

General Guidelines for Publication

- 1. The author and the Catholic Archives Society are both copyrighted.
- 2. The contents of any publication must be approved by the Council of the Catholic Archives Society and may be edited, particularly if it seems necessary to place an advice leaflet in a more Catholic context. The author will be advised of any changes and edited publications will be circulated only with the author's consent. Journal articles are approved by the editor.
- 3. It is helpful if the writer of a leaflet or journal article can end with a select list of further reading and sources of advice. In an occasional paper, this should be more extensive giving a reasonable survey of the relevant literature and including on-line resources where appropriate.
- 4. The advice leaflets are distributed to all members of the CAS and are published, free of charge, on the website. Occasional Papers will be sold through the Society, and the most current distributed to new members. The journal is made available to all of the membership, and to general subscribers to CAS publications.
- 5. Contributions may be added to the portfolios of archivists seeking registration.

6. Further information may be found on the Society's website: www.catholicarchivesociety.org