



### **Publication Guidelines for Occasional Papers**

1. Occasional Papers are produced with the aim of dealing with archival or archival related subjects, where a more extended discussion or exposition of a topic is required, beyond the scope of a short leaflet or article.
2. The author should have detailed knowledge or experience of the area dealt with, and if necessary should carry out research and consultation with the Society or wider archival community before producing the paper.
3. Footnotes are acceptable, though not obligatory. They should, preferably, be short and relate to other sources rather than adding large amounts of additional information.
4. The length of the publication will inevitably vary according to the treatment or subject matter, but a length of around 5,000-12,000 words would be most acceptable.
5. The name of the writer, position, place of work and date of publication are included on the title page of each occasional paper.