



Guidelines on What Constitutes Previously Published

Purpose

1. The current author guidelines state that “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.”
2. Except in very special circumstances (excerpts from the winners of the Lee Nelson Book Award, for example), we do not literally reprint material that has been published elsewhere.

The definition of “previously published” would depend on the availability and format of the existing publication. Generally we do not want to publish information that is widely available or easily discovered elsewhere. There are several levels of discoverability:

Online publications

1. *High discoverability* would include online PDFs that are easy for individuals to find, free (no paywall), and/or available through open access.
 - For example, a PDF of an article that has been posted on academia.edu or an article in a journal that is posted on the journal’s website, with no need to pay or log in to access the information.
2. *Medium discoverability* would include online PDFs that can be purchased.
 - For example, a PDF of an article that can be purchased by individuals on JSTOR’s pay-per-view or Register and Read program.
3. *Low discoverability*. Online PDFs that are available only by subscription or open only to “members” to access are fairly discoverable but less accessible than articles that can simply be purchased.
 - For example, an organization or publication that posts articles online but requires an individual to log in with a member username in order to view the article.

Hard-copy-only publications

Hard-copy publications that are not online are less widely available. Their discoverability depends on how easy or difficult it is to locate a copy of the publication.

Possible situations where the *Bulletin* might reprint published materials

1. Items with medium to low discoverability as defined above
2. Summaries of lengthy, very detailed publications
 - An example would be condensing a longer publication into a Practice Point to help disseminate existing information and make it more accessible. We did this with Ron Anthony and Stan T. Lebow’s Practice Point on wood preservatives, published in Vol. 46:4 of the *Bulletin*. This article underwent peer review.



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3. Very new information needing wider dissemination
 - An example would be Roger Curtis's article based on guidelines published by Historic Scotland, being published in Vol. 47:1 of the *Bulletin*. Publication in the *Bulletin* means that it will reach a worldwide audience. This article underwent peer review.
4. Important older information needing wider dissemination
 - An example of this could be reprinting a chapter from Harley McKee's *Introduction to Early American Masonry* to make it more widely known and to publicize the availability of the second edition.
5. Updates
 - An updated revised version of a previously published article could be considered if overlapping material is minimal or if sufficient revisions are made to the article so that the new version is substantially different.
 - "Substantially different" would have to be determined on a case-by-case basis and approved by the editor and Publications Committee Co-chairs.
 - Overlapping material should not constitute the main thrust of the piece; instead, it would support or provide background for the new material.
6. Non-peer-reviewed materials
 - Revisions in response to APT's peer-review process may make a previously published article sufficiently different and worthy of publication.
7. Conference papers and proceedings
 - Papers where only a short abstract or a one- to two-page summary is readily available would not be considered previously published.
 - Papers published in full or nearly so in conference proceedings would be considered previously published, unless they had only medium or low discoverability as defined above.
8. Credits
 - If an article uses some previously published material or is based on a previous publication, a citation for the original material must be included in an end note.
 - The appropriate permissions to publish an article based on previously published material (including any images) must be acquired by the author.

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