

# Australian Society of Archivists Inc.

## Office bearers

<b>President:</b>	Jackie Bettington	
<b>Vice-President:</b>	Pat Jackson	
<b>Secretary:</b>	Jenni Jeremy	
<b>Treasurer:</b>	Clive Smith	
<b>Managing Editor:</b>	Shauna Hicks	
<b>Councillors:</b>	Joanne Baker	Steve Stefanopoulos
	Jenni Jeremy	Bruce Smith
	Margaret Paterson	

## Distinguished Achievement Award

Shauna Hicks                      Graeme Powell

## Laureates of the Society

Jenni Davidson	Sue McKemmish	Michael Piggott
Kandy-Jane Henderson	Ann Pederson	Anne-Marie Schwirtlich

## Fellows of the Society

Karen Anderson	Nancy Lutton	Barabara Reed	Clive Smith
Baiba Berzins	Colleen McEwen	David Roberts	Frank Strahan*
Adrian Cunningham	Ian Pearce	Bob Sharman	

## Honoraray members

Bruce Burne	Ian Maclean*	Peter Orlovich	Bob Sharman
Gerald Fischer	Phyllis Mander-Jones*	Patricia Quinn	Doreen Wheeler*
Janet Hine	Margaret Medcalf	Michael Saclier	
Roger Joyce*	Suzanne Mourot	Peter Scott	

\* deceased

## Archives and Manuscripts

Sebastian Gurciullo, Editor  
Adrian Cunningham, Reviews Editor  
Helen McLaughlin, News Notes Editor  
David Roberts, International Notes Editor

---

## Archives and Manuscripts

**PO Box 638, Virginia Qld 4014, Australia**

[<office@archivists.org.au>](mailto:office@archivists.org.au)

[<http://www.archivists.org.au>](http://www.archivists.org.au)

*Archives and Manuscripts* is a professional and scholarly journal, publishing articles, reviews and information about the theory and practice of archives and recordkeeping. Its target audience is professional archivists, recordkeepers and the academic community (educators, researchers and students).

*Archives and Manuscripts* appears twice yearly, in May and November. Editorial deadlines are 15 January and 15 July respectively. It is indexed by *Australian Public Affairs Information Services*, *Library and Information Science Abstracts* and *Historical Abstracts*, and is included on the Commonwealth Department of Education, Science and Training Register of Refereed Journals.

The journal has been ranked in category A by the Excellence in Research for Australia Initiative's journal listings for 2010, produced by the Australian Research Council. For further information about these rankings see [<http://www.arc.gov.au/era/era\\_journal\\_list.htm>](http://www.arc.gov.au/era/era_journal_list.htm).

Editor:	Sebastian Gurciullo
Reviews editor:	Adrian Cunningham
News notes editor:	Helen McLaughlin
International notes editor:	David Roberts

*Archives and Manuscripts* is a refereed journal. The assessment of articles is overseen by an expert Editorial Board with broad representation of the archival profession:

Professor Karen Anderson, Mid Sweden University, Hännösand, Sweden; Oslo University College, Norway; and Edith Cowan University, Perth

Adrian Cunningham, National Archives of Australia, Canberra

Dr Joanne Evans, eScholarship Research Centre, University of Melbourne, Melbourne

Katherine Gallen, Department of Transport, Melbourne

Dr Sebastian Gurciullo (Editor), Public Record Office Victoria, Melbourne

Shauna Hicks, Managing Editor, Australian Society of Archivists and Shauna Hicks History Enterprises, Melbourne

Shadrack Katuu, records consultant, Johannesburg

Helen McLaughlin, University of Melbourne Archives, Melbourne

Dr Sigrid McCausland, Charles Sturt University, Wagga Wagga

Michael Piggott, independent archivist, Canberra

David Roberts, Newington College, Sydney

Dr Joanna Sassoon, National Library of Australia, Canberra and Edith Cowan University, Perth

Stephen Yorke, independent archivist, Melbourne

### **Guidelines for authors**

Articles about the theory and practice of archives work, or relating to archives and records-related issues, likely to be of interest to the archival profession in Australia (including students, educators and non-professional staff in related areas) are welcome. Case studies about particular projects or institutions which can be related to more general application are also encouraged. We will not normally accept articles on historical topics which use archives as primary sources or articles previously published in, or concurrently submitted to, other journals. We may accept articles based on oral presentations at conferences and forums. Intending authors should contact the editor at <[journaleditor@archivists.org.au](mailto:journaleditor@archivists.org.au)> to indicate that they plan to submit articles.

