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Archives and Manuscripts

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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 Services, Library and Information Science Abstracts and Historical Abstracts.

Membership and Subscription

ASA members receive the journal as part of their subscription entitlement. Rates are as set at the August 1998 annual general meeting. All sums are in Australian dollars. Overseas subscribers should forward subscriptions by bank draft in Australian dollars:

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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*. Payments 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 at the address shown above.

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Advertising rates for *Archives and Manuscripts* and the *Bulletin* are: Full page \$120, Half page \$60, Quarter page \$30

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

The above rates apply from February 1999 and are valid for 12 months.

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 5000 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. High resolution digital images in TIF format will also be accepted.

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.