

PREPARATION OF MANUSCRIPTS

As it is not possible to have edited copy for *Archives and Manuscripts* retyped before going to the printer, contributors are required to present manuscripts in the following manner.

The article must be typed, double spaced, one side of the paper only, and leaving an adequate margin for instructions. Two copies would be useful but are not essential. An upper limit of 5000 words is essential and may need to be reduced or divided into parts. 2000 to 3000 words is the best length but shorter articles are most welcome.

The *Macquarie Dictionary* is used for basic style and spelling. Footnotes should follow the style as used in the current issue of *Archives and Manuscripts*. Failure to follow this style means a lot of extra work for the Honorary Editor. Please ensure that bibliographical details are given in full and spelt out. Commonly used initials such as LAA or ASA are not acceptable in an international journal. Most footnotes are personally checked by the editor and if not available in Western Australia and seem to be inconsistent, the article will be delayed.

Illustrations are welcome and these should be good quality black and white prints. The size should be a reasonable size for handling, but the final size and number will depend on the space available. Colour prints are acceptable but reproduction is generally of inferior quality. Please be sure to include adequate captions.

Please also supply with the article a short abstract, approximately 100 words, and a note for "About the Contributors".

The editorial deadline for May *Archives and Manuscripts* is 15 February and for November, 15 August. These dates are for passing the edited articles to the printer. Intending contributors should contact the editor or section editors well before those dates.