

Guidelines SAA Performing Arts Section Steering Committee PERFORMANCE! Newsletter

Introduction

Thank you for choosing to submit content to the PERFORMANCE! Newsletter. Below are options for materials to submit. Please choose what kind of content you would like to have included, and inform your SAA PAS Steering Committee member contact what you will be submitting.

Submission Options

Stories

Stories are short, narrative-style pieces, focused on one archival project or topic. Stories should be no shorter than two (2) pages of content (portrait layout) and no longer than six (6) pages of content (portrait layout). As the newsletter is released in landscape layout, the content will take up fewer pages than listed above. Stories should include two (2) to four (4) images with citations to support the text.

Story requirements

- Title
- Author(s) preferred name(s)
- Two (2) to six (6) pages of text content
- Two (2) to Four (4) images
- Image citations

Spotlights

Spotlights are short one (1) to three (3) paragraph announcements on newly processed archival collections. The spotlight should include a description of the repository, a description of the collection, why processing was prioritized (if applicable), the value the collection adds to the repository or the performing arts community at large, and any challenges faced during processing.

Spotlight requirements

- Title
- Submitter's name(s) and job title(s)
- One (1) to three (3) paragraphs of text content
- Optional single image
- Image citation (if applicable)

Interviews

Interviews are transcribed interviews conducted by a PAS committee member with an archivist, researcher, or practitioner. The interviewer will write the questions ahead of time and send them to the interviewee to expedite the interview. The interview should be recorded so that answers can be transcribed by the interviewer, or questions can be emailed and answers can be written in response to the interviewer. An interview should include an introductory paragraph describing the topic of discussion and the interviewee's relation to the topic. Interviews can include an image or two (2).

Interview requirements

- Title
- Interviewer name
- Introduction paragraph
- Questions in bold
- Transcribed answers not in bold
- Optional image(s)
- Image citation(s) (if applicable)

Reviews

Reviews include reviews of exhibitions, books, professional literature, and conferences. Reviews should include a description of the event/text, highlights, criticisms, and a conclusion. These are relatively short pieces but should not be less than one (1) page of content (portrait layout) and no more than three (3) pages of content (portrait layout). As the newsletter is released in landscape layout, the content will take up fewer pages than listed above. Reviews of events should include one (1) to two (2) images, especially for exhibitions.

Review requirements

- Title
- Reviewer name
- One (1) to three (3) pages of content text
- Image(s) (if applicable)
- Image citations (if applicable)

Articles Abstract

Article Abstracts are the abstracts of recent articles written on performing arts collection topics. Article Abstracts are short one (1) to three (3) paragraph pieces giving a review of the article's contents. A link and citation to the full article should be included with the abstract. No incomplete articles will be accepted.

Article requirements

- Article title
- Author(s) preferred name(s)
- One (1) to three (3) paragraphs of content
- Article citation
- Link to article