

PDT&C Style Sheet for Authors

This style sheet is to be used as a guide for authors who are submitting papers for *Preservation, Digital Technology & Culture*. While there are many style sheets in the world, the present one draws heavily from *The Chicago Manual of Style*, 16th ed. (Chicago: University of Chicago Press, 2010). The final, published version of each article, to be prepared for printing by De Gruyter, will follow the practices delineated below, and all authors should follow this styling in submitting papers for publication. The aim of this Style Sheet is to insure that manuscripts are consistent with scholarly practices with respect to language, format, and citations.

GENERAL POINTS

Please check your materials carefully, not only for the correct application of the instructions below, but also for consistency in spelling, hyphenation with prefixes (e.g., “non-essential” versus “nonessential”), or consistent use of phrases (“in the eighteenth century” versus “in the 18th century”—we prefer the former).

Responsibility of the author:

- All authors should have their work checked by at least one other reader, who should also make sure that all Works Cited entries in the text are listed in the Reference section and vice versa.
- If the author’s native language is not English, she or he must have it checked by a skilled native-English-language speaker, making sure that the prose is grammatically and idiomatically correct.
- The author is responsible for obtaining written permission for the use of any material (e.g., others’ prose, maps, figures, charts) for which the copyright is owned by others. It is the author’s responsibility to determine who the owners are of intellectual properties they wish to use in the essay.

Before submitting the manuscript, give it a final check to make sure:

- that no pages are missing;

- that all headings in the Table of Contents (if there is one) correspond exactly to those in the text;
- that all captions for tables, charts, or figures are consistently styled and that their titles conform to the way they are referred to in the prose of the text;
- that the numbering of all sections, examples, tables, figures, and notes is correct and complete.

TYPEFACE

A standard serif typeface should be used. Times New Roman, Bodoni, Baskerville, Bembo, Caslon, or many other classic serif faces are available on most computers. *Do not use a sans serif typeface.*

SPELLING

Authors may adopt British or American spellings (e.g., “honour” versus “honor”; “cataloguing” versus “cataloging”), as long as the language use is consistent throughout the text. *Do not mix British and American spellings.*

ITALICS

In the prose of the text and in all citations, italics are used for emphasis and for titles of books, serials, newspaper names, plays, and movies. If an italicized title contains another title, the internal one should not be italicized. Examples:

Some of the most original prose in today’s scholarly world can be found in the *Journal of English and Germanic Philology*.

When Tara Was under Siege: A Study of Margaret Mitchell’s Gone with the Wind in Light of Recent Research.

Use italics for all foreign words.

Italics may also be used to draw attention to key terms in a discussion at the first mention of the terms. Thereafter the terms should be given in regular type. Keep the use of italics to a minimum.

If italics are used in a quoted passage to emphasize a word or phrase, but the italics are not in the original, indicate this: [italics mine] or [emphasis mine].

UNDERLINING / USE OF ALL CAPITAL LETTERS / USE OF BOLDFACE

In general, do not underline, use all capital letters, or use boldface anywhere in the document unless these appear in a passage you are quoting that has them in the original. In the References, do not print out the URLs with underlining or in a color other than the black of the rest of the text.

CAPITALIZATION

Headline-style capitalization is intended to distinguish titles clearly from surrounding text.

In all citations (for notes [endnotes or footnotes] and bibliography “Works Cited” list, which should be called “References”), all key words should be capitalized, along with the first word following a colon or other punctuation in a title. Articles and prepositions should not be capitalized unless they are the first word in a part of the title.

Book title: *Designing Tiles for the Modern Home: A Beginner's Guide*

Article title: “How Do You Make an S? The Child's Guide to Spelling”

Prepositions in titles, usually printed lower case, may be capitalized if they are emphasized in a title (like “through” in the book title *A River Runs Through It*), if they are used as adverbs in idioms (like the word “up” in an article titled “How to Look Up Oddly Spelled Words in the Dictionary”), or if they are conjunctions in standard phrases (like the word “before” in “The Origin of the Phrase ‘Look Before You Leap’”).

In titles always capitalize nouns, verbs, adjectives, personal pronouns, and relative pronouns.

