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:

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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.
(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 Diana S. Waite, Editor, *APT Bulletin*, Mount Ida Press, 111 Washington Ave., Albany, N.Y. 12210. Telephone 518-426-5935. Fax 518-426-4116. E-mail info@mountidapress.com. Please feel free to contact us 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.

- 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.
Sample Entries for Endnotes and Bibliography

Book

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.

Reprinted book

Journal article

Newspaper article
Bibliography Not usually listed in bibliography if in endnotes.

Papers read at meetings (unpublished)

Papers read at meetings (published)

Bibliography

Dissertation

Bibliography