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Archives and Manuscripts

PO Box 77, Dickson ACT 2602, Australia

<office@archivists.org.au>

<www.archivists.org.au>

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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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.

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Length of articles

Articles should be between 3000 and 5000 words; those over 5000 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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Articles: P J 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/records>.

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