

Publications Committee

Book Selection —

- Our mission should be to satisfy the needs of the beginning, intermediate, and advanced collectors of philatelic material with accurate, readable, visually pleasing, and professionally produced literature that will reflect the APS standard of quality and withstand the test of time.
- Consult Gini Horn on the most requested topics from the APRL — a sort of “what’s hot” list.
- Establish a review process — for example, a copy of each project (manuscript and artwork) will be sent to committee members for review with a time line and a reviewer’s form. This can be done electronically. This form will have a specific list of criteria for review and space for individual thoughts on the project. Forms will be sent to APS for compilation. A project report including comments will be sent to the committee members, followed by a meeting/telephone conference and a vote on the project.
- The author must acknowledge any special requests/requirements necessary for the project at the time of submission.
- During the review process, funding should be addressed — including identifying a dealer/collector/group who might be interested in helping to subsidize the project.
- APS will go out for bid when project selection is complete.
- Successful projects will be ranked and a publication schedule will be established.

Guidelines for Authors Submitting a Book Project —

- Provide completed manuscript (text, captions, references, acknowledgments, etc.) in Microsoft Word.
- Provide scanned artwork in color to specifications (resolution — 300 dpi, stamps scanned at 200–300%, covers scanned at 70%, etc.). Scanning tips and assistance available from APS.
- If APS is to do the scanning, the author must provide all materials.
- If artwork is derived from another source other than the author or is under copyright, written permission to use the artwork is necessary along with the appropriate credit (included in caption, reference list and/or acknowledgments).
- Provide photocopies/printouts of art work clearly identified with figure numbers corresponding to the text reference.
- Provide indexing.

During First Meeting —

- Establish the review process.
- Write a call for projects to be included in the December *American Philatelist* and the 4th quarter *PLR*, and to be posted on the APS website.
- Write a press release announcing the creation of the committee, its mission, and the call for projects to be sent ASAP.
- Following the meeting, APS will create an author guideline brochure similar to the one on file for the *AP*. It will be available online as a pdf or by request.