ICA-SAE Proceedings
GUIDELINES FOR AUTHORS

Publishing in the SAE Conference Proceedings is completely optional for presenters. Submitted manuscripts must be original, unpublished, and in English. All manuscripts will go through peer-review before acceptance. Selected referees are specialists in the field of archives and information studies and they reflect the expertise and subject area of the manuscript.

Submission Guidelines

File Submission

Prospective authors must submit manuscripts in .doc format via email to the Editorial Board on or before the date set in the call for papers. Submitted manuscripts should be accompanied by a cover letter (1) stating that the manuscript is a sole submission to the SAE Conference Proceedings and (2) authorizing Editorial Board to send out a blind version of the manuscript for review.

Submitted manuscripts must be double-spaced with right- and left-hand margins of 1½ inches each. Page numbers should appear in the upper right-hand corner, beginning with the title page. Paragraphs must be indented and with left justification.

The first page of the manuscript must contain the following information: name(s) of the author(s), affiliation(s), and email address(es). The second page of the manuscript should have only the title of the article. The third page should consist of an abstract of 100–150 words. The text of the article should start on the fourth page.

References and Citation

The SAE Conference Proceedings shall follow *The Chicago Manual of Style*, 16th edition (2010). References should be cited according to Chicago's author/date citation style with both in-text citations and a concluding reference list as outlined in Chapter 15 of the manual.

In-Text Citation

The in-text citations and the concluding reference list should be formatted as follows: When the author's name appears in the text, the citation should appear as follows: Hedstrom (2002). When the author's name does not appear in the text, the citation should appear as follows: (Hedstrom 2002). When citing pagination for a quotation or specific reference, use this style: (Conway and Punzalan 2012, 65). When a source has two authors, give both names; if there are four or more authors, use the first author's name and "et al.": (Dow et al. 2011). For institutional authorship, cite as follows: (Institute for Museum and Library Services 2012, 104).

Distinguish more than one reference to an author in one year by using lowercase letters (a, b) attached to the publication year: (2012a). The letter should appear in the reference entry as well as in citations.

Enclose a series of up to three references within parentheses, separated by semicolons. List all references chronologically, then alphabetically (Cox 2000; Gilliland 2002, 2004; McKemmish 2003). If the context requires placement of a citation out of chronological order (e.g., to attribute a quotation first before citing additional sources), separate the first citation from the chronological string with the phrase "see also." If more than three references occur in a single sentence, place references in a footnote using the above format.

Sample Reference List

Book:
Craig, Barbara. 2004. *Archival Appraisal: Theory and Practice.* Munich: K.G. Saur Verlag.

Journal Article:
Hedstrom, Margaret. 2002. "Archives, Memory, and Interfaces with the Past." *Archival Science* 2 (1-2): 21-43.

Book Chapter:
Punzalan, Ricardo L. (2009) "'All the Things We Cannot Articulate': Colonial Leprosy Archives and Community Commemoration." In *Community Archives: The Shaping of Memory*, edited by Jeannette Bastian and Ben Alexander. London: Facet.

Dissertation:
Riter, Robert Barnet. 2011. "Defining and Contextualizing Modern Historical Documentary Editing: An Analysis of Early Modern Editorial, Theory, Methods, and Their Influence on the Production of Documentary Editions, 1943-1970." Ph.D. Diss., University of Pittsburgh.

Footnotes and Acknowledgments
Footnotes are necessary only for further explanation of something within the text. Acknowledgements or information on grants received by the author should appear as an initial, unnumbered footnote.

Outcome and Response

The outcome of the review will be one of the following:

- Accept
- Accept with minor editing
- Accept with revision
- Revise and re-submit
- Reject

In cases where editing, revision or resubmission is required, authors are given sufficient time to address to reviewers' comments and recommendations. When submitting a revised manuscript, authors must provide responses to the reviewers' comments as part of the cover letter.

The final determination to publish the manuscript rests upon the discretion of the Editorial Board.