



## APT Bulletin Author Guidelines

December 6, 2022

Manuscripts submitted to the *APT Bulletin* must 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 technical aspects of 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.

The typical *APT Bulletin* reader is an experienced preservation professional, with strong competency in their specialization. However, given the diversity of the technical fields encompassing preservation, articles should address readers who may not have the intimate technical knowledge needed to understand the aspects you will address. Therefore, you should provide information to support such a generally proficient reader as you delve into the details.

### 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*, the *APT Communications Style Guide*, 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, e.g., 4 feet, 6 inches. In articles with large amounts of technical data, abbreviations for measurement may be used, e.g., 2 ft. 3 in.
- Do not join dimensions and units of measurement with a hyphen except in usage as a compound adjective, e.g.: the building is 34 feet tall; a 34-foot-tall building.
- 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...."

- Illustrations* Preference will be given to manuscripts submitted with high-quality, visually compelling illustrations that meet the following guidelines.
- Photographs with individuals conducting preservation work should illustrate safe working practices in accordance with the standard of care for safety practices applicable to such work, including wearing personal protective equipment appropriate for the project location and hazards present. If the photo does not illustrate such practices, authors must include a statement in the caption explaining the nonconformity.
  - Illustrations should be carefully composed and provide context for details being depicted.
  - Color illustrations should have a sufficient range of contrast to remain legible if the published article is reproduced in grayscale.
  - Non-photo illustrations (diagrams, graphs, tables, etc.) need not utilize the same fonts as *APT Bulletin*, but highly stylized fonts and light-colored text should be avoided.
  - Text in non-photo illustrations must be large enough to remain legible if illustrations are reduced in size for layout purposes. For example, 3/32-inch (2.5 mm) text in a drawing detail measuring 3 by 5 inches (75 by 125 mm) is likely to remain legible in the typical range of *APT Bulletin* illustration sizes, but the same will not be true of a larger floor or site plan.
  - Illustrations must be high-resolution digital files, a minimum of 1,000 pixels in the shorter dimension, in TIFF, EPS, PNG, PDF, or JPEG format, and preferably CMYK.
  - Vector formats are generally preferable to raster formats for non-photo illustrations, especially those containing extensive text or linework.

*Citations* Please consult the *Chicago Manual of Style's* online [Citation Quick Guide](#) when formatting citations. Where possible, include a Digital Object Identifier (DOI) or other stable URL, e.g.: Weaver, Martin. "Fighting Rust." *APT Bulletin: The Journal of Preservation Technology* 19, no. 1 (1987): 16–18. <https://doi.org/10.2307/1494171>.

Authors are highly encouraged to cite previous *APT Bulletin* articles on related subjects or to list them in a "References" section.

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

Authors should send submissions to:  
Diana S. Waite, Editor, *APT Bulletin*  
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111 Washington Avenue  
Albany, New York 12210 USA  
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+1 518.426.4116 fax  
[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 embedded and 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 using the Word Count tool on the Review ribbon in Microsoft Word. Articles should be between 1,500 to 4,000 words, including endnotes.

**Illustrations**

- Six to ten illustrations (including tables). These should be high-resolution digital files meeting the above guidelines, with each illustration as a separate, individual file (do not embed illustrations in the manuscript). Digital 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 illustrations or combine them. Callouts, such as "(Fig. 1)," should be used in the manuscript to indicate where illustrations should be set. Captions should be placed at the end of the manuscript.

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