**About DttP**

*DttP: Documents to the People* is the official publication of the Government Documents Round Table (GODORT) of the American Library Association (ALA). *DttP* features articles on government information and government activities at local, state, national, and international, and intergovernmental levels, and documents the professional activities of GODORT.

*DttP* is published quarterly in spring, summer, fall, and winter. The opinions expressed by its contributors are their own and do not necessarily represent those of GODORT. Acceptance of an advertisement does not imply endorsement by ALA/GODORT of the products or services offered.

*DttP* is indexed in *Library Literature* beginning with volume 19, number 1, 1991; and selectively in PAIS beginning with volume 33, number 1, 2005; and in *HeinOnline* beginning with volume 1, number 1, 1972.

**Manuscript Preparation**

Please follow these procedures when preparing manuscripts to be submitted. Manuscripts that fail to comply with *DttP* style may be returned without evaluation.

Submit only original, unpublished articles on subjects within *DttP*’s scope. Manuscripts under current consideration for publication elsewhere will not be considered for publication in *DttP*. Articles of 1500-5000 words are preferred.

1. Write the article in a grammatically correct, simple, readable style. The author is responsible for the accuracy of all statements in the article, including references and quotations.

2. Consult the *Merriam-Webster’s Collegiate Dictionary* (11th edition, 2003) as the authority for spelling and usage; prefer the first spelling if there is a choice.

4. **Listing the authors**: Under the article title, list the name(s) of the author(s). At the end of the article above the references, please list the name(s) and the title(s), affiliation(s) and e-mail of each, for example, J.M. Smith, *Government Information Librarian, New College, jmsmith@new.edu* In the case of multiple authors, the first author will be considered the contact person.

5. **Endnotes**: DttP uses the numbered endnote style described in chapter 16 of *The Chicago Manual of Style*. Endnote numbers should appear in the text as superscripts at the *ends* of sentences. Arabic numbers must be used. Numbers start with 1 at the beginning of the article and ascend throughout. Numbers may not be reused.

- References should be included in a numbered list at the end of the text.
- When more than one item is referenced in a sentence, a single endnote number should be used and the items included in the endnote as in example 6 (Appendix C) below.
- **Automatic embedded footnote or embedded endnote features of word processors SHOULD NOT BE USED.**
- Examples of frequently used endnote forms are given in Appendix C, below.

6. How to prepare **tables, figures, illustrations, and photographs**.

Tables, figures, illustrations, and photographs should be numbered in the order in which they are first referenced in the text. Captions for these attachments should be included at the top of the article, or in parenthesis after the first reference to the item in the text. Refer always to “table 2,” “figure 6,” and so on. Please do not refer to tables and figures with phrases such as “the following,” “above,” or “below,” as it is impossible to know where the layout may place these, and therefore difficult to have the material and text correspond.

- **Tables**: Tables created using spreadsheet software should be provided as a separate file. The filename for each should include the author’s name, the word “table,” and an Arabic number (for example, smith_table1.xls) and cited in the text as noted above. Table footnotes and sources, if any, should be typed double-spaced beneath the table.
- **Images and screen captures**: All images (photographs, etc.) and screen captures must be at a high resolution – **at least 300 dpi** for best printing. These must be provided as separate files. The filename for each should include the author’s name, the word “photo” or “image”, and an Arabic number (for example, smith_photo1.jpg) and cited in the text noted above. **URLs for screen captures must be provided.**
- When selecting or preparing drawings or photographs, keep in mind that they should be large enough and clear enough to permit a reduction of one-half to one-third.
Manuscript Submission
Articles, news items, letters and other information intended for publication in DttP should be submitted to the Lead Editor (dttp.editor@gmail.com). All submitted material is subject to editorial review by members of the DttP editorial team. Manuscripts must be submitted in digital format, preferably as an e-mail attachment.

The manuscript should be prepared using Microsoft Word; if you do not use Word, please submit the file formatted as an .rtf (rich text format) file. No automatic features of the word-processing software—such as autonumbering, footnotes, and headers or footers—should be used.

Please use Times New Roman, 12 point, double-spaced, with 1-inch margins.

E-mail attachments: Files submitted as attachments should be named to indicate the name of the lead author and content (text or figures) [e.g. smith_article.doc; smith_figure1.doc]. Send e-mail and attachments to the Lead Editor at dttp.editor@gmail.com.

