

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

Rev. 2020

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**About *DttP***

*DttP: Documents to the People* is the official publication of the Government Documents Round

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, -14 (•(na)4 2ge)4 ( m)-27 (oot)-2 (not)-2 (e)4 (8 (i)-2 (f)-7 (f)-7 (i)-p223)4

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 B - Style Guide for Electronic Resources**

#### 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 part of the title, it should be italicized.

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 f Arn a 0.6 0.2 0 rg/TT2 1 09mB?4 (t).(n)-334 (p) Eg2 (n)-4 (o)-4e(t)e(eap)-4

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)



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**

*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.,