PARAGRAPHING / INDENTATION

Do not indent the first paragraph of the essay (or chapter) or any paragraph that comes immediately after a section break in the text. An indentation is a signal that a new paragraph is beginning. This will be obvious at the beginning of a text or at the beginning of a new section of a text; hence, in these instances, no indentation is called for.

The entire text should be typed double spaced (do not put any more than a simple double-space between lines or paragraphs).

QUOTATIONS / QUOTATION MARKS

When you begin quoting a text (or a person) with words that were not in the original, use the open quotation marks only where the quotation actually begins. (Wrong: Henry Groves says, “[the cat] was here and clawed the sofa.” Correct: Henry Groves says, the cat “was here and clawed the sofa.”)

Short quotations should be inserted into the text, in the regular prose of the sentences in which they occur, and indicated with *double* quotation marks. If a quotation contains any additionally quoted material, the internal quote should be set off with single quotation marks, as follows;

Clive said, “I was headed to the parade, but the constable told me, ‘You cannot go down this boulevard,’ so I headed south.”

Note that, for consistency, *periods and commas always go inside closing quotation marks*—as is demonstrated in the example above.

Quotations of up to three lines can be given in the prose paragraph with standard use of quotation marks. Quotations that run more than three lines of text should be presented as extracts (that is, indented). The indentation of the text means that it is a quotation, so no quotation marks should be used. If an extract runs to two or more paragraphs, the first line of each paragraph should be indicated by three blank spaces at the beginning of the line of the new paragraph.

If you use a foreign word in the text and translate it, give the translation in single quotation marks.

My neighbor's fence had a sign that said *Cave canem* 'Beware of the dog.'

Use "Smart [i.e., rounded] quotes" and apostrophes, not straight ones.

Do this: She said, "Leave me alone."

Do not do this: She said, "Leave me alone."

DASHES AND HYPHENS

An em-dash (—) should be used when dashes are needed in the text. They should be printed with *no spaces* on either side of them. A dash is made of two consecutive hyphens. Do not use double hyphens.

He was determined to go to the party—where he knew Jacqueline would be—even if it meant missing the movie he wanted to see.

Wrong: "On the plane -- which was late – I had an awful meal." (The first dash here is actually only two hyphens; the second is a short dash surrounded by spaces. They are both incorrect. (Correct: "On the plane—which was late—I had an awful meal.")

Hyphens are simple: type a simple hyphen with no spaces around it. Since the text should be keyboarded unjustified (with uneven right margins), no hyphens will be necessary to break words.

Hyphens should be used to show inclusive page numbers, e.g., 56-85; 277-93. (For numbers in the hundreds or thousands in which the first digits remains the same, use only the last two digits in the second numeral after the hyphen, e.g., 277-93; 1705-24.)

COMMAS

For the sake of consistency and clarity, the serial comma is *always* used in a list of three or more.

Audio engineers need to understand wow and flutter, equalization, and azimuth.

The rugby player always swam in the morning, golfed in the early afternoon, worked out with the team in the late afternoon, and went to bed by 10 p.m.

PARENTHESES

Parentheses are used to elucidate something in the text. If a second set of these needs to be used inside the first, use square brackets for these.

Use single parentheses (not [square brackets]).

Square brackets are used to interpolate words or letters into a quotation that were not in the original. The square brackets indicate that what is in them is supplied by the author, not by the person she is quoting:

General Winthrop said, "I wish that I could give up this [terrible] command."

THE ELLIPSIS

The ellipsis, three *spaced* dots, is used in the middles of quotations when something has been removed. Usually there is no need to put an ellipsis at the beginning or the end of the quoted matter. When the ellipsis, within the quotation, occurs at the end of a sentence, put in an extra dot: the period for the sentence followed by the ellipsis. (There will thus be four consecutive, *spaced* dots.)

PAGINATION

Number all pages after the first. Put the numbers in a logical place, and stick to that place throughout the text. The page numbers will be reformatted for the publication of the article in the journal, but it is essential to have the pages numbered at the editorial stage.

TITLE PAGES / OPENING PAGES / ABSTRACT

Title pages or opening pages are not necessary in articles submitted for publication in a journal.

