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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 volumes 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 membership entitlement. The current rates were set at the 1999 Annual General Meeting. All amounts are in Australian dollars. From 1 July 2000, a 10% Goods and Services Tax (GST) applies, and should be added to the amount payable. Overseas members should forward membership fees by bank draft in Australian dollars:

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For non-members, the subscription rate is \$150 per financial year (July to June) with 10% GST applying from 1 July 2000. Overseas subscriptions are exempt from GST. 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 the Membership Services Officer, Australian Society of Archivists Inc., at the above address. 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
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Guidelines for Authors

Articles should relate to archives and records-related issues likely to be of interest to the archival profession in Australia, including students, educators and non-professional staff in related areas. Intending authors should contact the Editor at asa@asap.unimelb.edu.au to indicate that they plan to submit articles. Electronic submission is preferred. The deadlines are 15 January for the May issue and 15 July for the November issue.

Articles over 5,000 words may need to be edited down or split over issues. Shorter articles particularly on archival practice or case studies are always welcome. Articles should be submitted with an abstract of about 100 words and a short biographical note referring to the author's current position and relevant past experience, qualifications and publications.

Authors should refer to the *Macquarie Dictionary* for spelling and to the *Style Guide* published by AusInfo for matters of textual style. In particular, attention should be paid to the presentation of endnotes in the following style:

- Books: Ann Pederson (ed.), *Keeping Archives*, Australian Society of Archivists Inc., Sydney, 1987.
- Articles: PJ Scott and G Finlay, 'Archives and Administrative Change: Some Methods and Approaches (Part 1)', *Archives and Manuscripts*, vol. 7, no. 3, August 1978, pp. 115-27.

Internet: National Archives of Australia, 'Commonwealth Recordkeeping', at www.naa.gov.au/recordkeeping.

Subsequent references to the same source should be abbreviated, in preference to using the terms *op. cit.* or *loc. cit.*, as in:

Scott and Finlay, p. 120.

The academic convention of '*ibid.*, p. 120.' may be used where the second reference is immediately below the first. Endnotes should be indicated in text by superscript arabic numerals at the end of the relevant sentence (after all punctuation marks).

Substantial quotations should be indented from the text without quotation marks. Shorter quotations within text should be indicated by single quotation marks. Abbreviations and acronyms should be expanded when first used.

Illustrations are welcome – good quality black and white prints are best for reproduction. High resolution digital images in TIF format will also be accepted. Images should be captioned and their source acknowledged.

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