

Notes for Authors, Reviewers and Editors

1. Introduction: our values – the measure of our publications

The **Digital Preservation Coalition (DPC)** is a not-for-profit membership organisation whose primary objective is to raise awareness of the importance of the preservation of digital materials and the attendant strategic, cultural and technological issues. Its vision is to make **our digital memory accessible tomorrow**.

The values which underpin all of the DPC's activities are expressed in the publications plan and are drawn from the strategic plan. All DPC Publications, joint publications with partners, or publications which seek DPC endorsement should embody these values and articulate them implicitly or explicitly as the context permits. In everything we do, the DPC will:

- Operate as a neutral body.
- Embrace a consultative, innovative and open approach.
- Engage in a collaborative manner with all stakeholders to comprehend and respond to their needs.
- Maintain sound stewardship of the Coalition's resources.
- Share best practice and knowledge transfer with our members to support their local priorities.
- Maintain vendor neutrality.
- Support developments of standards and generic approaches to digital preservation.

To ensure this happens all publications that emanate from the DPC or which carry DPC endorsement must meet each of the following criteria. All DPC publications should:

- Be informed, current, concise and balanced.
- Lower the barriers to participation in digital preservation.
- Be derived from the needs of the membership and deliver benefit to members.
- Be consistent with the mission of the Coalition.
- Be of utility to non-members.
- Have explicit quality criteria and impact measures.

Authors are required to confirm that any publications submitted to the DPC exhibit these qualities. Reviewers and editors are asked to assess publications against these qualities.

2. Achieving consistency and quality

This guide is based on good practice within publishing and is designed to establish consistency as a quality of presentation. Variations in usage are confusing to readers, especially those who may be dealing with digital preservation for the first time: often-times, readers assume that the variations have meaning.

These notes are intended to assist authors, reviewers and editors of DPC publications, in particular the Technology Watch Report series. They deal with the nuts and bolts of presentation rather than providing a guide to content. Other guidance about DPC publications is contained within the DPC's Publication Plan (2009-2011) the DPC Strategic Plan (2009-2011), and the author brief agreed prior to commissioning.

This document replaces all previous guidance. Note that publications prior to August 2009 may well incorporate styles spellings and usages that are deprecated. These will not be corrected or updated nor should they be used as guidance for style.

3. Submitting and formatting text

Details of how and to whom text should be submitted will be contained in the author brief. Keep formatting to a minimum. The editor and designer will supply formatting for the text for publication:

the task in hand for the author is to develop the content. As a simple guide please follow the following formatting

- Use double spacing, as it makes it much easier for reviewers.
- Insert one space after a full stop, not two
- Please use Arial as the typeface.
- Use a simple and consistent system of numbered headings and subheadings.
- Don't indent paragraphs.
- Insert a line space before starting a new paragraph.

4. Spelling

As a general guide to spelling, we prefer the first spelling given in the *Concise Oxford Dictionary*. This gives priority to certain norms including 'z' spellings (for example, 'digitization' not 'digitisation' and 'organize' not 'organise'), though it provides commonly used exceptions: advertise, advise, analyse, chastise, compromise, improvise, televise.

Note the following preferred spellings: artefact, medieval, homogeneous, millennium.

Foreign place names should consistently follow either the anglicized or the country of origin's form – don't swop between them.

5. Text, illustrations and tables

Please supply complete text – all illustrations and text should be there, and in final form. Pages should be numbered and text supplied in the correct sequence – indicate which is the title page, list of contributors, preface, contents list, list of captions/illustrations, copyright acknowledgements, bibliography, appendices etc. Avoid long or complicated tables, and if these are required then include them in an appendix and gloss them within the text.

6. The nuts and bolts: an A to Z guide to DPC house style

Abbreviations and acronyms: Abbreviations which use the first and last letters of a word should not have a full stop, for example, 'Dr' not 'Dr.' Note that editors is abbreviated to 'Eds' but editor is 'Ed.' because the last letter of editor is not 'd'. In main text, use 'for example' and 'such as' rather than 'e.g.', 'that is' rather than 'i.e.', and 'and so on' rather than 'etc' (although these may be used in tables). A comma should precede e.g. Full points are used in 'i.e.', 'e.g.' and 'et al.'. When using acronyms, at the first occurrence give the full name with the abbreviation/acronym in brackets following it – for example, the American Federation of Arts (AFA). After that, the abbreviation/acronym may be used. Page numbers are indicated by 'p.' followed by the number for a single page, or 'pp.' followed by the page numbers. Please use the CBA standard list for the abbreviations of the names of periodicals.