Put your name and contact information in the upper left corner of the opening page of the manuscript. This should be followed by one blank space and then the article's title, centered. This is followed by one space and then an Abstract of about 100 words containing a *précis* of the article. Following another blank space, begin typing the article (with no indentation of the first paragraph).

Titles should be printed in the same typeface and type size as the rest of the text—no italics, no quotation marks, no boldface type, no underlining.

There should be no blank pages before, after, or inside the text of the essay.

NOTES

Footnotes are not to be used for citation of sources. They are for commentary and other intellectual uses. Sources should be cited parenthetically, as explained below.

Notes should be numbered sequentially from 1, using Arabic numerals. Each note number must be styled as a superscript (above the line), and the first line of each note should be indented. All subsequent lines in the notes should be flush left. In the text, there should be no space between the text and the note number. In the notes, the superscript number, indented one tab, should be followed by a space before the text of the note is typed.

Text:

Hubbard made a great deal of money in converting his assets into the special after-tax instrument called a "Roth IRA." His analysis is worth looking at, and his conclusion is provocative: "Though it doesn't look like one, the Roth is the greatest investment tool ever invented"²³ (Hubbard 95).

Footnote:

²³ As this quotation explains, Hubbard guides the reader to invest in Roth IRAs, but these instruments

are not for everyone. This is a controversial stance, as Larcom points out (45-52).

Note that

- the footnote number immediately follows the text to which the note is germane; the note number in the text is printed with no space before it;
- the parenthetical citation to Hubbard is part of the sentence, so the period follows the parentheses;
- the note number in the note is printed superscript with a space after it;
- the first line of the note is indented but subsequent lines are flush left;
- the note contains basically a commentary by the author, but he also cites another expert (as part of the commentary), and he gives a standard parenthetical reference to this source in the note; this parenthetical reference is to an entry in the references at the end of the piece.

JUSTIFICATION

Do not justify your lines. Enter the text unjustified ("ragged right"). This goes for all text: the main body of prose, notes, References, and so forth.

CITATION OF SOURCES

All sources should be cited parenthetically in the text, using some designation that leads a reader to the appropriate entry in the "References" list at the end of the work. The only information that needs to be given in the in-text parenthetical citation is the author's name (or the name of the entity under which the reader can find the source in the References listing) and a page number, if there is one. If there is no page number, as with online sources, the only thing that needs to be cited in the parenthesis is the word(s) that will lead the reader to the correct entry in the References listing. *Do not put a date into the parenthetical citation.* If the source materials is presented in the text immediately preceded by the name of the author, the parenthetical citation needs only a page number. If an author has more than one reference entry, the parenthetical citation will have that name plus the first key word of the author's work.

On several occasions the guides led their troops to Tanzania (Smith 371).

As Hunter says, “There is no evidence that paper was invented in A.D. 105” (p. 407).

The world of business “can lead a neophyte to feel hunted like a scared animal” (Adams, *Running*, p. 77).

Note that there is *no date* in the citation, and also that when the parenthetical citation, shorter than four lines, is inserted in the prose of a sentence, the closing parenthetical citation is part of the sentence, so the closing punctuation *follows* the closing parenthesis. If the parenthetical citation is in an extract (a source of four or more lines of text presented indented), the parenthetical citation follows the closing punctuation of the extract.

... [5 lines of text, ending with] in the winter of his fifth year. (Elwood, pp. 47-48)

No punctuation follows (or is inside) the parenthetical citation when it is at the end of an (indented) extract.

REFERENCES

The word “References” should be used rather than “Bibliography” or “Works Cited.”

The References section should contain every work actually referred to in the essay, and no others.

References should be listed in alphabetical order, last name first (or the first key word of a corporate author), followed by a comma and the *full first name* (if that information is available in the sources quoted). If there is no author or corporate author, the alphabetical unit is the first key word in the title. If there are two or three authors, the first one listed in the alphabetical sequence should be *last name first*; all subsequent authors should be listed *first name first*, and with full names. If there are more than three authors, either list them all (with full names), or list the first only, followed by “et al.” [“Et al.” should be printed with no period after the “et” but a period after “al.” since *al.* is an abbreviation but *et* is not. This is one of the two Latin abbreviations acceptable in the References. The other is “Etc.” These should be used rarely.]

