## Australian Society of Archivists Incorporated

### Office Bearers 1998–99

President: Vice President: Secretary: Treasurer: Managing Editor: Members of Council: Adrian Cunningham Kathryn Dan June Edwards Bruce Smith Shauna Hicks Jenny Edgecombe, Fiona Burn, Robyn Eastley, Lisa Enright and Greg Coleman

### Laureates of the Society

Anne-Marie Schwirtlich, Sue McKemmish Kandy-Jane Henderson, Ann Pederson, Michael Piggott

### **Fellows of the Society**

Nancy Lutton, Bob Sharman, Frank Strahan

### Honorary Members of the Society

Bruce Burne, Gerald Fischer, Janet Hine, Roger Joyce\*, Ian Maclean, Phyllis Mander-Jones\*, Margaret Medcalf, Suzanne Mourot, Peter Orlovich, Patricia Quinn, Michael Saclier, Peter Scott, Bob Sharman, Doreen Wheeler

\* deceased

### **Archives and Manuscripts**

Sue McKemmish, Editor Leigh Hays and Corinne McLeod, Copy Editors Adrian Cunningham, Reviews Editor Helen Yoxall, News Notes Ewan Maidment, International Notes

# **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	\$90.00
Salary \$55,001 and above	\$195.00	Concession	\$35.00
Salary \$45,001 to \$55,000	\$170.00	Institutional members	
Salary \$35,001 to \$45,000	\$140.00		\$225.00
Salary \$25,001 to \$35,000	\$115.00		
Salary up to \$25,000	\$90.00	Institutional concessional rate	\$100.00

(All sums are in Australian dollars. Overseas subscribers should forward subscriptions by bank draft in Australian dollars.)

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 Managing Editor, Archives and Manuscripts, at the above address, or e-mail <u>asa@asap.unimelb.edu.au</u>

## Advertising

Advertising rates for Archives and Manuscripts and the Bulletin are:

quarter page	A\$30.00
half page	A\$60.00
full page	A\$120.00

A 15% discount applies to advertisers who take up a year's advertising in either publication (ie two issues of *Archives and Manuscripts* or six issues of the *Bulletin*). The charge for inserts is A\$250.00 per item plus any additional costs incurred in production or postage. The above rates apply from February 1999 and are in place for 12 months.

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 on the previous page.

## **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.