GUIDELINES FOR AUTHOR(S)

Publication Description: The *Technical Leaflet Series* (Print ISSN 2577-9400 and Electronic ISSN 2577-9419) consists of member-authored guides that provide practical instruction for specific archival tasks not commonly addressed in the professional literature.

Potential Authors: Any MARAC member interested in publishing material in a peer reviewed venue. This may include professionals who need to publish for promotion or tenure.

Peer Review Process: The *Technical Leaflet Series* is a peer-reviewed publication. Every leaflet will be 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 will be based on this review. Submissions are shared (with the authors' names omitted) with at least two peer reviewers who make recommendations to the Editorial Board for acceptance, rejection, or revision. This will be a double blind, peer-review process in which no author information will be shared with reviewers and all reviewers remain anonymous to author(s). To provide for a blind, peer-review process, author(s) should ensure that identifying information is not included anywhere in the manuscript submitted. In order to accomplish this, author(s) should use Control + F to search within the manuscript for author names and [remove identifying information from the document's metadata using Microsoft instructions](#).

Submission Process: Submissions are reviewed twice annually, coinciding with the MARAC meeting schedule. The planned time from submission to publication is approximately fourteen months. The timeline is subject to change pending the review of the editorial board. To submit a proposal, please email a member of the Editorial Board directly or the MARAC Communications Committee (marac.communications@gmail.com).

Winter Publication Timeline

Time	Action
Fall MARAC Conference (October 15)	Solicit new submissions from MARAC community in conjunction with Fall Conference.
January 15	Author(s) submission of proposal abstract/outline
May 15	Author(s) send first draft to Editorial Board for initial editing
June 15	Editorial Board returns initial edits to author(s)
July 15	Author(s) submits second draft for peer review.
September 15	Peer reviewers return edits to author(s) and Editorial Board
October 15	Final draft is submitted to Editorial Board
November 15	Editorial Board finalizes layout and design of Technical

	Leaflet
December 15	Editorial Board publishes in-process Technical Leaflets

Summer Publication Timeline

Spring MARAC Conference (April 15)	Solicit new submissions from MARAC community in conjunction with Spring Conference.
July 15	Author(s) submission of proposal abstract/outline
November 15	Author(s) send first draft to Editorial Board for initial editing
December 15	Editorial Board returns initial edits to author(s)
January 15	Author(s) submits second draft for peer review
March 15	Peer reviewers return edits to author(s) and Editorial Board
April 15	Final draft is submitted to Editorial Board
May 15	Editorial Board finalizes layout and design of Technical Leaflet
June 15	Editorial Board publishes in-process Technical Leaflets

Submission Requirements: All manuscripts should be submitted in Microsoft Word .DOCX format. Text should be formatted in 12 pt. Times New Roman font and be double-spaced. References and citations should adhere to the Chicago Manual of Style (17th edition) specifications. Please use endnotes rather than footnotes or in-text citations. Authors should avoid using the passive voice and using the first-person point of view. As the publication is online, authors are encouraged to include hyperlinks whenever possible, especially with bibliographic citations.

Figures or images, as well as tables, are welcome for all types of articles. Authors should include figures and/or tables in the text and include captions and alt-text for each, with the word "Figure" or "Table" spelled out. Corresponding references to any figures and/or tables at the end of or within the appropriate sentence in the body of the text. Captions should be short descriptors of the content rather than full sentences.

When including figures or tables, original digital file formats will be required prior to publication and should meet the following minimum standards: 300 dpi as aTIFF or JPEG file.

On average, submissions are between 20-30 pages in length. We do not have a length requirement, but this length is typically adequate to address a topic while maintaining readability.

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

A biographical statement from author(s) is encouraged but optional.

Editorial Review: The first draft of a Technical Leaflet will be reviewed for grammar, structure, and content by the Editorial Board. Prior to final publications, 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 the 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.