

# **DttP: Documents to the People: Instructions for Authors**

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## **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. *HeinOnline* 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Submit only original, unpublished articles on subjects within *DttP*'s scope.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 1500-4000 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* (11<sup>th</sup> edition, 2003) as the authority for spelling and usage; prefer the first spelling if there is a choice.

3. **Chicago Manual of Style:** As the authority for punctuation, capitalization, abbreviations, note forms, etc., consult the *Chicago Manual of Style (CMS)*, 17th ed. (Univ. of Chicago Pr., 2017). <https://www.chicagomanualofstyle.org/home.html> For a list of *DttP*-specific accepted abbreviations, see Appendix A, below. For materials citing electronic sources, please consult the [DttP Style Guide for Electronic Resources](#) (Appendix B, below).

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 email 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 *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.
- Use DOIs or PURLs instead of URLs if possible. For URLs that are unstable consider using a service like Perma.cc, or capturing the web site through the Wayback Machine, to archive the web site and use the generated link to an archived record of the page. Do not use links to subscription databases that require a login.

#### 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 resolution. Cell phone photos are not high resolution. For best quality images over 1MB are requested (especially for cover images). **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 as noted above. URLs for screen captures **must** be provided. Cover images should be 5 inches wide and 6 inches tall.

- Images can be RGB, CMYK, or greyscale. JPG, PNG, or TIFF file formats are preferred. For vector images, EPS or AI will work.
- 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 email 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, endnotes, and headers or footers—should be used.**

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

**Images:** Images should be mailed as separate files and not imbedded in the Word document.

**Email 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 email 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		Years
Spell out 1-100 (except when they are percents)  7.5-minute		1920s
AB	CDE	FGHI
106th Congress 106th Congressional boundaries  Act (legal) ALA Annual Conference ALA Council ALA Midwinter Meeting ALA Washington Office	Census 2020 the 2020 census congressional boundaries  e-government e-journal email Excel executive branch	federal government* fugitive documents  GOVDOC-L govinfo or govinfo.gov  H.R. 123 (bill) internet
JKL	MNO	PQR
judicial branch legislative branch		preconference president Public Law 107-296 or P.L. 107-296 Public Printer**
STUV	WXYZ	Permissible Acronyms***
Superintendent of Documents** 92 Stat. 123 6 U.S.C. § 101	web webpage website webmaster Word (software) Wayback Machine	ACRL ALA CIA DLC FDLP FOIA GODORT GAO GPO IGO LC NARA OMB PDF TIFF UN US

\* 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 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**
  - A PURL, DOI, perma.cc (<https://perma.cc/>) 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. Only use links to open access materials, **do not provide links to subscription databases that require a login.**
- 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)

Nancy V. Baker, *General Ashcroft: Attorney at War* (Lawrence, Kan: University Press of Kansas, 2006), 28.

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

#### 1a. Online Book

United Nations Development Programme, *Beyond Scarcity: Power, Poverty, and the Global Water Crisis*, Human Development Report, 2006 (New York: UNDP, 2006), 45, [hdr.undp.org/hdr2006/pdfs/report/HDR06-complete.pdf](http://hdr.undp.org/hdr2006/pdfs/report/HDR06-complete.pdf).

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

Nancy Chang, "How Democracy Dies: The War on Our Civil Liberties," in *Lost Liberties: Ashcroft and the Assault on Personal Freedom*, ed. Cynthia Brown (New York: New Press, 2003), 33.

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

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

Frank Hayes, "Shame on FEMA," *Computerworld* 39, no. 37 (2005): 70.

**SUBSEQUENT REF:** Hayes, 72.

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

Atifa Rawan, Cheryl Knott Malone, and Laura J. Bender, "Assessing the Virtual Depository Program: The Arizona Experience," *Journal of Government Information* 30, no. 5-6 (2004): 710-726, [dx.doi.org: 10.1016/j.jgi.2004.11.004](http://dx.doi.org/10.1016/j.jgi.2004.11.004)

Kinley Levack, "A Giant Leap for Academia? Google Ventures into Dspace," *EContent* 27, no. 7/8 (July/August 2004), [www.econtentmag.com](http://www.econtentmag.com).

### 4. Conference Paper (*CMS* 14.217)

Saul Herner, "Historical Developments in Government Publications" (paper presented at the American Chemical Society, 187th National Meeting, St. Louis, MO, April 8, 1984).

## 5. Newspaper Article (CMS 14.191-200)

Mark Silva, "Cheney Won't Explain Records Classification," *Baltimore Sun*, April 30, 2006.

## 6. Websites, Blogs, and Social Media (CMS 14.205-216)

### 6a. Website

"Railroad Commission Milestones," Railroad Commission of Texas,  
<http://www.rrc.state.tx.us/about-us/history/milestones/>.

