

Inventory of the Out/Look Foundation Records

(#1992-11)

Note: This document is a preliminary inventory, not a completed finding aid. The collection is surveyed but not processed, and its organization and composition are subject to change. This inventory is intended to help researchers better understand the general scope and content of the collection.

Repository: Gay, Lesbian, Bisexual, Transgender Historical Society

Collection Title: Out/Look Foundation records

Collection Number: 1992-11

Physical Description: 23.5 linear feet (17 cartons, 1 manuscript box, and 1 oversized box)

Creator: Out/Look Foundation

Date (inclusive): 1987-1992

Language of Material: English

Abstract: *Out/Look: National Lesbian & Gay Quarterly* was a groundbreaking queer magazine published between 1987 and 1992; the magazine's staff also organized the annual OutWrite Conferences, held between 1990 and 1992. The collection contains organizational records, correspondence, board materials and meeting minutes, financial records, grant materials, circulation information, personnel records, publicity files, editorial content, production files, writings, artists' files, conference materials and audiotapes, subject files, newsclippings, and photographs.

Preferred Citation:

[Identification of item], Out/Look Foundation records (1992-11), The Gay, Lesbian, Bisexual, Transgender Historical Society.

Conditions Governing Access:

Collection is open for research. Materials labeled "Executive Director applications, 1992" in Carton 5 may be restricted; the same with materials in Carton 7 labeled "Job Descriptions and resumes (personnel materials)" and "Editor's job (personnel file)" in Carton 8. Please contact the GLBT Historical Society archives for details.

Publication Rights:

For the status of the rights to this material, please contact the GLBT Historical Society archives.

Acquisition Information:

For this material's acquisition information, please contact the GLBT Historical Society archives.

Processing Information:

Finding Aid created by Isaac Fellman in 2020, based on a detailed survey made by Marjorie Bryer in 2011. Updated by Devin McGeehan Muchmore in 2023. The survey represents the donor's original folder titles.

This inventory uses terminology for LGBTQ people that was in current use at the time of its creation. Descriptive language for queer identities evolves quickly and some of these terms may now be dated or even offensive. Finding aids are themselves historical documents; they reflect the moment in which they were written and often reflect the terms that subjects used for themselves. Please contact the GLBT Historical Society Archivist with questions or comments.

Biographical/Organizational History Note: *Out/Look: National Lesbian & Gay Quarterly* was a groundbreaking queer magazine published between 1987 and 1992; the magazine's staff also organized the annual OutWrite Conferences, held between 1990 and 1992. The magazine was notable for broadly inclusive subject matter and for bridging the gap between academic and creative writing.

Scope and Content: The collection contains organizational records, correspondence, board materials and meeting minutes, financial records, grant materials, circulation information, personnel records, publicity files, editorial content, production files, writings, artists' files, conference materials and audiotapes, subject files, newsclippings, and photographs.

Indexing Terms:

Journalism
Gay men
Lesbians
Literature

Container Listing

Carton 1:

Writers' Files, alphabetical by author:
Adam, Barry
Adam, Margie
Adams, Michael

Adelman
Albee, Edward
Allison, Dorothy
Almaguer, Tomas
Altman, Dennis
Alvarez, D-L
Anderson, Shelley
Arnold, Madelyn
Baer, Martha
Baldwin, James
Barnes, Noreen
Bassett, Mark
Bautista, Tapay
Beam, Thom
Bechdel, Allison
Beemyn, Brett
Beard, Harry
Bell, Allan
Bellamy, Dodie
Belton, Don
Beninger, AJ
Bissonette, David
Berube, Allan
Blake, Nayland
Bledsoe, Lucy Jane
Block, Adam
Boethel, Martha
Bornstein, Kate
Boyd, Blanche
Bowden, Angela
Bowden, Angela
Boyd, Nan
Bright, Susie
Bronski, Michael
Brown, Jan
Brown, Wilmette
Brownworthe, Victoria
Becker, Doreen
Bravman, Scott
Boutilier, Nancy

