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Back Matter

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5. Letters to the Editor which include pertinent and constructive comments or criticism of articles or reviews recently published in GEORGIA ARCHIVE are welcome. Ordinarily, such letters should not exceed 300 words.

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1. Manuscripts should be submitted in double-spaced typescripts throughout - including footnotes at the end of the text - on white bond paper 8½ X 11 inches in size. Margins should be about 1½ inches all around. All pages should be numbered, including the title page. The author's name and address should appear only on the title page, which should be separate from the main text of the manuscript.

2. Each manuscript should be submitted in two copies, the original typescript and one carbon copy or durable photocopy.

3. The title of the paper should be concise, accurate, and distinctive rather than merely descriptive.

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6. Usage of terms which have special meanings for archivists, manuscripts curators, and records managers should conform to the definitions in "A Basic Glossary for Archivists, Manuscript Curators, and Records Managers," American Archivists 37, no. 3 (July 1974). Copies of this glossary are available for $2.00 each from the Executive Director, SAA, Suite 310, 330 S. Wells Street, Chicago, Illinois 60606.
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