Capitalization: Capitals should be kept to a minimum. They are used for proper names, titles (including local or central government departments, directorates or sections), and for prefixes forming part of a compound name, such as the Archbishop of Canterbury, and the Duke of Edinburgh. Where a prefix or title is used in a general sense, it is lower case, such as 'a duke', 'the kings and queens of Scotland', 'county archaeologist', 'member', 'curator'. The definite article – 'the' – is capitalized where it forms part of the name of an organization or institution, so it's worth checking the letterhead or website of organizations you are referring to. It is also capitalized where it forms part of a title of a publication, such as *The Times*, or *The History of Mr Polly*. We don't capitalize the definite article in names of museums such as the Burrell Collection or the McLellan Galleries. Parts of geographical names are capitalized when they refer to recognized divisions of a country. For example, Northern Ireland (a political division), but northern Scotland (a general geographical description). Capitals are used for proper names of institutions and movements, including schools of painting, so that Christianity, Buddhism, Islam, Marxism, Colourists and the Church (when it refers to the Christian Church as a whole) are capitalized, but lower case when a building or church in a general sense is referred to. Words in the titles of books or exhibitions should all have initial capitals, except for

words such as 'it', 'and', and so on. However, in subtitles of books or exhibitions, only the first letter of the first word should be capitalized, for example, *Castles and Glens: The landscape from above*.

Compass points: North, south, north-west, north-north-east to west-south-west and so on should be spelt out in publication text. N, S, NE, SSW can be used in labels, illustrations and tables.

Contractions: words like 'it's' and 'can't' should be spelt out in full. Contractions and abbreviations are not generally followed by full points, except to avoid ambiguity – for example, 'no.' for 'number' (a contraction of numero). We use full points in 'i.e.', 'e.g.' and 'et al.'.

Copyright and quotations: Short quotations should be incorporated into the text, using single quotation marks. Longer quotations should be set off from the text by indenting or centring, without quotation marks, so that they are clearly identifiable. Quotations must be given exactly as they appear in the original and shouldn't be altered to conform to our house style. If you add or omit any words, use square brackets to indicate additions, and the mark of elision (...) for omissions. If necessary, '[sic]' can be added after any unusual spellings to indicate that they appear in the original.

Please highlight any material in your manuscript which is a quote from other sources and which may be subject to copyright restrictions. The source should always be cited, giving author, title of the publication the material is taken from, the publisher of the original material, the year, and page number (where known). Permission needs to be sought for the use of most copyright material – there are very few exceptions. If a colleague has given you verbal permission to reproduce something, please get this in writing so we have it on file. When requesting permission to reproduce we will ask for worldwide English language rights, which ensure that we can publish globally without breaching copyright. Please remember that copyright fees can be expensive

If the quotation you have given is in a language other than English, please provide a translation of it so that your readers do not miss important facts or opinions.

Copyright and illustrations: please supply all the illustrations which you would like to include in your publication when you submit your final manuscript. If this is not possible, you must supply a comprehensive list of what you are hoping to include. We may need to arrange for some of the illustrations to be redrawn, or have new photography taken. Please supply captions where appropriate, keeping them as succinct as possible.

Copyright fees for reproducing images can be expensive, and we will need to factor these into the publication's budget. If there is a copyright-free alternative to the image you want to use, please consider this. Anything handled by DACS (Design and Artists Copyright Society, www.dacs.org.uk) is likely to be expensive. Contacting copyright holders takes time, so we need as much advance warning as possible.

Copyright – acknowledgements and paid work of DPC staff: as far as possible, you should acknowledge all material which is the copyright of other people and organizations in the manner they request. Material that is copyright of DPC should be acknowledged as '© Digital Preservation Coalition'. Any material written and any photographs taken by DPC staff as part of paid employment with Digital Preservation Coalition will be copyright of the DPC and can be used within your publication if cited appropriately.

Copyright in commissioned work: Most reports from the DPC are commissioned, according to a standard contract. Commissioned authors are asked to consider assigning copyright to us. If this is not possible we need to be assigned a licence to use the material.

Cross references: Cross references within the text should be kept to a minimum because they can only be added at final proof stage. More general references to a chapter or section should be used where possible. Rather than saying 'on the next page' or 'on the previous page', please put '(see p.00)' and the correct page number can be added at proof stage. References should be to chapter or section headings, and to table and illustration numbers as far as possible. Similarly, please don't refer

to 'the table below/above', as what appears below/above in the manuscript may appear on the following/previous page once typeset.