Bush, Larry
Butler, Sandy
Calderon, Sara Levi
Califia, Pat
Carstensen, Jeanne
Carte, John
Cameron, Barbara
Castillo, Ana
Chasnoff, Debra
Chauncey, George
Chee, Alex
Chester, Alfred
Christian, Barbara
Clauser, Jan
Clinton, Kate
Cohen, William
Corbitt, Wayne
Cosson, Steve
Creet, Julia
Crichton, E.G.
Crimp, Douglas
Cruse, Howard
Cuadros, Gil
Daniel, Herbert
de Monteflores, Carmen
Denenberg, Risa
Deevey, Sharon
de la Tierra, Tatiana
D'Emilio, John
Di Donato, Paul
Denneny, Michael
Dixon, Melvin
Doherty, Will
Dorf, Julie
Dorf, Julie/Gessen, Masha
Duggan, Lisa
Duncan, Robert
Echols, Alice
Edelson, Stuart
Eisenburg, Daniel

Elder, Gene
Ellenzweig, Allen

Carton 2:

Writers' Files, alphabetical by author

Elliot, Victoria
Elliot, Beth
Epstein, Steven
Epstein, Barbara
Escoffier, Jeff
Faderman, Lillian
Felman, Jyl Lynn
Fernandez, Charles
Fischer, Hal
Florence, Robert
Folayan, Robert / Podolsky, Robin
Ford, Dave
Forster, Annette
Frechette, Dave
Freeman, Brian
Freeman, Mark
Friedrich, Su
Fung, Richard
Gaard, Greta
Gallagher, Siobham
Galst, Liz
Garber, Eric
Geduldig, Lisa
Gessen, Masha / Dorf, Julie
Gessen, Masha
Gettinger-Brizvela, Adam
Gilbert-Neiss, Connie
Goff, Michael
Goldsby, Jackie
Gomez, Jewell / Smith, Barbara
Gomez, Jewell
Gomez, Jewell / Minnie Bruce Pratt
Gonzales, Deena
Gralin, Judy
Greenburg, Steve

Gregg, Stephen
Greyson, John
Grover, Jane Zita
Gutierrez, Ramon
Hadleigh, Boze
Hall, Lisa
Harper, Jorjet
Harrington, Imana
Harris, Daniel
Hayes, Bill
Hemphill, Essex
Henry, Stan
Herman, Ellen
Hochman, Anndee
Hollibaugh, Amber
hooks, bell
Horowitz, Paul

Carton 3:

Writers' Files, alphabetical by author

Kahn, Yoel
Kahtrowitz, Arnie
Kaye, Steve
FitzSimmons, L.K.
Kiss and Tell
Klausner, Mimi Kim
Klosterman, Ellen
Kushner, Tony
Kuby, Adam
Lee, Patrick
Lee, Kelly
Levin, Jenifer
Lewis, Andrea
Leger, Mark
Liljesfraund, Petra
Linsey, Jeann
Linwood, Elliott
Lotney, Karlyn
Loulan, JoAnn
Klosterman, Ellen

Lacombe, Francis
MacLean, Judy
Maggenti, Maria
Malinowitz, Harriet
Maran, Meredith
Marks, Robert
Marshall, Brenda
McCabe, Robert
McGehee, Peter
McHarry, Mark
Miles, Sara
Mindlin, Myeba
Miner, Valerie
Murken, Bruce
Montagna, Steve
Tedesco, Margaret
Matthews, Tede
Moraga, Cherrie
Morris, Sawnie
Murray, Sarah
Leger, Mark
Myles, Eileen
Nardi, Peter
Newman, Leslea
Niessen, Joseph
Norrgard, Lenore
Novoa, Consuelo
Nussbaum, Martha
Odabashian, Elisa
Odets, Walt
Pache, Ilona
Palacios, Monica
Parker, Pat
Parsons, John
Patrick, Robert
Patton, Cindy
Pearson
Perlonghev, Nestor
Pies, Cheri / Hornstein
Plante, David

