

SUBCHAPTER 04P - HISTORICAL PUBLICATIONS SECTION

07 NCAC 04P .0101 STATEMENT OF PURPOSE

History Note: Authority G.S. 121-4(4); 121-6(a)(b)(c); 143B-62(1)a,g;
Eff. February 1, 1985;
Expired Eff. August 1, 2015 pursuant to G.S. 150B-21.3A.

07 NCAC 04P .0102 MANUSCRIPTS

Any person wishing to submit historical manuscripts for possible publication by the Division of Archives and History should contact the Chief, Historical Publications Section, Division of Archives and History, Department of Cultural Resources, 109 East Jones Street, Raleigh, North Carolina 27611.

History Note: Authority G.S. 121-4(4); 121-6(a); 143B-62(1)a,g;
Eff. February 1, 1985;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 26, 2015.

07 NCAC 04P .0103 ITEMS NOT ACCEPTABLE

The only secondary accounts that will be considered for publication are articles for the North Carolina Historical Review, pamphlets, and brief county histories, all of which must be on an aspect of North Carolina history. The Division of Archives and History will not consider fiction, poetry, reminiscences, promotional material, genealogical material, unsolicited book reviews, and material not on or directly related to North Carolina history.

History Note: Authority G.S. 121-4(4); 121-6(a); 143B-62(1)a,g;
Eff. February 1, 1985;
Amended Eff. June 1, 1989;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 26, 2015.

07 NCAC 04P .0104 EDITORIAL PRACTICES

Material accepted for publication must be scholarly in nature, reflecting research in primary source materials and accepted standards in the academic community; it shall be prepared in line with established current editorial practices adopted by the Historical Publications Section and published in its guide for authors and editors, available to the public without charge.

History Note: Authority G.S. 121-4(4); 121-6(a); 143B-62(1)a,g;
Eff. February 1, 1985;
Amended Eff. June 1, 1989;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 26, 2015.

07 NCAC 04P .0105 REVIEW OF MANUSCRIPTS

Before acceptance for publication, unsolicited material shall be:

- (1) appraised and accepted by not less than two members of the professional staff of the Historical Publications Section;
- (2) reviewed, when the Chief of the Historical Publications Section deems it advisable, by members of an Advisory Editorial Committee, named in accordance with Rule .0006 of this Section; and considered and appraised, when manuscripts fall within the provisions of G.S. 121-4(5), by the Division of Social Studies of the Department of Public Instruction.

History Note: Authority G.S. 121-4(4),(5); 121-6(a); 143B-62(1)a,g;
Eff. February 1, 1985;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 26, 2015.

07 NCAC 04P .0106 ADVISORY EDITORIAL COMMITTEE

The Advisory Editorial Committee is made up of members recognized for competence by their reputation in the scholarly community, appointed by the Director of the Division of Archives and History after consultation with the Chief of the Historical Publications Section to serve staggered five-year terms, with terms expiring on June 30.

The number of members shall be established by the Director of the Division of Archives and History, and members may not be reappointed without a lapse of one year.

History Note: Authority G.S. 121-4(4); 121-6(a); 143B-62(1)a,g;
Eff. February 1, 1985;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 26, 2015.

07 NCAC 04P .0107 STANDARDS FOR REVIEW OF MANUSCRIPTS

In considering manuscripts, the Advisory Editorial Committee shall consider suitability of subject matter; quality and completeness of research; completeness and accuracy of documentation; originality of material and interpretation; style and clarity of thought; and educational value and interest to readers.

History Note: Authority G.S. 121-4(4); 121-6(a); 143B-62(1)a,g;
Eff. February 1, 1985;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 26, 2015.

07 NCAC 04P .0108 STAFF MANUSCRIPTS

When manuscripts are needed or editorial projects planned for which no author has submitted acceptable material, the professional staff of the Historical Publications Section shall do the needed work or contract for the services of a qualified historian or other competent authority. Such manuscripts shall be reviewed as are any others.

History Note: Authority G.S. 121-4(4); 121-6(a)(c); 143B-62(1)a,g;
Eff. February 1, 1985;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 26, 2015.

07 NCAC 04P .0109 PUBLICATION

(a) All publication rights shall vest in the Department of Cultural Resources following acceptance of a manuscript for publication, and the copyright to materials published by the Division shall be in the name of the Division of Archives and History.

(b) Publication of a manuscript and payment to an author are subject to availability of funds.

History Note: Authority G.S. 121-4(4); 121-6(a); 143B-62(1)a,g;
Eff. February 1, 1985;
Amended Eff. June 1, 1989;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 26, 2015.

07 NCAC 04P .0110 BOOK REVIEWS

(a) If a person asked to write a book review for the North Carolina Historical Review does not reply within a month, the editors shall seek another reviewer.

(b) The same reviewer shall not be used more than once in any year, except in rare instances where no other equally qualified reviewer can be found for a second book.

(c) A person who has agreed to review a book for another periodical should not subsequently agree to review the same book for the North Carolina Historical Review.

