



APT Bulletin: The Journal of Preservation Technology

Guest Editor Guidelines

Overview

There have been over 50 special issues of *APT Bulletin* since 1978, typically one or two per year, with themes ranging from modern heritage to celebrating APT's milestone anniversaries. For these special issues, guest editors propose a theme and contribute their specialized expertise and professional contacts to help curate the content.

As with all issues of *APT Bulletin*, the production process is managed by the professional editing staff at Mount Ida Press. The process typically takes about seven months, from soliciting manuscripts to printing and mailing. Given the constantly changing demands of professional work, guest editors are encouraged to work in pairs so that at least one person will be available to provide timely input on critical decisions.

The APT Publications Committee and Mount Ida Press have developed a series of guidelines to assist authors and peer reviewers. Guest editors should be familiar with the following:

- The history and mission of [APT Bulletin](#),
- [Author guidelines](#),
- [Peer review guidelines](#),
- [Guidelines on what constitutes previously published content](#), and
- [Guidelines for memorial tributes](#).

Single issues (i.e., No. 1 at the beginning of the year and No. 4 at the end) should have five to seven technical articles, while the mid-year double issue (No. 2-3) should have seven to nine. Non-technical articles should be limited. The guest editors should encourage articles that introduce innovative ideas and projects, discuss new preservation technologies, and include information that can be transferred to other projects.

Guest Editor Guidelines

1. The guest editors are responsible for generating a list of potential authors and article topics to shape the contents of the issue. It is typically necessary to solicit more manuscripts than the minimum quantities noted above in order to compensate for attrition due to author unavailability, unfavorable peer reviews, etc.
2. Mount Ida Press will compose and send emails inviting potential authors to submit manuscripts and provide deadlines and guidelines. The guest editors are responsible for providing author contact information and assisting with follow-ups. Mount Ida Press is responsible for giving any deadline extensions.
3. The guest editors will do a preliminary screening of manuscripts as they arrive; this should take the form of read-throughs for content and for compatibility and overlap with other manuscripts, as well as recommendations about whether manuscripts are ready to be sent to peer review. If a manuscript is not yet ready, the guest editors will work with Mount Ida Press to set expectations and a deadline for revisions prior to peer review.
4. The guest editors will suggest names of possible peer reviewers for the double-blind review process and supply contact information for them. Mount Ida Press will also send the manuscripts to the standard peer-review interest group, made up mostly from the APT membership. Mount Ida Press will assign peer reviewers to each manuscript and transmit the manuscripts and peer-review guidelines to the reviewers. The identities of the reviewers are not shared with guest editors.

5. The guest editors will review the masked peer reviews before they are sent to the authors, prioritize comments to be addressed, and add additional suggestions as appropriate.
6. The guest editors will be available to discuss any problematic manuscripts with Mount Ida Press.
7. Mount Ida Press will consult with the guest editors on the order in which articles should appear within the issue, and help identify other contents such as book reviews and special features.
8. The guest editors will provide a Guest Editors' Note of approximately 750 words to introduce the theme of and articles in the issue.

Contact Information

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