Poole, Bill
Post, Laura
Pratt, Minnie Bruce
Preslie, Enrique
Preston, John
Queen, Carol
Randall, Margaret
Riegel, Jeffrey
Rich, Cynthia
Ricketts, Wendell
Riggs, Marlon
Rofes, Eric
Roscoe, Will
Rosenblum, Barbara
Ruben, H.S.
Rubenstein, Billy

Carton 4:

Writer's Files, alphabetical by author

Schenkar, Joan
Schulman, Sarah
Schwartz, Ruth
Schwarz, Michael
Segrest, Mab
Sedaris, David
Shanti, Cam
Sheffield, Marjorie
Shepherd, Gail
Sherman, Suzanne
Shimazaki
Shulman, Howard
Schulman, Sarah
Silva, John
Silva, David
Silva, Rosemary
Simo, Ana Maria
Sloan, Louise
Smith, Barbara
Sojourner, Sabrina
Solowoda, Miras

Solomon, Nancy
Solvay, John
Stack, Hank
Stamps, Wickie
Stein, Arlene
Stein, Wendy
Stevens, Robin / Issaacs, Rebecca
Stevens, Robin

Stoddard, Tom
Sturgis, Susan
Suncircle, Pat
Terry, Jennifer
Thistlethwaite, Polly
Thomas, Anthony
Thomas, Lou Ann
Tidmus, Michael
Thomas, Rudi
Timoner, Rachel
Treber, Ethan
Trujillo, Carla
Vaid, Urvashi
Vazquez, Carmen
Vermeulen, Kt.
Villarosa/Smith/Paloma
Vitiello, Giovanni
Wagenhauser, John
Waite, Desmond
Walter, Pam
Ward, Robin
Watney, Simon
Weiser, Jay
Weston, Kath
White, Edmund
Wilchins, Riki Anne
Williams, Walter
Wilmoth, Charles
White, Robin
Wilson, Nancy
Wilson, Ara

Wilson, Carter
Wings, Mary
Winnow, Jackie
Winterson, Jeannette
Woods, James
Woodson, Jacqueline
Wright, Les
Yarbo-Bejarano, Yvonne
Young, Stacey
Yusba, Birdie
Yusba, Roberta
Zeck, Shari
Zipster, Yvonne

Poems/Author Contracts
Poetry #18
Troix Bettencourt/Youth Section
The Bridge Crossing/Eisenburg/Youth Section
Coming Out of Hiding/Braindrop/Youth Section
Roundtable/Pfeiffer/Youth Section
Vol. 4, Issue 3, Winter 1992
Sidebars/YG/Youth Section
Homophobia and High School/Anonymous/Youth Section

Carton 5:

Board Files
Board notes on yellow legal pads, circa 1991
Current Board Files—may include a variety of committee materials, 1991
Executive Director applications, 1992
Editorial Board materials, including minutes, administrative files, submissions, memoranda, circa 1991-1992
By-laws and board minutes, 1989-1991
Mass mailings/marketing materials, 1991
Editorial files (includes checklist for issue 6, materials regarding Incest Roundtable)
Personnel materials regarding Art Director job
Subscriber/circulation materials, including survey, statistics, mass mailings
Left-right timeline notes
Advisory Board materials
Materials re: printing, 1991
Hate mail, circa 1990

Carton 6:

Artwork files, including:

Flyers for XiXaX and Out Is In

Against the Tide

Aguilar, Jill

Allen, Sam

Armstrong, Terese

Atkins, Chloe

Aulerich-Sugai, Ed

Aziz, Anthony

Baratz, Steven

Barton, Crawford

Christopher, Phyliss

Clark, Monet

Cleland, Jane

Collins, J.C.

