



Advice Leaflets

1. Advice Leaflets should generally be of around 1,000- 1,300 words long, which is approximates to a single double-sided A5 folio. This may be regarded as the standard format. If specifically demanded by the subject matter, a more extended format of two or three A5 folios stapled may be considered acceptable.
2. The intention is that the series should provide brief introductions to subjects likely to be of professional value or interest to archivists working for Catholic bodies or institutions. The necessity is for brevity and simplicity, but it is important that the information provided is accurate, up-to-date, and reflective of the requisite technical and professional knowledge.
3. The content may cover a topic of interest specifically or mainly to holders of Catholic archives, or may have the aim of providing a more general treatment of a relevant topic of an archival nature, or be in the form of a compilation of useful sources or information..
4. There will be a standard heading at the top of the first page of an advice leaflet: *Catholic Archives Society Publications, Archive Advice Leaflet Number -Title*
5. The name of the writer, position, place of work and date of publication are given at the end of each advice leaflet.
6. Pictures and diagrams may be included in an advice leaflet as necessary, but are inevitably restricted by the format and the need to produce the leaflets simply in black and white.
7. The name of the writer, position, place of work and date of publication are given at the end of each advice leaflet.
8. If possible, the advice leaflet should be submitted within six weeks of the writer's agreeing to write it, though a longer period may be negotiated. It will be discussed at the next CAS Council meeting and circulated with the next mailing. In the first instance, submissions should be made to the Co-ordinator of the Publications Sub-Committee.