

# 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	\$A80
salary \$40,000 and above	A\$150	Concession	\$A30
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salary \$20,001–\$30,000	A\$80	Institutions	A\$150
salary up to \$20,000	A\$60	Concession	A\$80

For non-members, the subscription rate is A\$150.00 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: Membership Services Officer, Australian Society of Archivists Inc., at the above address. All other correspondence should be addressed to the Editor, Sue McKemmish, the following being contact numbers etc.

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## Advertising

Advertising rates for *Archives and Manuscripts* are:

quarter page	A\$25.00
half page	A\$50.00
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All artwork should be supplied. All enquiries concerning advertising should be addressed to the Editor at the address shown above.

## Preparation of Manuscripts

Please contact the Editor for information about the submission and presentation of manuscripts.

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.

Where articles have been fully refereed, a statement to this effect appears following the abstract.