## Publication process

Articles submitted for publication in *Archives and Manuscripts* will be refereed by two experts and returned to authors with a recommendation to accept, accept with editing or revision, revise and resubmit, or reject. Where articles are accepted or accepted with editing or revision, an indicative timetable is:

<b>May issue:</b>	January – submission; February – referee comments and revision; March – editing; April – layout; May – printing and distribution
<b>November issue:</b>	July – submission; August – referee comments and revision; September – editing; October – layout; November – printing and distribution

If articles require revision and resubmission to referees, they may not be able to meet this timeframe and may need to be held over to the next issue. An article may be rejected on the grounds that it does not meet the intended scope of the journal (as outlined above), that it does not add significantly to the discussion of the topic, that the author does not wish to revise it on the advice of referees, or on legal grounds, such as defamation or plagiarism. Articles may be held over to a later issue if the next issue addresses a particular theme or if there is insufficient space.

## Length of articles

Articles should be between 3000 and 5000 words; those over 5000 words may need to be edited down or split over issues. Articles should be submitted with an abstract of about 100 words and a short biographical note referring to the author's current position and relevant past experience, qualifications and publications. Electronic submission is preferred.

### Copyright ownership

Copyright in articles published in *Archives and Manuscripts* is vested in the Australian Society of Archivists Inc. Authors are permitted to reprint their articles elsewhere after publication, on condition that prior publication in *Archives and Manuscripts* is acknowledged.

### Style

Authors should refer to the *Macquarie Dictionary* for spelling and to the *Style Manual for Authors, Editors and Printers*, sixth edition, published by John Wiley & Sons, for matters of textual style. In particular, attention should be paid to the presentation of endnotes, rather than footnotes or Harvard author–date references, in the following style:

- Books:** Ann Pederson (ed.), *Keeping Archives*, Australian Society of Archivists Inc., Sydney, 1987.
- Articles:** PJ Scott and G Finlay, 'Archives and Administrative Change: Some Methods and Approaches (Part 1)', *Archives and Manuscripts*, vol. 7, no. 3, August 1978, pp. 115–27.
- Internet:** National Archives of Australia, 'Commonwealth Recordkeeping', available at <<http://www.naa.gov.au/records>>, accessed 7 November 2008.

Subsequent references to the same source should be abbreviated, in preference to using the terms *op. cit.* or *loc. cit.*, as in:

Scott and Finlay, p. 120.

The academic convention of 'ibid., p. 120.' may be used where the second reference is immediately below the first. Endnotes should be indicated in text by superscript arabic numerals at the end of the relevant sentence (after all punctuation marks).

Substantial quotations should be indented from the text without quotation marks. Shorter quotations within text should be indicated by single quotation marks. Abbreviations and acronyms should be expanded when first used.

## Images

The submission of illustrations is encouraged. These must be supplied as JPEG or TIFF images at no less than 300 dpi. These should be supplied as separate image files. Please do not submit images embedded within Word documents as these will generally not provide sufficient resolution for proper printing.

Captions and source acknowledgements for all images should be included in the main text of your submission, along with placemarkers indicating the preferred location for the image.

## Membership and subscription

ASA members receive the journal as part of their membership entitlement. Current membership rates, including the goods and services tax (GST), are:

<b>Professional membership</b>	<b>\$300.00</b>
Concession rate (for retired, unemployed and members \$140.00 whose gross remuneration package is less than \$35,000)	
<b>Associate membership</b>	<b>\$190.00</b>
Concession rate (for retired, unemployed and full-time students)	\$140.00
<b>Special student rate</b> (no print version of <i>Archives and Manuscripts</i> or the <i>Bulletin</i> )	<b>\$60.00</b>
<b>Institutional Membership</b>	<b>\$500.00</b>
Concession rate (for schools, religious and non-profit organisations)	\$300.00

Membership and subscription forms are at

<<http://www.archivists.org.au/asa-membership-information>>.

## Inquiries

All correspondence concerning membership, subscriptions, payments and receipt of copies should be addressed to the Office Manager, Australian Society of Archivists Inc., at PO Box 638, Virginia Qld 4014, Australia.

## Advertising

Advertising rates including GST for *Archives and Manuscripts* and the *Bulletin* are:

Full page: \$440.00

Half page: \$330.00

Quarter page: \$220.00

The ASA will also accept inserts for mailing with *Archives and Manuscripts*. The charge for inserts is \$660.00 per item. Inserts are limited to two sheets of A5 size or smaller, pre-folded and ready to insert.

All the above prices include GST. A discount of 15% applies for each repeat of an identical advertisement in subsequent issues, paid for at the same time.

## Deadlines for submitting advertising

*Archives and Manuscripts*: 1 April and 1 October (for May and November issues respectively)

*Bulletin*: 21st day of January, March, May, July, September, November (for subsequent month's issue)

## Submission

All artwork should be supplied, preferably in electronic format as PDF, TIFF or JPEG files, with a resolution no less than 300 dpi. If you have any further enquiries please contact the Managing Editor at <[managingeditor@archivists.org.au](mailto:managingeditor@archivists.org.au)>.