**Reaching the Archival Profession: Publishing in *American Archivist***

*American Archivist* is the semi-annual journal of the Society of American Archivists. It seeks to reflect thinking about theoretical and practical developments in the archival profession; about the relationships between archivists and the creators and users of archives; and about cultural, social, legal, and technological developments that affect the nature of recorded information and the need to create and maintain it. The journal also provides a forum for the evaluation of the literature that affects, and is affected by, emerging archival theory and practice.

*American Archivist* features a variety of types and lengths of articles, including research articles, case studies, perspectives, and publication reviews. In addition, the Forum contains letters to the editor commenting on recently published articles or other topics of interest to the profession.

The journal is available both in print and online at americanarchivist.org.

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**FROM SUBMISSION TO PUBLICATION**

Manuscripts are sent out for peer review by three readers who evaluate them and recommend acceptance, rejection, or revision.

Author notification of a decision normally takes about one to two months. Acceptance for publication is usually on the condition that specified revisions be made. Authors are given the opportunity to approve all editorial changes and to review page proofs for correction of printer’s errors.

The minimum editorial and production cycle—which includes receipt of a manuscript, review, acceptance, revision, page makeup, printing and distribution—is approximately twelve months; various factors can affect that time period.

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**A FEW TIPS ON SUBMITTING**

- To ensure that the peer review process is completely blind, neither names nor other information that reveals the identity of the authors should appear anywhere in the content or metadata of submitted files.
- Editors of the *American Archivist* use the latest edition of The Chicago Manual of Style as the standard of style and endnote format. Terms having special meanings for members of the profession should conform to the definitions in *A Glossary of Archival and Records Terminology*. Authors’ variations from these standards should be minimal and purposeful.
- The author is responsible for understanding and following the principles that govern the “fair use” of quotations and illustrations and for obtaining written permission to publish, where necessary. Accuracy in endnote citations is also the author’s responsibility, although the editors may occasionally confirm the accuracy of selected citations.

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