INFORMATION FOR CONTRIBUTORS

David B. Gracy II Award
A one-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 Sheryl B. Vogt, Richard B. Russell Library for Political Research and Studies, Main Library, University of Georgia, Athens, Georgia 30602-1641. Telephone: 706-542-0619. Fax: 706-542-4144. E-mail: sbvogt@arches.uga.edu.

Review materials and related correspondence should be sent to Reviews Editor Kaye Lanning Minchew, Troup County Archives, P.O. Box 1051, LaGrange, Georgia 30241.

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 University of Chicago *Manual of Style*, 14th 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.

Manuscript Requirements
Manuscripts (four printed copies) should be submitted in double-spaced typescripts throughout—including footnotes at the end of the text—on white bond paper 8 1/2-x-11 inches in size. Margins should be about 1 1/2 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.

Once an article is accepted, authors should provide a copy of their manuscript on diskette (IBM compatible, in unformatted ASCII form preferred).

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

Text, references, and footnotes should conform to copyright regulations and to accepted scholarly standards. This is the author’s responsibility. Provenance uses the University of Chicago Manual of Style, 14th edition, and Webster’s New International Dictionary of the English Language, 3d edition (G. & C. Merriam Co.) as its standard for style, spelling, and punctuation.

Use of terms which have special meanings for archivists, manuscript curators, and records managers should conform to the definitions in Lewis J. Bellardo and Lynn Lady Bellardo, compilers, A Glossary for Archivists, Manuscript 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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