The entries will contain three data fields: Author’s (or authors’) Names; Title; Publication Information. Titles for books and serial publications should be in *italics*. Publication information should be in the following order (with

the appropriate punctuation): City; Publisher, Date. Other data fields may be necessary, depending on the nature of the entry. Inasmuch as each data field is to be conceived as a separate sentence, each should end with a period (full stop).

After the first publication listed by an author, if he or she is quoted from a second or subsequent source, three hyphens, followed by a period, should be used to indicate that author’s name.

References should be printed with a hanging indent. That is, the first line of each entry should be flush left and all subsequent lines should be indented.

Any sources drawn from the Internet should be given with author and title, as with print-based materials, and should include a full URL, followed by the date the citation was accessed.

Adams, Eleanor. *Running with the Wolves: A Guide to Surviving Your First Year in the Corporate World*. New York: Wall Street Press; London: Lloyd’s Bank of Commerce, 2010.

---. “Stand Your Ground: Learning the Ways of Senior Management in the Business Environment.” *Journal of Business without Borders* 27.4 (Spring 2010): 577-91.

---. *Your Retirement Funds and Your Retirement*. New York: Security Press, 2011.

American Academy of Science and the Humanities. *Statistical Charts for Agrarian Productivity: Iowa, Illinois, and Indiana 2007-2008*. Washington, DC: AASH Press, 2009.

Daltry, Peter R. “The Industrialization of Farmland in the Middle Decades of the Twentieth Century.” <http://www.indfarmmid-dec20cent.org> (accessed 11/23/12).

“Economics.” Wikipedia article, available at <http://en.wikipedia.org/wiki/Economics> (accessed 4/20/13).

Tomlinson, Marie, Fred Carlson, and Sandy McAlister. *Conglomerates and the Modern American Farm*. Ames, IA: Iowa State University Press, in conjunction with the Consortium of Regional Nutrition, 2009.

---, ---, ---. “A Precis of *Conglomerates and the Modern American Farm: Publications of the Midwestern Association of Farmers* 55.2 (August 2010): 107-22.

Ward, B. Lincoln. “The Unreliability of Online Sources.” *Resource Quarterly* 22.3 (Winter 2001): 77-89; available at <http://www.resource4ly.edu> (accessed 2/19/12).

Note that in the References the date comes at the end of the publication-information data field, not after the author’s name. Also, the date is *not* to be used in the parenthetical citation. (*The Chicago Manual of Style* gives two ways of citing sources with respect to dates. One of these is the so-called “author-date” style, in which the parenthetical reference in the text gives the author plus the date and then a page number. For the relatively short length of articles

in a periodical like *PDT&C*, the date is not necessary. Parenthetical references should lead the reader to the proper entry in the References, and such citations without dates will do so with ease here.)

In citing a work parenthetically in the text, the author should give enough information to lead the reader to the proper entry in the References. To repeat: A parenthetical reference in the text need only contain an author's last name plus a page number. The last name will lead the reader to the proper entry in References. (As noted above, if an author has more than one reference entry, the parenthetical citation will have that name plus the first key word of the author's article.)

It is clear that "Wolves sometimes howl, but their most productive experiences come with subtle stealth" (Adams, *Running*, pp. 211-12).

As Tomlinson, Carlson, and McAlister show, conglomerates—holding companies—have been buying up family farms at a faster rate in the last decade than they have done for the preceding century. (Tomlinson, "Precis": 115)

Note that

- the parenthetical citation is part of the sentence (the period *follows* the closing parenthesis).
- there is no date in the citation.
- the work that is the source of the cited matter is indicated in the parenthetical citation, guiding the reader to the appropriate entry in the References.
- the citation gives the page number of the quoted passage.
- if the quoted passage is from a monograph, the page number is preceded by a "p." or "pp." for multiple pages.
- if the quoted passage is from a serial publication, the page number is shown after a colon.
- publications from the Internet are given with URLs and dates accessed.
- serial publications are listed with the volume and issue numbers followed by the designation of the issue in the annual sequence. E.g., "55.2 (August 2010)" means Volume 55, No. 2, issued in August 2010. And "22.3 (Winter 2001)" indicates Volume 22, No. 3, issued as the winter fascicle.

