

Australian Society of Archivists Incorporated

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Archives and Manuscripts

P.O. Box 83, O'Connor ACT 2602, Australia

Archives and Manuscripts appears twice yearly, usually in May and November. Editorial deadlines are 15 January and 15 July respectively.

Separate indexes to vols. 1–6 of *Archives and Manuscripts* have been published. *Archives and Manuscripts* is currently indexed in *Australian Public Affairs Information Service*, *Library and Information Science Abstracts* and *Historical Abstracts*.

Membership and Subscription

ASA members receive the journal as part of their subscription entitlement. Rates are:

Professional		Associate	A\$80
salary \$40,001 and above	A\$150	Concession	A\$30
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salary \$20,001 - \$30,000	A\$80	Institutions	A\$150
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For non-members, the subscription rate is A\$100.00 per financial year (July to June). The subscription includes two issues of *Archives and Manuscripts*, and six issues of the Society's *Bulletin*. Payment should be made in Australian dollars.

Enquiries

All correspondence concerning subscriptions, payments, receipt of copies, and all enquiries regarding membership of the Society should be addressed to: Secretary, Australian Society of Archivists Inc., at the above address. All other correspondence should be addressed to the Editor, also c/- the above address.

A complete list of the Society's publications is also available from the Secretary.

Advertising

Advertising rates for *Archives and Manuscripts* are: quarter page, A\$25.00; half page, A\$50.00; full page, A\$100.00.

The charge for inserts is A\$200.00 per item plus any additional costs incurred in production or postage. ASA Branches, SIGS and Conference Committees are not charged for advertising except where additional costs are incurred.

All artwork should be supplied. All enquiries concerning advertising should be addressed to the Editor at the address shown above.

Preparation of Manuscripts

Contributors are requested to submit manuscripts in the following manner.

Articles should be presented on both disk and hard copy (double spaced, on one side of the paper only, leaving an adequate margin for instructions). Please contact the Editor to discuss disk 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 fifth edition of the Australian Government Publishing Service *Style Manual* are used for spelling and style, including endnotes. Bibliographic details should be given in full, without abbreviations.