Editorial Review & Editing
Editors may recommend that a manuscript be accepted for publication as is, accepted and returned for minor revision, returned for major revision requiring additional input, or not accepted for publication. The final decision rests with the editor. Most manuscripts require some author revisions.

When extensive editing is necessary, the article will be returned to the author for correction and approval.
Appendix A - Abbreviations, Terms, and Titles

Here are terms and abbreviations that we find are frequently used in DttP. Please use them as we note here for consistency within the journal.

Numbers: spell out 1-100 (except when they are percents, then “5 percent,” e.g.)

<table>
<thead>
<tr>
<th>AB</th>
<th>CDE</th>
<th>FGHI</th>
</tr>
</thead>
<tbody>
<tr>
<td>106th Congress</td>
<td>Census 2010, the 2010 census congressional boundaries</td>
<td>federal government*</td>
</tr>
<tr>
<td>106th Congressional boundaries</td>
<td></td>
<td>fugitive documents</td>
</tr>
<tr>
<td>Act (legal)</td>
<td>e-government</td>
<td>Govdoc-l</td>
</tr>
<tr>
<td>ALA Annual Conference</td>
<td>e-mail, e-journal</td>
<td>govtinfo</td>
</tr>
<tr>
<td>ALA Council</td>
<td>Excel</td>
<td>H.R. 123 (bill)</td>
</tr>
<tr>
<td>ALA Midwinter Meeting</td>
<td></td>
<td>Internet</td>
</tr>
<tr>
<td>ALA Washington Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JKL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>judicial branch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>legislative branch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KLM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>judicial branch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>legislative branch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MNO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>judicial branch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>legislative branch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PQR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>judicial branch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>legislative branch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STUV</td>
<td></td>
<td>Permissible Acronyms***</td>
</tr>
<tr>
<td>Superintendent of Documents**</td>
<td>web</td>
<td>ACRL</td>
</tr>
<tr>
<td>92 Stat 123</td>
<td>webpage</td>
<td>ALA</td>
</tr>
<tr>
<td>USA PATRIOT Act</td>
<td>website</td>
<td>CIA</td>
</tr>
<tr>
<td>ACRL</td>
<td>webmanager</td>
<td>DLA</td>
</tr>
<tr>
<td>ford</td>
<td>Word (software)</td>
<td>FDLP</td>
</tr>
<tr>
<td>92 Stat 123</td>
<td></td>
<td>FDsys</td>
</tr>
<tr>
<td>USA PATRIOT Act</td>
<td></td>
<td>FOIA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GODORT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GAO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GPO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NARA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OMB</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PDF</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TIFF</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UN</td>
</tr>
<tr>
<td></td>
<td></td>
<td>US</td>
</tr>
</tbody>
</table>

* The word “federal” should be lowercase unless it is used in a formal title, such as “Federal Bureau of Investigation” or "Federal Depository Library Council." (CMS 8.65).

** Civil titles (for example, president of the United States) are usually lowercase. DttP makes an exception for the titles listed above. (CMS 8.22).

*** Except as noted on the chart above, please write out the term the first time it is used, with the abbreviation in parenthesis. After the initial use, please use the abbreviation. For example, initial use: “United Nations Development Programme (UNDP)”; later: “The UNDP has…”
Appendix B - Style Guide for Electronic Resources

1. Titles of databases / electronic resources
Do not italicize, e.g.:
   - SourceOECD
   - U.S. Congressional Serial Set (1817-1980) with American State Papers (1789-1838)

2. Standard terminology:

3a. References to link text, categories, or database functions:
   When describing an electronic resource interface, any text that is a link, denotes a category
   (for example, for searching or limiting) or performs a function should be capitalized only.
   
   Examples:
   - Clicking on Home from within a search...
   - The themes in these menus, from Agriculture & Food to Transport...
   - ...the user can search All Documents

3b. Generic accessories, tools, and features are set lowercase (ALA Production Services style
guide)
   - The simple search screen, the advanced search menu

   If it is too confusing to distinguish between what should be capitalized (because it’s a link on
   the page, or specific to the database) and what should not be (simple search, other generic features)
   make them all Title Case.

3c. Keyboard commands and menu options
   - Ctrl-F  F12  Shift  Save As
4. Example searches
Please use quotation marks for all search terms in reviews.
Examples:
  A search in the subject list for "Monroe Doctrine"...
  ...searching, for example, "paupers" for "the poor"....

