

## Provenance 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 the Provenance editor: [supply name, address, telephone, fax and email address].

Review materials and related correspondence should be sent to the Book Review Editor: [supply name, address, telephone, fax and email address].

An editorial board appraises submitted manuscripts in terms of appropriateness, scholarly worth, and clarity of writing. The editorial staff appraises submissions for Fresh Focus in terms set forth in the section description.

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 should be submitted in double-spaced typescripts throughout - including footnotes at the end of the text - on white bond paper 8 ½-x-11 inches in size. Margins should be about 1 ½ 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. Articles may also be submitted electronically. 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*, 3rd 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.

**Guidelines for the Preparation of Book Review for *Provenance*:**

- A. All reviews should be sent to the book review editor in hard copy accompanied with a disc with the review also saved to text-only format and/or Microsoft Word. Another option is to send the review as an email attachment (Microsoft Word) or pasted within the text of the email.
- B. Book reviews should be no more than 600 words in length. If the importance of the book seems to justify more space, consult the book review editor before writing the review. Reviews that exceed the assigned wordage will be cut in editing or returned to the reviewer for editing.
- C. If you realize that you cannot meet the deadline, please inform the book review editor immediately.
- D. At the end of your review, please add your name, title, and institutional affiliation, as you would like these to appear in print.
- E. After publication, two copies of the review will be sent to you.

**Approved by the Executive Board: October 12, 2010**