



## ***APT Bulletin* Author Guidelines**

Manuscripts submitted to the *APT Bulletin* are assumed to be original work that has not been published previously and is not under consideration for publication elsewhere. Please refer to APT's "Guidelines on What Constitutes Previously Published" for what the editor considers to have been previously published.

Published articles become the legal copyright of APT. Preference will be given to manuscripts that discuss work that has been completed, rather than studies or purely speculative material, and to manuscripts in which the author has been directly involved in the project.

### *Content*

*APT Bulletin* articles usually fall into one or more of the following content categories:

- Development of an innovative technique useful to those in preservation practice (diagnostic, chemical, etc.)
- New knowledge related to historic technologies or systems
- Application of established restoration techniques in a new way
- Description of a new or time-tested material or practice of a traditional craft
- Development of a new concept, hypothesis, theory, or other aspect of the philosophy of preservation
- Case studies that demonstrate excellence in practice, or "best practices"
- History of building materials, technologies, or systems

Please review your manuscript carefully before submitting it. Do not send us your first draft; it is often helpful to ask a colleague to read your manuscript and offer comments on content and clarity of presentation. As stated by Strunk and White in their iconic *The Elements of Style*, "A sentence should contain no unnecessary words, a paragraph no unnecessary sentences, for the same reason that a drawing should have no unnecessary lines and a machine no unnecessary parts."

### *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.

### **Numbers**

- 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 (4 feet, 6 inches). In articles with large amounts of technical data, abbreviations for measurement may be used (2 ft. 3 in.; 5 m).
- Dates should be written as follows: "the 1984-1985 repair project"; "I worked for him for 20 years"; the 1920s.
- Spell out months and use punctuation as follows: "In October 1997 we..."; "On October 25, 2004, we...."



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Please consult the *Chicago Manual of Style*'s online [Citation Quick Guide](#) when formatting citations.

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

Authors should send submissions to:  
Diana S. Waite, Editor, *APT Bulletin*  
Mount Ida Press  
111 Washington Avenue  
Albany, New York 12210  
Telephone: 518.426.5935  
Fax: 518.426.4116  
E-mail: [info@mountidapress.com](mailto:info@mountidapress.com)

Please feel free to contact us with questions.

*Checklist* Your submission should consist of the following materials:

### **Manuscript text**

- Two electronic Microsoft Word versions of your manuscript, which can be sent via email: one masked (all author-identifying information removed), one with author-identifying information included.
- Endnotes (rather than footnotes), if applicable, must be numbered consecutively throughout the text in superscript (not embedded), then placed at the end of the manuscript. The form of endnotes and bibliographies must follow the *Chicago Manual of Style*: see the *Chicago Manual of Style*'s online [Citation Quick Guide](#) when formatting citations. A bibliography is not necessary if all important sources are given in the endnotes. Accurate preparation of this material is the author's responsibility.

### **Supplementary information**

- A brief statement of how your article meets one or more of the above content categories.
- A sentence describing your role in the project.
- A brief statement indicating whether the article or similar information has been previously published (refer to APT's "Guidelines on What Constitutes Previously Published").
- A one-sentence "teaser" of up to 25 words to be placed at the beginning of the article, which should serve as an enticement to the potential reader. Do not repeat information already in the article title.
- An abstract (100 to 150 words).
- An author biography (25 to 50 words), for each author. You may also include your email address, if you wish.
- Please indicate the word count, which should be determined by the "tools/word count" function in Microsoft Word. Articles should be between 1,500 to 4,000 words, including end notes.



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### **Images**

- ❑ Six to ten illustrations (including tables). These should be high-resolution electronic files in a TIFF, EPS, or JPEG format, with each image as a separate, individual file (do not imbed images in text), preferably as CMYK. Images should be 350 dpi at a size of 3 in. by 5 in. Image files can be sent via filesharing sites such as Dropbox, or saved to disc or flash drive and sent via mail.
- ❑ Illustration captions. Each illustration must have its own number (Fig. 1, Fig. 2; not Fig. 1a, 1b) and its own caption. Please do not overlap images or combine them. Callouts, such as “(Fig. 1),” should be used in the manuscript to indicate where images should be set.

### **Any necessary permissions**

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