



APT Bulletin

Practice Points Author Guidelines

Content

Practice Points focus on best practices in preservation work, and their purpose is to help codify widely accepted techniques. Practice Points differ from regular *APT Bulletin* articles in that they are often instructional in nature and are generally shorter, with a more limited scope.

Practice Points are usually two to eight pages, or 1,000 to 4,000 words, with three to eight illustrations, and can include checklists. Practice Points are organized by category and may focus on one or more of the following:

1. Project Management	12. Specialties
2. Site Conditions	13. Equipment
3. Concrete	14. Furnishings
4. Masonry	15. Special Construction
5. Metals	16. Mechanical
6. Wood	17. Electrical
7. Plastics	18. Plumbing
8. Energy	19. Transportation
9. Doors	20. Fire Protection
10. Windows	21. Structure
11. Finishes	22. Codes

Authors are encouraged to review previous Practice Points, which are available on the APT website.

General

Like other *APT Bulletin* articles, Practice Points manuscripts are assumed to be original work that has not been published previously and is not under consideration for publication elsewhere; see *APT Bulletin* guidelines for previously published content for further detail. Published Practice Points become the legal copyright of APT. Papers must discuss work methods or research proven in the field, rather than studies or purely speculative material. Preference will be given to practices or research in which the author has been directly involved.

Review

Please review your Practice Points manuscript carefully before submitting it. Do not send us your first draft; it is often helpful to ask a colleague to read your paper and offer comments on content and clarity of presentation. Your submission will be sent to two to three peer reviewers, and you will be asked to revise your Practice Point based on their comments.

Format

For endnotes, bibliography, and other matters of style, authors must follow the *Chicago Manual of Style* and *APT Bulletin* usage.

Please use Standard American English spelling and grammar.

Please spell out numbers one through nine; use numerals for all other numbers. However, use numerals for all dimensions and spell out units of measurement



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(4 feet, 6 inches). In articles with large amounts of technical data, abbreviations for measurement may be used (2 ft. 3 in.; 5 m).

Submission So that the review and editing process goes smoothly for everyone, we ask that you follow the submission preparation guidelines below.

Authors should send submissions to Josie Madison, Editor, *APT Bulletin*, bulletineditor@apti.org. Please feel free to contact Josie with questions.

Checklist Your submission should consist of the following materials:

- ☐ A brief statement of how your article meets the Practice Points criteria above.
- ☐ Two electronic, Microsoft Word versions of your paper, sent via email: one masked (all author-identifying information removed), one with author-identifying information included. Please be sure that illustrations are included with these documents.
- ☐ Please indicate the word count, which should be determined by the word count function in Microsoft Word. Articles should be between 1,000 to 4,000 words.
- ☐ An abstract of 100–150 words
- ☐ Three to eight illustrations (including tables).
- ☐ Illustration captions. Each illustration should have its own number (Fig. 1, Fig. 2; not Fig. 1a, 1b) and its own caption. Please do not overlap images or combine them in any way. All illustrations should be keyed to the text. Tables should also be keyed to the text.
- ☐ Endnotes (rather than footnotes), if applicable, must be numbered consecutively throughout the text in superscript, then printed out at the end of the paper. The form of endnotes and bibliographies must follow the *Chicago Manual of Style*, 15th ed., chapter 16 (particularly 16.10). Proper preparation of this material is the author's responsibility. For samples please refer to the end of this document.
- ☐ A biography (25 to 50 words) for each author summarizing their expertise in the subject being described.
- ☐ Note that authors are responsible for obtaining all permissions to quote or reproduce from copyrighted or other texts and for paying any fees to reproduce illustrations or text already under copyright.



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Sample Entries for Endnotes and Bibliography

Book

Endnote 1. Arthur Weinberg and Lila Weinberg, Clarence Darrow: A Sentimental Rebel (New York: G. P. Putnam's Sons, 1980), 25–26.

Bibliography Weinberg, Arthur, and Lila Weinberg. Clarence Darrow: A Sentimental Rebel. New York: G. P. Putnam's Sons, 1980.

Book with editor and/or translator

Endnote 1. Mark Grabaud, trans., and John Parker, ed., Tidings Out of Brazil (Minneapolis: Univ. of Minnesota Press, 1957), 520.

Bibliography Grabaud, Mark, trans., and John Parker, ed. Tidings Out of Brazil. Minneapolis: Univ. of Minnesota Press, 1957.

Reprinted book

Endnote 1. Albert Schweitzer, J. S. Bach (1911; repr., New York: Dover Publications, 1966), 265–294.

Bibliography Schweitzer, Albert. J. S. Bach. 1911. Reprint, New York: Dover Publications, 1966.

Journal article

Endnote 1. Marshall Brown, "Mozart and After," Critical Inquiry 7, no. 3 (1981): 694.

Bibliography Brown, Marshall. "Mozart and After." Critical Inquiry 7, no. 3 (1981): 694–701.

Newspaper article

Endnote 1. "Robert Moses, Master Builder, Is Dead at 92," New York Times, July 30, 1981.

Bibliography Not usually listed in bibliography if in endnotes.

Papers read at meetings (unpublished)

Endnote 1. Clifford Nass, "Why Researchers Treat On-line Journals like Real People" (keynote address, annual meeting of the Council of Science Editors, San Antonio, Tex., May 7, 2000).

Bibliography Nass, Clifford. "Why Researchers Treat On-line Journals Like Real People." Keynote address, annual meeting of the Council of Science Editors, San Antonio, Tex., May 6–9, 2000.

Papers read at meetings (published)

Endnote 3. D. Xue, M. Ishii, T. Tomiyama, and H. Yoshikawa, "The Development of a Design Knowledge Representation Language - IDDL: Design with IICAD



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System,” in Proceedings of JSPE 1992 Spring Conference, 109-110 (Tokyo: Japan Society for Precision Engineering, 1992).

Bibliography Xue, D., M. Ishii, T. Tomiyama, and H. Yoshikawa. “The Development of a Design Knowledge Representation Language - IDDL: Design with IICAD System.” In Proceedings of JSPE 1992 Spring Conference, 109-110. Tokyo: Japan Society for Precision Engineering, 1992.

Dissertation

Endnote 1. Laurie Witherspoon, “City Politics in Baroque Rome, 1623–44” (Ph.D. diss., Yale University, 1964), 127.

Bibliography Witherspoon, Laurie. “City Politics in Baroque Rome, 1623–44.” Ph.D. diss., Yale University, 1964.