revenue that is needed to support professional literature.
- During the search for a new publishing platform, the Online Publication Working Group discussed the idea of moving toward a shorter embargo period of about one year.
- Shortening the embargo period is part of a larger discussion about member dues and creating a more member-supported publications model.
- Before the discussion could take place, SAA will need to have an understanding of what the financial impact would be. SAA also would need to wait until Allen Press is fully implemented and has data from the new system, including metrics on early access articles.
- One alternative might be to offer more “featured articles” that are open to nonmembers/nonsubscribers.
- It was suggested that the discussion could take place in January 2017 when we have more experience with Allen Press. This also will give the Board time to gather information about the embargo and the impact that open access or a shorter embargo period would have. The Board will need an understanding of the moving pieces and the information that would be needed to go into this decision-making process.

C. “Dark” Content

- There is “dark” content from the front and back matters of *The American Archivist* that is currently difficult to find. This content includes shorter features, international perspectives, obituaries, etc. This content should be pulled out, be easily downloadable, and be added to the table of contents.
- An intern could help identify the content and make it easily accessible.

TO DO #2 (Brinati): Estimate the cost of posting these articles.

TO DO #3 (Hunter): Speak with SAA Vice President Nancy McGovern (who’s in charge of appointments) about adding an intern to the Editorial Board.

D. Acceptance Statistics

Hunter provided statistics on the articles submitted to the journal:

Response	2013 Number	2013 Percent	2014 Number	2014 Percent
Accept	5	14%	5	19%
Revise and Resubmit	31	86%	17	62%
Reject	0	0%	5	19%
Total	36	100%	27	100%

He also provided additional analysis of the “Revise and Resubmit” category:

Category	2013 Number	2013 Percent	2014 Number	2014 Percent
Withdrawn/Rejected	1	3%	0	0%
Resubmitted and Accepted	19	61%	4	24%
Not Yet Resubmitted	11	36%	13	76%
Total	31	100%	17	100%

A summary of the final decisions on all articles is below:

Category	2013 Number	2013 Percent	2014 Number	2014 Percent
Accepted Initially	5	14%	5	19%
Accepted Upon Resubmission	19	52%	4	14%
Rejected/Withdrawn	1	3%	5	19%
Not Yet Resubmitted	11	31%	13	48%
Total	36	100%	27	100%

E. Peer Review

- Hunter has been pleased by the mix of people who have become involved in the editorial process, as both peer reviewers and authors. He continues to work to involve new voices in the profession.
- The peer review decision averages three to four months; the goal is to get it to three months.

IV. Reviews

A. Reviews Editor Search Successfully Concluded

- Hunter, Brinati, and Hartman served on the search committee. After interviewing six candidates, Bethany Anderson was chosen as the new reviews editor of *The American Archivist*. Anderson, archival operations and reference specialist at the University of Illinois, Urbana-Champaign, was a member of the Online Publication Working Group and an intern for the Publications Board. She will take over for Amy Cooper Cary, who was elected to the SAA Council last May. Cary will work with Anderson through volume 79, number 1 (Spring/Summer 2016).
- Hunter thanked Cary for her more than five years of service to the journal and presented her with a certificate of appreciation highlighting the quality of her work and her launching of the online reviews portal.

B. Reviews Portal

- Alexandra Orchard will extend her term as the reviews portal coordinator; her term will now end in August 2017.
- There is an opportunity to work with Allen Press to revamp the Portal and to make the content easier for readers to find.
- Orchard says one of her main challenges is finding reviewers who will follow through with the work. Many were unresponsive after indicating their intent to submit a review. The Reviews Portal is a good place for students and new professionals to publish.

V. Google Analytics

The Board reviewed analytics from the MetaPress site and the new Allen Press site. The biggest issue is that the content is not being indexed by Google; if users search for content, they are directed to JSTOR.

TO DO #4 (Brinati): Ask Allen Press for the content to be indexed by Google.

VI. Annual Meeting

Thomas D. Walker presented "Evidence of Growth and Change in Archival Practice: 77 Years of the American Archivist" during the Research Forum of the Annual Meeting.

TO DO #5 (Hunter): Consider approaching Walker to determine if he would like to contribute an article with his research to the journal.

VII. Other Business

Hunter acknowledged the contributions of Brien Brothman who is cycling off the Editorial Board after two terms. Brothman, who joined the Board in 2008, was unable to attend this meeting.