



P R O V E N A N C E

The Journal of Public Record Office Victoria

Brief for contributors

Provenance: The Journal of Public Record Office Victoria

<http://www.prov.vic.gov.au/provenance>

1. ABOUT *PROVENANCE*

Provenance is a free, scholarly, refereed journal published online by Public Record Office Victoria (PROV). The journal publishes peer-reviewed articles, as well as other written contributions, that contain research drawing on records in PROV's holdings. Any peer-reviewed articles that are accepted for publication in the journal will be eligible for DEST points. For more information on current DEST criteria, please refer to the department's online information relating to [Higher Education Research Data Collection](#).

The first two issues were published in hardcopy during PROV's thirtieth anniversary year of 2003. All future issues will be published annually online through the PROV website, in the second half of the year.

Provenance is a journal that aims to reach the widest possible public audience. The primary members of that audience are users or potential users of PROV holdings and *Provenance's* purpose is to enlarge that range of users and encourage the use of the archives in a variety of disciplines.

The audience for the journal is composed of academics and students in history and cultural heritage, but also a wide range of disciplines interested in the use of historical and cultural documents. The content of the journal is primarily based on research from PROV holdings. Articles will appeal to the wider researcher community as well as to records and information professionals.

Provenance is a refereed journal. Assessment of articles is overseen by an Editorial Board that includes representatives from PROV, the archives, records and government communities as well as established researchers with relevant expertise. The Editorial Board will also make recommendations regarding the publication of informal articles.

The current members of the Editorial Board are:

Dr Sebastian Gurciullo, Online Editor and Projects Officer, Digital Projects, PROV

Diane Gardiner, Manager Community Access, PROV

Lesle Berry, Victorian Association of Family History Organisations Inc.

Dr Dianne Reilly, Fellow, Department of History, University of Melbourne

Bruce Smith, Australian Society of Archivists Inc.

Prof Lynette Russell, Centre for Australian Indigenous Studies at Monash University

Katherine Sheedy, Professional Historians Association (Vic) Inc.

Kate Prinsley, Royal Historical Society of Victoria

The Editor, who is appointed by the Director of PROV and is also a member of the Editorial Board, appoints referees with relevant expertise to referee submitted articles.

All dealings between authors, the referees or the Editorial Board should be directed to:

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AUSTRALIA

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Email: provenance@prov.vic.gov.au

2. GUIDELINES FOR CONTRIBUTORS

2.1. General

Provenance publishes both peer-reviewed scholarly articles and informal articles.

2.1.1 Articles submitted for the peer-review process will need to be written in a scholarly style using appropriate conventions of citation and evidence, addressing a topic of current debate, and will be formally reviewed by referees with relevant expertise. Two referees are appointed for each article by the Editor in consultation with the *Provenance* Editorial Board (for further details see **2.3** below).

Refereed articles should be between 3,000 and 5,000 words. References must be supplied as endnotes rather than footnotes and should be sized to comprise no more than 10% of the size of the article and be devoted to citation of sources only. Within text, references to endnotes should be marked by superscript Arabic numerals.

2.1.2 All other submissions will be eligible for inclusion in the **Forum** section. Articles submitted for this section of the journal will be assessed for publication by the *Provenance* Editorial Board (for further details see **2.4** below). Forum submissions should be between 1,500 and 5,000 words.

2.1.3 When submitting articles for consideration, authors must clearly state whether they intend their article to be considered for the **Articles** or **Forum** section. **Authors who are in doubt about this distinction are advised to contact the Editor prior to submitting a contribution to the journal.**

2.1.4 Subject to agreement with the Editor, longer or shorter articles may be accepted. In addition to articles, authors need to submit an abstract of up to 500 words and a current biographical note. The biographical note should include contact details such as a current email address to enable journal readers to contact the authors.

2.1.5 No payment is available or will be made for articles submitted for publication in *Provenance*. Any costs incurred by authors in the preparation of articles for submission or re-submission to PROV for publication in *Provenance* are the responsibility of authors.

2.1.6 Prospective authors should also consider the following:

- Articles written by researchers who have used PROV holdings to any degree in their research are welcome. Any article submitted that has been written using PROV resources in the research being reported will be considered. Any subject or any matter derived from or expanded upon by the use of PROV holdings will be considered.
- Articles that explore Victorian history through archival records are welcome. Articles that explore the administrative history of the State and its government agencies and administrators are welcome. The aim is that all articles should expand our knowledge of PROV's holdings, thus making the holdings more accessible, and add to our understanding of the history of the State as seen from a variety of perspectives.
- Case studies about particular people, places, communities, institutions, subjects and projects are sought. Articles based on presentations at conferences and other forums will be accepted if they have not been published elsewhere.
- From students we welcome chapters from theses and re-worked essays prepared for course work in their studies.

- We will not accept articles that have been previously published in or that are being submitted for publication in other journals. However, once published in *Provenance*, authors will have the right to publish their articles elsewhere subject to acknowledgment of prior publication in *Provenance*.