Be consistent in the formation and presentation of all entries in the References.

ABBREVIATIONS

Write out the names of theories, titles of books, titles of periodicals, book series, names of publishers, conferences, and organizations, and anything else that might pose a conundrum to a reader. Once the theory, title, or other item is fully spelled out, an abbreviation can be shown parenthetically at that first use and the short form can be used in subsequent occurrences, if the subsequent uses are not far along in the text.

The Association of College and Research Libraries (ACRL) is the parent entity for the Rare Books and Manuscripts Section (RBMS). To be an RBMS member the librarian must be a member of ACRL.

If the next instance of the use of "RBMS" is 10 pages later, it would be good to spell out the division's whole name. If the piece contains many abbreviations, it may be useful to compile and append a list to the article. This may be done, also, for journal titles that appear frequently in the References.

Time is designated with "p.m." or "a.m.," using the periods (letters and punctuation un-spaced), and with the abbreviation separated from the number by a space: "7 a.m."

TABLES, FIGURES, AND ILLUSTRATIONS

If there are tables, figures, or illustrations, the text of the work should refer the reader to the appropriate one(s) by number. Make sure that the reference (often in parentheses in the text) has the number that corresponds with the correct table, figure, or illustration.

Tables and figures should be numbered consecutively throughout an authored work (only number article by article in an edited work). For the present publication, a single-number system is sufficient.

Some manuscripts have accurate depictions of insects in their margins. (See Figure 13.)

Some leaves have pinnate venations (as Figure 19 shows.)

One fascinating form of binding in early volumes is called the "girdle book" (see Figure 46).

If there are figures to be inserted which you cannot include electronically please have them professionally drawn or formatted and send us the originals, not photocopies.

If photographs are to be inserted, reproduction-quality prints or scans must be provided.

Permissions must be secured for photographs in advance of submission of the article.

The resolution of images should be 300 dpi; the resolution of graphs must be at least 1200 dpi.

The title of a table should be placed above the table, preceded by the table number.

The title (caption) of a figure or illustration should be placed beneath the figure or illustration, preceded by the words designating what that images is—and these very words should be used in the text when it refers the reader to the illustration.

PROOFREADING AND CORRECTING; ADJUDICATION/PEER-REVIEW

Always proofread your text carefully at least twice before submitting it to the editor. It may be useful to have another set of eyes read it as well. The text will be sent out to peer reviewers, and, pending the reviewers' assessments, will be either 1) accepted as is; 2) rejected; or 3) accepted pending revision. If the last, the author will be asked to revise the text within a certain specified deadline.

The text will then be edited in-house, with a copy ("galley proofs") of the edited version sent back to the author for penultimate revisions. Once the author enters these revisions into the manuscript and returns the text to the editor, the article will go into production.

CITING SOURCES AND PLAGIARISM

When you are drawing anything from a source, you must give absolutely clear credit to that source. The reader must know at any given moment in the essay what is yours and what comes from your sources. And this citation of sources must be accurate and precise.

To reiterate: Introduce source material in some verbal way in the text ("As Johanson says," "One writer claims that," "A source speaking under the guise of anonymity said," "The committee reported that," and so on). The moment you stop drawing from a source, the reader should know that too, often by closing quotation marks, but sometimes (when you are paraphrasing) when you insert a parenthetical citation to that source. This parenthetical citation indicates that you are finished using your source material and will begin again in your own voice.

SUBMISSION OF THE COPY

The text should be delivered digitally to the editor as an attachment to an email message. This way the author automatically retains a copy of the original.

CONTACT

For all further information or related questions, please contact the Editor-in-Chief, Michele V. Cloonan (michele.cloonan@simmons.edu). The Journal Manager is Robert Gründler (robert.gruendler@degruyter.com), and the Project Editor is Christina Lembrecht (christina.lembrecht@degruyter.com).