

## Submission Guidelines

### *SOLO*, newsletter of the Lone Arrangers Section

Updated 2022-03-08 by Katy Sternberger (LAS newsletter editor, 2021–2023)

Style: The *SOLO* newsletter adheres to the *Chicago Manual of Style*. See also SAA's house style guide. The tone of the newsletter is somewhere between conversational and scholarly.

Content: The newsletter relies entirely on submissions from LAS members or anyone wishing to contribute to the community of solo archivists. We're looking for articles, photos, and shorter announcements relevant to solo archivists. Possible topics include your collections; your successes and/or struggles as a lone archivist; a resource or tool you have found helpful; and incorporating diversity, equity, and inclusion into your work as a solo archivist. If you're not sure about an idea, send a pitch to the LAS newsletter editor at [lonearrangersectionsaa@gmail.com](mailto:lonearrangersectionsaa@gmail.com).

1. **Highlights.** We recognize that you may not have the bandwidth to contribute an article right now, but we still want to hear from you! Consider responding to our current questions (as of spring 2022):
  - Name.
  - Position title.
  - Institution.
  - What kind of institution do you work at (e.g., university archives, nonprofit library, corporate archives, self-employed)?
  - What's the most interesting thing in your collection?
  - What's your major accomplishment this year (feel free to share a link)?
2. **Updates** (250–700 words). This section consists of shorter announcements of interest to solo archivists, including job changes, grants or awards, resource or tool reviews, and reflections on the profession or work as a solo archivist.
3. **Articles** (700–1200 words). This section includes substantive articles relevant to solo archivists. Articles should include some kernel of information that will enlighten the reader professionally.

Images: Images are encouraged with all submissions and should be sent as JPG or TIF files at a resolution of 300 dpi or higher.

Accessibility: The Lone Arrangers Section Steering Committee is committed to making the *SOLO* newsletter as accessible as possible for all readers.

Distribution: Announcements about new issues of *SOLO* will be distributed via the LAS listserv, SAA Announcements listserv, and SAA's biweekly e-newsletter *In the Loop* (all of which are open to SAA members and nonmembers alike). Back issues of the newsletter are available on the [LAS microsite](#).