(d) Unsolicited reviews shall not be accepted, but a person may request permission to review a particular book, provided the publisher furnishes a copy to the North Carolina Historical Review.

History Note: Authority G.S. 121-4(4); 121-6(a); 143B-62(1)a,g;
Eff. February 1, 1985;
Amended Eff. June 1, 1989;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 26, 2015.

07 NCAC 04P .0111 EDITORIAL SERVICES TO THE PUBLIC

The staff of the Historical Publications Section shall not edit or see through the press any manuscript prepared by an individual or group of individuals for publication by an individual(s), organization, or agency of any kind, except the Division of Archives and History and those programs integral to the Division. Members of the staff will offer advice to

the public, upon request, concerning alternate sources of editorial assistance and will provide general advice on editorial matters and potential publishers.

History Note: Authority G.S. 121-4(4); 121-6(a); 143B-62(1)a,g;
Eff. February 1, 1985;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 26, 2015.

07 NCAC 04P .0112 PRINTING AND SETTING OF COSTS

Printing contracts are worked out through and are subject to the Division of Purchase and Contract, Department of Administration, in accordance with law. Publications of the Division of Archives and History shall be offered for sale to schools, colleges, libraries, and the public at a reasonable cost that shall be determined by the cost of production.

History Note: Authority G.S. 121-4(4),(5); 121-6(a)(c); 121-8(f); 143B-62(1)a,g;
Eff. February 1, 1985;
Amended Eff. June 1, 1989;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 26, 2015.

07 NCAC 04P .0113 DISCOUNTS AND CREDITS

(a) Discounts on publications shall be offered to dealers, institutions, and organizations buying for resale to the public; to members of the North Carolina Literary and Historical Association; and to such other individuals or groups as are named in the current catalog of historical publications issued by the Historical Publications Section. Groups seeking discounts for its members should contact the Chief, Historical Publications Section, Division of Archives and History, Department of Cultural Resources, 109 East Jones Street, Raleigh, North Carolina 27611.

(b) The discount provisions shall be those contained in the most recent edition of the historical publications catalog.

(c) Discounts are not cumulative; a purchaser who is eligible is entitled only to the greatest of the discounts specified in the current catalog of historical publications issued by the Historical Publications Section. Discounts shall not be given on periodicals or on sales items.

(d) The Chief of the Historical Publications Section may offer historical publications at special discounts as sales promotions and as remainders (books sold at a reduced price after sales have become unprofitable) from time to time.

(e) Credit, in excess of fifty dollars (\$50.00), shall not be extended to individuals, organizations, or agencies which do not have established credit with the Historical Publications Section.

History Note: Authority G.S. 121-4(4),(5); 121-6(a); 121-8(f); 143B-62(1)a,g;
Eff. February 1, 1985;
Amended Eff. June 1, 1989;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 26, 2015.

07 NCAC 04P .0114 PUBLICATIONS LIST

A listing of titles in print, with prices and discount statements, shall be issued at least annually. The list shall be available to the public without charge by writing: Historical Publications Section, Division of Archives and History, 109 East Jones Street, Raleigh, North Carolina 27611.

History Note: Authority G.S. 121-4(4),(5); 121-6(a)(c); 121-8(f); 143B-62(1)a,g;
Eff. February 1, 1985;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 26, 2015.

07 NCAC 04P .0115 DISTRIBUTION OF GOVERNORS' DOCUMENTARIES

The addresses and public papers of each governor, published at the close of each administration, are to be distributed free to persons on a list furnished by the governor at the time of publication of the documentary volume covering his administration; to libraries requesting copies; to selected newspapers and scholarly journals that publish book reviews; to historians and researchers needing copies for reference; to individuals who request copies in advance of publication; and to any citizen requesting a copy during the time the book is in print.

History Note: Authority G.S. 121-6(b); 143B-62(1)g;
Eff. February 1, 1985;
Amended Eff. June 1, 1989;

Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 26, 2015.

07 NCAC 04P .0116 CIVIL WAR ROSTER RESEARCH FILES REGULATIONS

Regulations governing public use of the research files in the offices of the Civil War Roster Branch are as follows:

- (1) Direct access to the service record materials in the files of the Civil War Roster Branch shall be by appointment only at reasonable times under the supervision of the head of the Civil War Roster Branch.
- (2) Direct access shall be granted if, in the judgment of the head of the Civil War Roster Branch, the research to be undertaken cannot be duplicated in the search room of the state archives.
- (3) Materials may not be removed from the offices of the Civil War Roster Branch.
- (4) Photocopies will be made on an "as you wait" basis if the equipment and an operator are available. The costs of such photocopies shall be the same as those charged by the state archives as contained in Subchapter 4M, Section .0100, Rule .0105(8), of this Chapter.

*History Note: Authority G.S. 121-4(4),(5),(14); 121-6(a); 143B-62(1)a.,g;
Eff. February 3, 1992;*

Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 26, 2015.