### 6b. Blogs

Joel Jorgensen, "Mega-rarity: Fulvous Whistling-Ducks at Wagon Train Lake," *Nongame Bird Blog* (blog), *NEBRASKAland*, June 6, 2018,  
<http://magazine.outdoornebraska.gov/2018/06/mega-rarity-fulvous-whistling-ducks-at-wagon-train-lake/>.

### 6c. Social Media

U.S. Fish and Wildlife, "Did ye know: Th' Puerto Rican parrot be th' only native parrot remainin' in U.S. territory? Learn more: <https://bit.ly/2OF4U3w> #TalkLikeAPirateDay," Twitter, September 19, 2018, 5:00 PM,  
<https://twitter.com/USFWS/status/1042564082937856005>.

## 7. Multiple Items in One Endnote

Nancy Chang, "How Democracy Dies: The War on Our Civil Liberties," in *Lost Liberties: Ashcroft and the Assault on Personal Freedom*, ed. Cynthia Brown (New York: New Press, 2003), 33; Nancy V. Baker, *General Ashcroft: Attorney at War* (Lawrence, Kan: University Press of Kansas, 2006), 28.

## 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 U.S.C. 1509 not 13 US Code 1509. Please use the examples below and the *CMS* to guide you with your endnotes. PURLs are recommended if available.

## 7. Agency Report (CMS 14.291)

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—Surveillance and Epidemiology, *Enhanced Perinatal Surveillance--United States, 1999-2001*.



HIV/AIDS Special Surveillance Report, no. 4, 2004, 8,  
[www.cdc.gov/hiv/topics/surveillance/resources/reports/2004spec\\_no4/default.htm](http://www.cdc.gov/hiv/topics/surveillance/resources/reports/2004spec_no4/default.htm).  
SUBSEQUENT REF: *Enhanced Perinatal Surveillance*, 9.

**EXAMPLE WITH OPTIONAL SUDOC NUMBER INCLUDED:**

United States Office of Justice Programs and Bureau of Justice Statistics, *Redesign of the National Crime Survey*, Report no. NCJ-111457 (Washington, D.C.: Bureau of Justice Statistics, 1989), 27, SuDoc no.: J 29.2:R24.

**8. Congressional Record** (CMS 14.286-287)

**WHENEVER POSSIBLE CITATIONS SHOULD BE FOR THE PERMANENT EDITION**

101 Cong. Rec. 7188 (1955) (statement of Sen. Humphry).  
165 Cong. Rec. H9083 (daily ed. November 20, 2019).

**9. 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.

Senate Committee on Governmental Affairs, Subcommittee on Oversight of Government Management, the Federal Workforce, and the District of Columbia, *The 9/11 Commission Human Capital Recommendations: A Critical Element of Reform, Hearings*, 108th Cong., 2nd sess., September 14, 2004, [purl.access.gpo.gov/GPO/LPS62102](http://purl.access.gpo.gov/GPO/LPS62102).

**9. Congressional Report** (CMS 14.285)

House Committee on Rules, *Waiving Points of Order Against the Conference Report to Accompany H.R. 3199, USA PATRIOT Improvement and Reauthorization Act of 2005 to accompany H.Res 595*, 109th Cong., 1st sess., 2005, H. Rept. 343, [purl.access.gpo.gov/GPO/LPS66405](http://purl.access.gpo.gov/GPO/LPS66405).

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

Note: PURL/URL may be given. Enacted bills should be cited as statutes.

Albatross and Petrel Conservation Act, H.R. 1305, 116<sup>th</sup> Cong. (2019),  
<https://www.congress.gov/bill/116th-congress/house-bill/1305>.

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

When referring to a specific law, for example the *Civil Rights Act of 1965*, a Public Law or *Statutes at Large* reference must be used. Can use [congress.gov](http://congress.gov) or [govinfo.gov](http://govinfo.gov) URLs.

*Organic Act of the U.S. Geological Survey*, 20 Stat. 394 (1879).

*Katrina Emergency Tax Relief Act of 2005*, P.L. 109-73,  
<https://www.govinfo.gov/content/pkg/PLAW-109publ73/pdf/PLAW-109publ73.pdf>.

*Depository Library Program*. 44 U.S.C. § 1907 et.seq. (2000).

## **12. Regulations**

Federal Trade Commission., *Children's Online Privacy Protection Rule: Request for Comments*, 70 *Federal Register* 21107-21110 (April 22, 2005).

*Children's Online Privacy Protection*, 16 C.F.R. pt. 312 (2005).

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

*Metro-Goldwyn-Mayer Studios, Inc. v. Grokster, Ltd.*, 545 U.S. 913 (2005).

## **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](http://www.canadiana.org))

## **15. Email (CMS 14.214)**

Julie Linden, email message to author, August 31, 2005.

## **16. Posting to a discussion list:**

Karen E. Sieger, "Registry of U.S. Government Publication Digitization Projects," email to GOVDOC-L, September 15, 2006.

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.