Dates: Dates should be given as in the sequence day/month/year, as in 1 January 2005. Decades should be expressed as the 1970s, not 1970's or '70s. Names of months should not be contracted, except in figures, tables, or marketing materials for reasons of space. The names of periods are usually capitalized, for example, the Middle Ages, the Jurassic, the Holocene, Iron Age, but note medieval. Centuries should be written out in words, unless they are in a table and space is short. Use 'fourteenth century' rather than '14th century'. Dates BC should always be given in full to avoid confusion. We prefer to use BC and AD for dates as they are widely understood by visitors. BC follows a date, while AD precedes a date. Both appear in print in small capitals. Refer to World War I and World War II, rather than the First and Second World Wars. Pairs of dates are usually elided to their shortest pronounceable form, e.g. 1914–18, 1878–79. However, an oblique is used when referring to financial years because they are made up of parts of two calendar years, and should be indicated as 2003/04.

Footnotes and endnotes: With the sole exception of bibliographic citation, **footnotes and endnotes are not permitted** within DPC publications. If the information was not useful or interesting enough for the main text, it should be omitted from the text entirely. If you absolutely have to include footnote material, the material should be incorporated into the text where possible or else relegated to the end of the chapter or section to appear as an appendix to the text.

Hyphens: Hyphens should be used sparingly but consistently. Compound adjectives should be hyphenated, so 'a nine-year-old child', a 'seventeenth-century document', but 'the child was nine years old', 'the chair was made in the seventeenth century'. Don't use a hyphen between an adverb and part of a verb used adjectivally – for example, badly drawn boy, ineptly scripted presentation. Numbers from 21 to 99, and fractions, are hyphenated when written out – twenty-one, ninety-nine.

Italics: Italics are used for the names of books, exhibitions, paintings, journals and magazines, newspapers, plays, films, legal cases, epic poems and ships (although note that HMS and SS in ships' names are not italicized). Many words from other languages are commonly italicized, although there is no need to italicize words that are now in common English language usage. For example, vice versa, chic, ersatz, naïve, facade and prima facie should not be italicized, although *ipso facto*, *Zeitgeist*, *ibid.*, *et al.* and *ad hoc* often are. *c.*, for about, is italic. Biological classification – in descending order, phylum or division, class, order, family, genus and species. All group names from family upwards are roman with an initial capital letter. Genus and species names are italic, with the generic name having an initial capital. Italics should not be used for emphasis.

Lists: There is no need for a comma after the last item in a list before the 'and', unless it would add to the clarity of the sentence. A bullet point list containing substantial sentences should have a semi-colon at the end of every bullet point, an 'and' following the second-last item in the list, and a full stop at the end of the last item. A lower-case letter follows the bullet point. For example:

His aims were to:

- get up an hour early and read two chapters of the textbook;
- go for a jog at lunchtime;
- eat five portions of fruit and vegetables a day; and
- go to bed before midnight.

There is no need to punctuate if the list consists of single words.

Numbers and measurements: There are several conventions governing the use of numbers. In the text, spell out numbers up to ten; after that, use numerals. The exception is when a number starts a sentence, as then it should be written out in full. Where possible, try to avoid this by rephrasing the sentence. If a percentage contains a decimal point, as in 5.4%, use figures. Numbers from 21 to 99, where spelt out, and fractions, should be hyphenated – e.g. twenty-one. The percentage sign (%) should be used in tables, illustrations and text. Use '0' in front of decimals, for example, 0.6. Use 'No.' as the abbreviation for 'number'. Use numerals for measurements and weights, for example, 3 metres, 25 km, 4 kg. When citing measurements, use a form that conveys the precision of the

measurement. For example, the ditch is 0.85m wide, the brooch is 35mm wide and 87mm long – not the ditch is 850mm wide, the brooch is 0.035m wide and 0.087m long. All measurements should be metric units unless there is a good reason for using imperial units. Numbers from 1,000 onwards should have commas as it makes numbers easier to read. Note no full points in am/pm. Elide numbers to the shortest form consistent with clarity – 254–8, 343–7, but 214–18.

Punctuation: always use single quotation marks for speech and quotations. For quotes within quotes, or speech within speech, double quotation marks should be used. Colons and semi-colons should be followed by a lower case initial letter, except where the colon precedes a quotation or the subtitle of an exhibition or book. For example, *The History of Glasgow: A walk through time*. Full points should not be used at the end of headings or lists of single words. Ampersands should not be used in text, but may be used to save space in tables. The % sign is used in tables and captions, but spelt out as ‘per cent’ in running text.

