

SUBMISSION GUIDELINES FOR AUTHORS

Publication Description: *The Practical Archivist: MARAC Technical Leaflet Series* (Electronic ISSN 2834-3867) is a double-blind, peer-reviewed serial publication that provides practical guidance for specific archival tasks not commonly addressed in the professional literature.

Potential Authors: Any archives professional, inside or outside of the MARAC region, who is interested in publishing material in a peer-reviewed venue. This may include individuals who need to publish for promotion or tenure. MARAC membership is not a prerequisite for publication, although members are given preference in consideration. **Note:** *The Practical Archivist* is particularly suited to first-time authors and those expanding their careers by building their writing portfolios. The editorial process therefore strives to be flexible, supportive, and encouraging.

Peer Review Process: *The Practical Archivist* is a double-blind, peer-reviewed publication. Each leaflet is reviewed by other information professionals (archivists, librarians, records managers, educators, etc.) with expertise in the subject matter of the leaflet, and a final decision for publication is based on this review process. Submissions are shared (with author(s)' name(s) omitted) with at least two peer reviewers, who make recommendations to the Editorial Board for acceptance, rejection, or revision. Conversely, all reviewers remain anonymous to the author(s). To support the double-blind process, author(s) should ensure that identifying information is not included anywhere in the manuscript, using Control + F to search within the manuscript for author names and [removing identifying information from the document's metadata using Microsoft instructions](#).

Submission Process: Submissions are reviewed on a rolling basis, with the goal of publishing one to two leaflets per year. The anticipated timeline from submission to publication is approximately fourteen months and proceeds along the following workflow:

1. Author(s) submits a proposal to the Co-Editors-in-Chief (see requirements below).
2. Proposal is circulated to the Editorial Board for discussion.
3. Following the proposal's acceptance, a deadline is set for the first draft of the manuscript.
4. First draft is circulated to the Editorial Board for initial review.
5. Editorial Board returns initial edits to author(s).
6. Author(s) submits the second draft for peer review.
7. Peer reviewers return edits to the author(s) and Editorial Board.
8. Edits flow between the author and Editorial Board to refine the manuscript.
9. Final draft is submitted by the author(s) to the Editorial Board for copy editing.
10. Layout is completed by the graphic designer.
11. Proofs are reviewed and corrected by the author(s) and Editorial Board.
12. Technical leaflet is published to the MARAC website and disseminated throughout the archival community

Proposal Requirements: To submit a proposal, please email the Co-Editors-in-Chief. Successful proposals include a one- to two-paragraph abstract articulating the topic under consideration and explaining how the topic will be covered in the leaflet. A full outline or table of contents is not necessary, but can be helpful. The proposal should also include the name and contact information of the author(s).

Manuscript Submission Requirements: Authors are encouraged to observe a soft limit of 25-30 pages of content. All manuscripts should be submitted in Microsoft Word .DOCX format. Text should be double-spaced. References and citations should adhere to the Chicago Manual of Style (18th edition). Please use endnotes rather than footnotes or in-text citations. Authors should avoid using the passive voice and using the first-person or second-person point of view (i.e., “I/we” and “you”). As the publication is online, authors are encouraged to include permalinks (e.g., a DOI) whenever possible, especially with bibliographic citations.

Authors are encouraged, with their first manuscript draft, to submit all figures, images, or tables. Authors must include captions and alt-text for each figure, image, or table, with “Figure” or “Table” spelled out. (All images are labeled as “Figures.”) Captions should be short descriptors of the content rather than full sentences. Each figure and/or table should be referenced within the body of the manuscript. Authors should include original digital file formats for all figures and tables. These will be required prior to final publication and should meet the following minimum standards: 300 dpi (TIFF or JPEG) files.

Material should be well organized and not so overly technical as to confuse those unfamiliar with the topic. The intended audience for this publication is composed of peer information professionals, whose experience and education may vary widely.

Authors must submit an abstract, table of contents, and biographical statement with their manuscript.

Please see the [Author Style Guide](#) for more detailed advice in preparing a manuscript.

Editorial Review: The first draft of a Technical Leaflet will be reviewed for content, structure, and style by the Editorial Board. Peer reviewers will comment based on their subject expertise. The Technical Leaflet will then be copy-edited for grammar, syntax, spelling, and punctuation. Prior to final publication, authors will be given the opportunity to approve all editorial changes and to review page proofs for correction.

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Open Access: All materials published as part of the Technical Leaflet Series will be made available as Open Access resources.

Publication Details: Final submissions will be published on the MARAC website in PDF format. Copies of finalized publications will also be deposited into MARAC’s official content repository (UMD DRUM). Publications may also be made available via the Internet Archive.