Appendix C - General Notes on Style

DttP uses the “notes and bibliography” system described in chapter 14 of *The Chicago Manual of Style* (CMS). DttP uses endnotes, not footnotes, and generally all citations are given in notes, so that there is no bibliography.

- Endnote numbers should appear in the text as superscripts at the ends of sentences. **Automatic embedded footnote or embedded endnote features of word processors should not be used.**

- When more than one item is referenced in a sentence, a single endnote number should be used and the items included in the endnote as in example 7 below.

- **For an immediate subsequent reference use Ibid.**
  Ibid., 489.

- **For other instances of previously cited references** use a shortened form as shown in examples below. Author’s last name and page number are adequate unless there is more than one work from the same author. If so, include shortened form of title as well. However, for subsequent references to corporate authors (agencies, legislative bodies, etc.), omit the author name and use just the shortened form of the title.

- **Online Resources:**
  - Generally follow format for the appropriate material type (book, journal, etc.) as outlined below. Include URL.
  - Titles of journals and e-journals, e-books, and newspapers should be italicized. Webpages and databases should not be italicized.
  - If the name of the online resource is complete in the text, the URL can simply follow in parentheses; an endnote is not necessary.
  - Date accessed should be included only if it is crucial for date-sensitive materials.

- **URLs**
  - Excessively long URLs (more than 25-30 characters) should not be used in citations for online resources. A PURL, DOI, or tinyurl (tinyurl.com) is preferred. When not available, provide the URL of the journal’s home page or the name of the online resource vendor – see 3a below for examples.
SuDoc numbers are not required in citations but may be included at authors’ discretion. See example 7 below for how to include a SuDoc number.

Examples of frequently used endnote forms are given below, with the corresponding CMS section indicated for further reference.

Other questions on style and preparation of copy can be answered by CMS. Verify each citation carefully. The author is responsible for confirming the accuracy of all references.

EXAMPLES

1. **Book (CMS 14.100-163)**


   **SHORTENED FORM FOR SUBSEQUENT REFERENCES:** Baker, 30.

1a. **Online Book**


2. **Part of a Book (CMS 14.106-112)**


   **SUBSEQUENT REF IF MORE THAN ONE WORK BY THIS AUTHOR:** Chang, "How Democracy Dies," 38.

3. **Periodical Article (CMS 14.164-204)**


   **SUBSEQUENT REF:** Hayes, 72.

3a. **Online Periodical Article (CMS 14.175)**


6a. Website


6b. Blogs


6c. Social Media


7. Multiple Items in One Endnote


**GOVERNMENT PUBLICATIONS** *(CMS* 14.269-14.305)

Though the *CMS* allows the use of the blue book citation style, *DttP* prefers more comprehensive notes. If you use a parenthetical in the text "... EPA's rule (56 FR 12345)" please use the shortest form - so 13 USC 1509 not 13 US Code 1509. Please use the examples below and the *CMS* to guide you with your endnotes.


U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for HIV, STD, and TB Prevention, Division of HIV/AIDS Prevention—

**SUBSEQUENT REF:** *Enhanced Perinatal Surveillance*, 9.

**EXAMPLE WITH OPTIONAL SU_DOC NUMBER INCLUDED:**

8. **Congressional Hearing** *(CMS 14.284)*

Note: Once the official version of the hearing has been printed by GPO, that version should be referenced. Prior to printing, testimony available from other online sources may be used.


10. **Congressional Bill** *(CMS 14.283)*

Note: PURL/URL may be given


11. **Public Laws** *(CMS 14.282).*

When referring to a specific law, for example the *Civil Rights Act of 1965*, a PL or Stat reference must be used.


12. Regulations


13. Court Cases *(CMS 14.276-14.279)*


14. Online database, scholarly project, or other website

If only the URL is needed to cite it, and the full title of the resource is given in the text, an endnote should be omitted and the URL included in the text in parentheses:

ECO: Early Canadiana Online (www.canadiana.org)

15. E-mail *(CMS 14.214)*

Julie Linden, e-mail message to author, August 31, 2005.

16. Posting to a discussion list:


Other questions on style and preparation of copy can be answered by *The Chicago Manual of Style*. Verify each citation carefully. Spelling and accuracy of names in references should be confirmed by the author.