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Back Matter

Reagan Grimsley
Columbus State University

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INFORMATION FOR CONTRIBUTORS

David B. Gracy II Award

A two-hundred dollar prize will be presented annually to the author of the best article in *Provenance*. Named after David B. Gracy II, founder and first editor of *Georgia Archive* (the precursor of *Provenance*), the award began in 1990 with volume VIII. It is judged by members of *Provenance's* editorial board.

The *Provenance* editorial board selected Patricia A. Nugent's article, "Battlefields, Tools, and Targets: Archives and Armed Conflict," as the best article in volume XXIII (2005). Ms. Nugent is the special collections librarian/archivist at the J. Edger and Louise S. Monroe Library, Loyola University New Orleans. She received a BA in English Literature from Clark University and a MSIS from the School of Information at the University of Texas at Austin. Her research interests include the fate of archives in both the war on terror and in post-Katrina New Orleans.

Editorial Policy

Members of the Society of Georgia Archivists, and others with professional interest in the aims of the society, are invited to submit manuscripts for consideration and to suggest areas of concern or subjects which they feel should be included in forthcoming issues of *Provenance*.

Manuscripts and related correspondence should be addressed to Editor Reagan L. Grimsley, Simon Schwob Memorial Library, Columbus State University, 4225 University Avenue, Columbus, GA 31907. Telephone: 706-568-2247. E-mail: grimsley_reagan@colstate.edu.

Review materials and related correspondence should be sent to Reviews Editor Randall S. Gooden, Clayton State University/Georgia Archives, c/o Georgia Archives, 5800 Jonesboro Road, Morrow, GA 30260. E-Mail: RandallGooden@clayton.edu.

An editorial board appraises submitted manuscripts in terms of appropriateness, scholarly worth, and clarity of writing.

Accepted manuscripts will be edited in the above terms and to conform to *The Chicago Manual of Style*, 15th edition.

Contributors submit manuscripts with the understanding that they have not been submitted simultaneously for publica-

tion to any other journal. Only manuscripts which have not been previously published will be accepted, and authors must agree not to publish elsewhere, without explicit written permission, a paper submitted to and accepted by *Provenance*.

Two complimentary copies of *Provenance* will be provided to the author; reviewers receive two tear-sheets.

Letters to the editor which include pertinent and constructive comments or criticisms of articles or reviews recently published by *Provenance* are welcome. Ordinarily such letters should not exceed 300 words.

Manuscript Requirements

Manuscripts should be submitted as a Word document or as an unformatted ASCII-preferred document. Notes should be unembedded endnotes, not footnotes.

Text, references, and endnotes should conform to copyright regulations and to accepted scholarly standards. This is the author's responsibility. *Provenance* uses *The Chicago Manual of Style*, 15th edition, and *Webster's New International Dictionary of the English Language*, 3d edition (G. & C. Merriam, Co.) as its standards for style, spelling, and punctuation.

Use of terms which have special meaning for archivists, manuscripts curators, and records managers should conform to the definitions in Lewis J. Bellardo and Lynn Lady Bellardo, compilers, *A Glossary for Archivists, Manuscripts Curators, and Records Managers* (Chicago: SAA, 1992). Copies of this glossary may be purchased from the Society of American Archivists, 527 S. Wells Street, 5th Floor, Chicago, IL 60607.

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