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Back Matter

Susan G. Broome
Mercer University
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.

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 Susan G. Broome, Mercer University, Jack Tarver Library, 1300 Edgewood Avenue, Macon, GA 31207-0001. Telephone: 478-301-2968. Fax: 478-301-5494. E-mail: broome_sg@mercer.edu.

Review materials and related correspondence should be sent to Reviews Editor Lisa K. Speer, Special Collections and Archives, Kent Library, Mail Stop 4600, Southeast Missouri State University, Cape Girardeau, MO 63701. Telephone: 573-986-7446. Fax: 573-651-2666. E-mail: lkspeer@semo.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 publication 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.

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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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