

January 1981

## Back Matter

Linda M. Matthews  
*Emory University*

Follow this and additional works at: [http://digitalcommons.kennesaw.edu/georgia\\_archive](http://digitalcommons.kennesaw.edu/georgia_archive)



Part of the [Archival Science Commons](#)

---

### Recommended Citation

Matthews, Linda M., "Back Matter," *Georgia Archive* 9 no. 2 (1981) .

Available at: [http://digitalcommons.kennesaw.edu/georgia\\_archive/vol9/iss2/12](http://digitalcommons.kennesaw.edu/georgia_archive/vol9/iss2/12)

This Back Matter is brought to you for free and open access by DigitalCommons@Kennesaw State University. It has been accepted for inclusion in Georgia Archive by an authorized administrator of DigitalCommons@Kennesaw State University. For more information, please contact [digitalcommons@kennesaw.edu](mailto:digitalcommons@kennesaw.edu).

## Editorial Policy

1. 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 GEORGIA ARCHIVE.
2. Manuscripts received from contributors are submitted to an editorial board. Editors are asked to appraise manuscripts in terms of appropriateness, pertinence, innovativeness, scholarly worth, and clarity of writing.
3. Only manuscripts not previously published will be accepted, and authors must agree not to publish elsewhere, without explicit written permission, a paper submitted to and accepted by GEORGIA ARCHIVE.
4. Two copies of GEORGIA ARCHIVE will be provided to the author without charge.
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.
5. Brief contributions for the special sections of GEORGIA ARCHIVE--News Notes and Accessions--may be addressed to the editors of those sections or to Box 261, Georgia State University, Atlanta, GA 30303.

## Manuscript Requirements

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.
4. References and footnotes should conform to accepted scholarly standards. Ordinarily, GEORGIA ARCHIVE uses footnote format illustrated in the University of Chicago Manual of Style, 12th edition.
5. GEORGIA ARCHIVE uses the University of Chicago Manual of Style, 12th 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.
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.

**DEPARTMENT EDITORS**

**ACCESSIONS**

**SHERYL VOGT**

Richard B. Russell Library

**BOOK REVIEWS**

**RICHARD M. KESNER**

F. W. Faxon Co.

**ARCHIVE NOTES**

**LES HOUGH**

Georgia State University

**OFFICERS OF THE SOCIETY**

**LES HOUGH**

President

**MINNIE CLAYTON**

Vice-President

**ELLEN GARRISON**

Secretary-Treasurer

**JOHN LUPOLD**

Newsletter Editor

**VIRGINIA CAIN**

Archivist

**JANET PECHA**

Director (1982)

**SHERYL VOGT**

Director (1983)

**CONTRIBUTING MEMBERS**

**JEAN T. LYNDON**

**LINDA M. MATTHEWS**

**BARBARA REITT**

**SHERYL VOGT**

**SUSTAINING MEMBER**

**ANTHONY DEES**

**PATRON MEMBER**

**A. RAY ROWLAND**

**SOCIETY OF GEORGIA ARCHIVISTS**



## JOIN THE SOCIETY OF GEORGIA ARCHIVISTS

The Society of Georgia Archivists invites all persons interested in the field of archives to join. Annual memberships effective with the 1980 membership year (beginning January 1) are:

Student . . . . .	\$ 7.00
Individual . . . . .	10.00
Institutional . . . . .	10.00
Foreign . . . . .	11.00
Contributing . . . . .	15.00
Sustaining . . . . .	30.00
Patron . . . . .	More than \$30.00

Memberships include *GEORGIA ARCHIVE*, the SGA Newsletter and notice of meetings. ALL MEMBERSHIPS ARE TAX DEDUCTIBLE.

To join and receive *GEORGIA ARCHIVE*, contact The Society of Georgia Archivists, Box 261, Ga. State University, Atlanta, Ga. 30303.