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Back Matter

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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 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.

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, manuscript curators, and record managers should conform to the definitions in "A Basic Glossary for Archivists, Manuscript Curators, and Records Managers," American Archivist 37, no. 3 (July 1974). Copies of this glossary are available for $2 each from the Executive Director, SAA, University of Illinois at Chicago Circle, Box 8198, Chicago IL 60680.
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