Corinne, Tee

Courtney, Christopher

Creative Time

Davenport, Richard

Dillon, Brook

Ellenwig, Allen

Enzi, Christopher

Farber, Laurie

Fontana, Victor

Fourwinds, Myra

Gerharter, Rick

Geller, Marc

Glaser, Nina

Govea, Catalina

Kaufman, S. Bret

Kaufman, Victoria

Kwasigroh, David

Lachica, Julia

Liebhaber, Susan

Madansky, Cynthia

Manasse, Geoff

Maricevic, Vivienne

Marriner, J. Michael

Massu, Isa
McAlpin, Lorino
McGlynn, Katherine
Mozer, Dana
Neipris, Ellen
Paron, Mark
Pescada, Schuyler
Platt, Karen
PLAUTO—Photos
Posener, Jill
Potratz, Julie
Public Art
Sapp, Terry
Sneeringer, Cindy
Tanzer, Jessica
Valdes, Deidre
Visual AID
Vozzi, Charles
Wren, Clare
Youngblood, Julia
Zampier, A. Brian
Zane
Miscellaneous Artists, Photographers
Out/Write 1990-1991, #17 Artwork
Advertising File

Carton 7:

Development, circa 1987-1990.

Prospects

Major Donor Info and work plans

Sustainer Solicitations

GLAAD materials and independent auditor's report from AIDS Project, Los Angeles

Materials from various foundations, e.g. Horizons, Colin Higgins Foundation, Funding Exchange Awards

Sample invitations

Circulation Reports

Donor correspondence

Sustainer Newsletter

Board Committee Reports

Staff Meetings

Renewal Reply reports
Fundraising materials, including proposal, application
Board materials and media design materials
1989 Seattle Party
Fundraising materials
“Out Is In” materials, including publicity, budget, timeline, second anniversary committee, entertainment
Sustainer materials
Staff meetings
Readership statistics
Fan Mail
Press Releases
Reviews
Magazine Committee
Job Descriptions and resumes (personnel materials)
Renewal Rates and Inventory, Circulation Reports
Files with individual’s names contain a variety of materials, including some that need to be restricted: obituary, job offers/welcomes, job evaluations and disputes about evaluations, personnel policies

Carton 8:

Out/Write
Out/Write conference programs, 1990-1992
Lists of panels
Letters requesting support
Correspondence
Reviews and articles
Evaluation reports
Press conference handbooks
Evaluations
General files
Planning committee minutes
Panel materials
Writer bios
Attendees
Conference sponsorship guidelines
Panel proposals
Editor’s job (personnel file)
Surveys

Carton 9:
Out/Write audiotapes, 1990-1992

Carton 10:
Surveys, 1991-1992
Queery #9, AIDS Activism Responses
Queery #10, Kinsey Survey Responses
Queery #14, Editorial Survey
Queery #15, Children in Our Lives
Queery #16, Self Disclosure at Work

Carton 11:
Surveys. 1990-1991
Survey #5, When Violence Strikes
Queery #7, Who Does the Chores, plus Results
Survey #8, Coming Out
Surveys #1-8
Queery #9, Survey Tabulations
Survey #1 and Results
Issue #3, Queery Results
Results and Queery #4
Readers Survey
New Survey and Results, #6
Out/Look Survey, Religion and Spirituality (loose)

Carton 12: Artwork, 1990-1991
Women Make Movies (2) and Canyon Cinema catalogs
Board materials, 1990
Various writings, circa 1991
Sustainer mailings/forms
Press
Ad Rate Cards
Article checklist, photo/artist agreement and work order forms
Lecture Series
Designers
"Out & About," GLAAD
OutWrite 1990-1991 materials
Production Services
Exchange Ad
Renewal mass mailing and materials for direct mail

