



***Practice Points* Editors**

Position Description and Qualifications

The APT *Practice Points* editors are responsible for identifying appropriate subjects for *Practice Points*, soliciting qualified authors to write manuscripts, and performing an initial review of manuscripts to confirm they meet the intention and requirements of *Practice Points* in advance of peer review.

Responsibilities

Interface with Authors

- Identify gap topics, emerging issues, and other subjects of interest and contact potential authors to solicit manuscripts
- Review abstracts from authors and provide feedback for drafting a *Practice Points* article
- Periodically check in with authors regarding progress of manuscripts
- Respond to questions from authors regarding submissions and the peer review process
- Review draft manuscripts to confirm they meet the stated goals and requirements for a *Practice Points* article and provide initial recommendations for revisions in advance of peer review

Interface with Mount Ida Press

- Coordinate with Mount Ida Press to determine appropriate submission dates for authors that will align with the *APT Bulletin* peer review and publication schedule
- Distribute draft manuscripts for peer review
- Assist Mount Ida Press in working with authors to resolve peer review comments

Interface with Publications Committee

- Regularly update shared Google spreadsheet to track progress of proposed *Practice Points* submissions
- Participate in monthly conference calls to discuss progress, identify challenges, and develop strategies
- Provide progress update for Publications Committee reports prior to spring and fall APT Board of Directors meetings
- Assist in identifying *Practice Points* suitable for companion video production

Coordination with APT Technical Committees

- Solicit APT technical committees for subject matter and qualified authors

(continued)



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Qualifications

Practice Points Editors should be members of APT in good standing and have the following qualifications:

- Have at least five years of experience in the preservation field as an architect, engineer, architectural conservator, landscape architect, or contractor or in a related profession
- Have experience with technical preservation writing
- Have experience in project management
- Be motivated, organized, and able to respond in a timely fashion

Support

The responsibilities of Mount Ida Press for *Practice Points* will include overall project management, coordinating the peer-review process, copyediting, indexing, graphic design, coordination with the printer, and reviewing proofs.

Created by Laura Buchner and John Glavan, August 2018