

# ***Archives and manuscripts***

**PO Box A623, Sydney South NSW 1235, Australia**

**<office@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 three times per year, in March, July and November. Editorial deadlines are: 1 November (for March issue following year); 1 March (for July issue); and, 1 July (for November issue). It is indexed by Australian public affairs information services, Library and information science abstracts and Historical abstracts.

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

*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,  
Hänsand, Sweden; Oslo University College, Norway;  
and Edith Cowan University, Perth

Dr Toby Burrows, Principal Librarian, Scholar's Centre,  
University of Western Australia, Perth

Adrian Cunningham, National Archives of Australia,  
Canberra

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

Katherine Gallen, Department of Transport, Melbourne

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

Shadrack Katuu, International Monetary Fund,  
Washington DC

Dr Sigrid McCausland, Charles Sturt University, Wagga  
Wagga

Michael Piggott, independent archivist, Canberra

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

Stephen Yorke, independent archivist, Canberra

## **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:

**March issue:**

1 November (previous year) – submission deadline

Late November – referee comments and revision

December – copyediting

January – layout and proofreading

February – printing and distribution

**July issue:**

1 March – submission deadline

Late March – referee comments and revision

April – copyediting

May – layout and proofreading

June – printing and distribution

**November issue:**

1 July – submission deadline

Late July – referee comments and revision

August – copyediting

September – layout and proofreading

October – 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 3,000 and 5,000 words; those over 5,000 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.

### ***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*, 6th edition, published by John Wiley & Sons, for matters of textual style. In particular, attention should be paid to the presentation of endnotes. Footnotes or Harvard author-date references in the body of the text are not acceptable. All references must be in endnotes 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. Each image must be supplied as a separate image file. **Please do not submit images embedded within Word documents** as these will generally not provide sufficient resolution for 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:

Professional membership	\$300.00
-------------------------	----------

Concession rate	\$100.00
-----------------	----------

(for retired and unemployed members and members whose gross remuneration package is less than \$35,000)

Associate membership	\$175.00
<b>Concession rate</b> (for retired and unemployed people and full-time students)	\$75.00
<b>Special student rate</b> (no print version of <i>Archives and manuscripts</i> or the <i>Bulletin</i> )	\$50.00
<b>Overseas rate</b>	\$175.00
 Institutional membership	 \$575.00
<b>Concession rate</b> (for schools, religious and non-profit organisations)	\$275.00
 Journal subscription only (three issues per year)	
Online and print subscription	\$242.00
Online only	\$218.00
Membership and subscription forms are available at <a href="http://www.archivists.org.au/asa-membership-information">http://www.archivists.org.au/asa-membership-information</a> .	

## Enquiries

All correspondence concerning membership, subscriptions, payments and receipt of copies should be addressed to the Office Manager, Australian Society of Archivists Inc., PO Box A623, Sydney South NSW 1235, 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 December (for March issue following year); 1 April (for July issue); and, 1 August (for November 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 Executive Officer at <eo@archivists.org.au>.