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# Archives and Manuscripts

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*Archives and Manuscripts* is a professional and scholarly journal, publishing articles, reviews and information about the theory and practice of archives and recordkeeping. Its target audience is professional archivists, recordkeepers and the academic community (educators, researchers and students).

*Archives and Manuscripts* appears twice yearly, in May and November. Editorial deadlines are 15 January and 15 July respectively. It is indexed by *Australian Public Affairs Information Services*, *Library and Information Science Abstracts* and *Historical Abstracts*, and is included on the Commonwealth Department of Education, Science and Training Register of Refereed Journals.

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*Archives and Manuscripts* is a refereed journal. The assessment of articles is overseen by an expert Editorial Board with broad representation of the archival profession:

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Articles about the theory and practice of archives work, or relating 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) are welcome. Case studies about particular projects or institutions which can be related to more general application are also encouraged. We will not normally accept articles on historical topics which use archives as primary sources or articles previously published in, or concurrently submitted to, other journals. We may accept articles based on oral presentations at conferences and forums. Intending authors should contact the Editor at <asajournaleditor@emailme.com.au> to indicate that they plan to submit articles.

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Articles submitted for publication in *Archives and Manuscripts* will be refereed by two experts and returned to authors with a recommendation to accept, accept with editing or revision, revise and resubmit, or reject. Where articles are accepted or accepted with editing or revision, an indicative timetable is:

**May issue:** January - submission; February - referee comments and revision; March - editing; April - layout; May - printing.

**November issue:** July - submission; August - referee comments and revision; September - editing; October - layout; November - printing.

If articles require revision and resubmission to referees, they may not be able to meet this timeframe and may need to be held over to the next issue. An article may be rejected on the grounds that it does not meet the intended scope of the journal (as outlined above), that it does not add significantly to the discussion of the topic, that the author does not wish to revise it on the advice of referees, or on legal grounds, such as defamation or plagiarism. Articles may be held over to a later issue if the next issue addresses a particular theme or if there is insufficient space.

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Articles should be between 3,000 and 5,000 words; those over 5,000 words may need to be edited down or split over issues. 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. Electronic submission is preferred.

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Books: Ann Pederson (ed.), *Keeping Archives*, Australian Society of Archivists Inc., Sydney, 1987.

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Internet: National Archives of Australia, 'Commonwealth Recordkeeping', at <[www.naa.gov.au](http://www.naa.gov.au)>.

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