Superscript and Subscript: Depending on your computer settings, Word may automatically make the ‘rd’ in 23rd or the ‘th’ in 18th superscript. Superscripts and subscripts when used appropriately are not problematic so long as they are used consistently. They should only be used within equations or as abbreviations for cardinal numbers and should defer to guidance on dates and numbers: they should not be used when referring to calendar dates.

7. References and bibliography

The sources of quotations and references and acknowledgements of other people’s work must always be given. This also helps to avoid any charges of plagiarism. The DPC uses the Harvard (author–date) system of references and authors may wish to consult the Internet for a comprehensive description of Harvard referencing.

In simple terms, the author, publication date (and where appropriate page number) references should be given in the text and a full reference given in the list of references or bibliography at the end of the paper. For example, ‘The findings of other researchers (Bloggs, 1994, 157) showed that...’. If the author’s name forms part of the sentence it is not repeated in the reference, for example ‘Bloggs’ findings (1994) showed that...’. If the author published more than one work in a year, publications should be labelled 1994a and so on. If more than one is included in a reference, it should appear as 1994a, b. Citations of references with three or more authors should give all the authors at the first instance, for example, Bloggs, Smith, Jones and Wharton, 1994, shortened to Bloggs *et al.* thereafter.

As a rule of thumb when citing unpublished material, if the reader will be able to obtain the material without too much difficulty (for example, a thesis lodged at a university), please include the reference. If the material is in preparation or in press, please try to confirm that it has been accepted for publication and will definitely become available at some point.

Please be as careful and consistent as possible with references. Editors spend a great deal of time checking and chasing up references, and you will endear yourself greatly if you can be as meticulous about these as you are with the rest of your manuscript.

All references within the text should appear in the Bibliography in Harvard format. The list of references should be in alphabetical order, with titles by the same author listed chronologically. Works by the author individually are listed before works co-written or works which the author has edited. Joint works are listed alphabetically by second author.

When an association, agency or organization has produced the publication, and no author’s name appears on the title page, the name of the organization usually acts as the author for text references and the bibliography. Where a work has a compiling editor or editors rather than an author, the text reference is (Brown and Thomson, Eds, 2003). References to two or more works given together are separated by semicolons, for example (Brown and Thomson, 2003; Brown and Smith, 2004).

Full bibliographical references should appear as the following examples:

A journal article:

Smith, M and Brown, S 2003, The origins of label writing in Glasgow and environs. *Journal of Museum Practice* 5, 77–89.

A book:

Smith, M and Brown, S 2003, *The Origins of Label Writing in Glasgow and Environs*, 3rd edn. Glasgow: Glasgow Museums.

Articles in books:

Smith, M and Brown, S 2003, Pleasure or pain: the art of the successful label. In J Bloggs and A Smith (Eds) *The Origins of Label Writing in Glasgow and Environs*, 3rd edn. Glasgow: Glasgow Museums.

An e-journal article:

Kilbride, W 2001, Whose Beowulf is it any way? *Internet Archaeology* 9, online at: <http://intarch.ac.uk/journal/issue9/reviews/beowulf.html> (last accessed 28/07/09)

A webpage:

DPC 2008, Tackling the preservation challenge: practical steps for repository managers, Digital Preservation Coalition, <http://www.dpconline.org/graphics/events/081212RepMngersWkshp.html> (last access 28/07/09)

8. Other inclusions

Appendices: these should be only be included if they provide access to details that are too bulky or repetitive to include in the main text. As a general rule they supply depth to an argument but should not extend its breadth. Appendices should be numbered consecutively, included in tables of content and be referenced numerically from within the text (page number references are to be avoided). House style rules should apply as normal.

Further reading: this should follow the style of the references/bibliography, but may contain annotations directing the reader to particularly useful chapters or sections in the publication, or a brief description of the contents of the book or article. A couple of sentences usually suffice.

Index: It is unlikely that your publication will have an index. If your publication requires it you may choose to compile it yourself, but be warned that this is a time-consuming and specialist task! If the book warrants a complex index, rather than a detailed contents page, it is likely that we will engage a freelance indexer to do this, and a list of keywords would be helpful.

9. About this document

Version 1	Document initiated	28/07/09	WK
Version 2	Review and commentary	/ /	SP, NS and CJ
Version 3	Document Updated	/ /	WK
Version 4	Adopted as operational	/ /	WK

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