ARCHIVES AND MANUSCRIPTS

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Electronic Recordkeeping
Issues and Perspectives

Guest Editor
Glenda I. Acland

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DEDICATION

It was with much sadness that the Editorial Board heard, while this issue was in preparation, of the death of one of its long-standing members — International Notes Editor, Margaret J. Jennings. Tributes to Margaret's life and work by Andrew Lemon and Barbara Reed immediately precede **International Notes.**

Margaret had recently relocated to Brisbane so it seemed only appropriate that this issue of *Archives and Manuscripts*, which proudly bears the colours of the state of Queensland, be dedicated in recognition of her significant contributions to both this journal and to the Australian Society of Archivists.

Vale Margaret.
Glenda Acland

PREPARATION OF MANUSCRIPTS

Contributors are requested to submit manuscripts in the following manner.

Articles should be presented on both disc and hard copy (double spaced, on one side of the paper only, leaving an adeqate margin for instructions). Please contact the Editor to discuss disc format options.

A short abstract, approximately 100 words, should be included, together with a brief biographical note.

Articles longer than 5 000 words may need to be divided into parts and published in one or more issues.

Illustrations are welcome — good quality black and white prints are best for reproduction.

The *Macquarie Dictionary* and the Australian Government Publishing Service *Style Manual* are used for spelling and style, including endnotes. Bibliographic details should be given in full, without abbreviations.

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