2.2. Publication timeframe

- By end of March – articles submitted by authors for consideration
- By early June – articles refereed and comments returned to authors
- By end of July – articles accepted with revisions, resubmitted by authors
- By end of August – editing
- September – online publication

2.3. Articles – Peer Review

In order to protect and preserve the privacy of authors and referees of articles submitted for peer review, and to ensure that acceptance or rejection of articles for publication is based purely on merit, there will be no direct communication between authors and referees, and no information identifying authors to referees, and vice versa, will be exchanged. Communications are to the Editor who in turn will communicate with authors and referees.

The Editor will appoint two referees for each article that will be considered for publication in *Provenance*. Articles will be returned to authors with a copy of both referee reports, which will include one of the following recommendations:

- Accept
- Accept with minor editing
- Revise and resubmit
- Reject

The Editor may reject articles for a number of reasons including:

- The article does not fit the scope of *Provenance*.
- The article does not explore, enhance or illuminate the subject significantly.
- The author is unwilling to revise an article on the advice of referees.
- The Editorial Board considers there may be legal risks including the possibility of defamation or plagiarism.

2.4. Forum – Editorial Board Review

The Editor in consultation with the Editorial Board will review all submissions for the **Forum** section of the journal. Recommendations for publishing (accept, accept with minor editing, revise and resubmit, reject) and reasons for rejecting articles will be the same as for the peer review process (see **2.3** above).

2.5. Submission of articles

Articles should be submitted electronically. Each article submitted must include the following components in the order shown.

- The author's biographical details, including a contact email address (up to 250 words)
- The abstract (up to 500 words)

- The paper itself with endnotes.

Provenance will be compiled initially using Microsoft Word, the current version in use being Word 2000. Articles can be accepted in any compatible format but by preference the article should be saved in rich-text format (.rtf) and should be named using the name of the submitting author as the primary means of identification. For example, if Robert John Citizen submitted an article the file name would be:

- CitizenRJ-Article.rtf

All files should be submitted electronically, by preference as attachments to an email message addressed to provenance@prov.vic.gov.au. Please ensure that the subject line of the email header includes the words ***Provenance submission***.

2.6. Inclusion of graphic material

If authors wish to include still images, figures or other non-text material each element should be sent as an additional, separate file.

Images and drawings should be sent separately using the following file formats.

- .gif format for line drawings or figures that contain large quantities of same-colour background;
- photographs should be in .jpg (JPEG) format.

Note that image files should generally not exceed one megabyte in size.

Each element, regardless of its type, is to be named:

- [surname] [initials]-Fnn.xxx,

where 'F' stands for 'figure', xxx is the file type and nn is the numerical reference of the file, in order of appearance in the text. In R J Citizen's paper, which contained 2 photographs and a table as a line drawing, file names might be:

- CitizenRJ-F01.jpg
- CitizenRJ-F02.jpg
- CitizenRJ-F03.gif

Within the text of the article the location of images should be shown by using the markers **[Image #F01]**, **[Image #F02]** etc that reflect the sequential appearance of the images. Note the use of square brackets and bold formatting to assist the identification of the markers.

Where possible captions should be included as part of any separate figure or table. However, captions that must be included in the text of the article should be included as a separate paragraph in the written text beginning with the same numerical reference as the image file, that is, **#F01**, **#F02** etc.

2.7. Style and layout

The *Macquarie Dictionary* should be used for spelling and the *Style Manual for Authors, Editors and Printers*, 6th edition, published by John Wiley & Sons should be used in determining textual style matters.

Some particular matters of style to be noted are:

- Titles of articles should be concise and subtitles may be submitted. The Editor reserves the right to alter titles in consultation with authors.

- The documents submitted should not include headers or footers, and authors' names should not appear except when being used in references or in the author's biographical file.
- Title font should be 16 point Ariel, left aligned
- Text font should be 11 point Ariel, left aligned, double spaced.
- Paragraphs should be separated with a single line space, although no spacing should separate a heading from the sentence that follows.
- Short quotations within text should be indicated by use of single quotation marks. Use ' (the apostrophe on most keyboards) rather than ` to open and close quotations. Use double quote marks only for quotes within quotes.
- Substantial quotations should be set separately, be wholly indented and be single-spaced. If material that follows a substantial quotation is not a new paragraph it should not be indented.
- Always preserve spelling, punctuation and grammar of original information being quoted and use [sic] as appropriate.
- Abbreviations and acronyms should be expanded on first use.
- Citation of public records in the holdings of PROV should be in accordance with guidelines outlined in PROV's [PROVguide 13 Copying and Publishing Public Records – How to Cite Public Records](#).
- Citation of material sourced from other institutions must be cited in accordance with the requirements of those institutions.
- Please use endnotes for all bibliographical information. The documentary-note system outlined in the *Style Manual for Authors, Editors and Printers*, 6th edition, should be followed when preparing references.

3. Copyright

The authors who contribute to *Provenance* must undertake to clear any copyright for material and images in their articles before their articles are published. It is the responsibility of the author to supply copies of images or other material that will be published in the article.

Copyright in each article remains with the author of the relevant article. Authors have the right to publish their articles elsewhere subject to acknowledgment of prior publication in *Provenance*.

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