

Australian Society of Archivists Inc.

Office Bearers 1999-2000

President:	Adrian Cunningham
Vice President:	Gavan McCarthy
Secretary:	June Edwards
Treasurer:	Bruce Smith
Managing Editor:	Shauna Hicks
Councillors:	Barbara van Bronswijk, Fiona Burn, Robyn Eastley, Stephen Yorke, Fran Zilio

Laureates of the Society

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

Fellows of the Society

Baiba Berzins
Nancy Lutton
Bob Sharman
Clive Smith
Frank Strahan

Honorary Members of the Society

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

Archives and Manuscripts

Bruce Smith, Editor
Adrian Cunningham, Reviews Editor
Helen Yoxall, News Notes
Ewan Maidment, International Notes

*deceased

Archives and Manuscripts

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

asa@asap.unimelb.edu.au

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:

Professional Members

up to \$25,000	\$ 90	Associate Members	\$90
\$25,001 to \$35,000	\$ 115	Concession	\$35
\$35,001 to \$45,000	\$ 140		
\$45,001 to \$55,000	\$ 170	Institutional Members	\$225
\$55,001 plus	\$ 195	Institutional Concession	\$100

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.

Advertising

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

The charge for inserts is A\$250 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.

There is a 15% discount for advertisers who take up a year's advertising in either publication (i.e. two issues of *Archives and Manuscripts* or 6 issues of the Bulletin).

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.