Newsletter
Design Work Order
Paper Order
Visual Query
Articles for Issue #10
Budget
Art Sources and Contacts
Interns
Printing estimates
Correspondence
Art Submission Guidelines
Illustrators/contributors of artwork files—arranged alphabetically, from Bruce Bagemihl to Mary Wings. These include art work, agreements, materials about the artists or printed examples of their work

Carton 13:
Artwork, circa 1989-1990
Artist files
Art Files from Issues
Upcoming Art Events
Miscellaneous Artists and Art
Art—promos, covers, stills
#1-5 Art
Photographs of people
Artists files – includes photographers, illustrators

Carton 14:
Editors' Files, 1987-1992.
R's Desk Files
Moore/Grad Conference
Creating Change
ILGA
Black Gay and Lesbian Conference
Volunteers
Art
Production & Design
Printing Info
Contracts, #15
Payment #14
Contracts, Issues #13-14

Index
Current Issue, including
Robin Stevens
Blank Contracts--No Revisions
Press Contacts
Gay & Lesbian Journalists Association
Outlook Archives
Appointment Letters to Editorial Board
East Coast Trip
Editorial Board applications and media contracts
Book Review Guidelines
Professional Associations
Queery
List Ideas
Intern Applicants
Developing writers
Resource Books
Ideas
Feature Film Making
Science Fiction
Forms, including manuscript submission, contributors checklist, copyright application forms and correspondence, postcards, style manuals, thanks for submitting, checking board, issue grids
Fundraising/Business, includes
Foundation Board
Direct Mail Campaigns
Finances
Advertising
Circulation
Direct Mail
Magazine Printers
Paper Samples
McNaughton-Gunn
Publicity
1991 panelists, #13
Lesbian Magazine Institute
Budget Info
Executive Director
Office Warming
Art Director Search
Permissions

Table of Contents and Masthead
Editor Job Description
Exchanges with Other Publications
Press Lists
Blank Contracts—revisions
Carton 15:
Editors' files, Circa 1989-1992
Letters, Issues #17-18
Editor's Bookshelf, #17
Press Release Info
Short Writing, #17
#17--Bind-In, Thank You Page, Masthead
Classified
Quick and Dirty, #18
Back Issues
Books—Reviews
Poetry, includes issues #4, 6-7, 11-13, 14, 16
Portfolio, including Visuals, Portfolio Blurbs, Issue #15
Queeries for various issues and on various topics
Welcomes
Lists for various issues
Letters regarding various issues, including letters to the editor, letters that were not selected, letters to edit
Contests
Materials regarding table of contents and masthead for various issues
Editor's Note
Bisexual introduction

Carton 16:
Editors' Files, circa 1989-1991. The folders for people include correspondence, articles, information about book tours, and work they've done for *Out/Look*.
5-1/4" Floppy disk with Queery 10 backup
Typescript—"Homosexuality and Civil Liberty"
Financial Records regarding Business reply
Out/Look College Reader
Photographs
Old Stuff/R's files/Editorial Business
Resumes—Art
Interns, Resumes, Volunteers
Classified

David M. Rayside (article)
Visual Queery
Vito Russo interview
Announcements #13
Queery Ideas
Stories that Need Status
Sin Brothers
Interracial Roundtable
Thistlewaite (Polly)—correspondence
Current Style Guides
Word Counts
Proofing Galleys
Gay in America, #16
Reprint requests
Production Check Lists
Promotion
Jim Woods
Editorial Board Address Labels
Ideas
Gay Youth
Material to Place
Issue 17 notes
Anthology project
Resumes on file
Bechdel
Library References
Indexing
Kate's Notes
Phone numbers
ILGA
Fax's received
NGLTF
Feminist/Women's Psychology
Van Gelden/Brandt
Multiculturalism

Carton 17:

Rejected manuscripts read by the editorial board, beginning May 1989 (loose)

Coming Out

Chas correspondence with writers

Live Queries responded to
Writer Ideas
Manuscripts read by group and rejected
Rejections fiscal year 1989-1990

Oversize Box 1:
Award certificates and office files