

Debates in the Digital Humanities Style Guide

For any issues not addressed here, authors should first consult the [University of Minnesota Manuscript Preparation Guide](#) and then the most current edition of the *Chicago Manual of Style*.

Overview

Debates in the Digital Humanities uses a modified Chicago Style, based on the University of Minnesota Style Guide. In this style guide, we provide added specificity on *DDH* style within a number of areas:

- [In-Text Citations](#)
- [Endnotes/Footnotes](#)
- [Acknowledgments](#)
- [Links](#)
- [Section Titles](#)
- [Spelling and Grammar](#)
- [Naming Documents](#)
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In general, documents should be 1.5 spaced, with indented paragraphs after the first paragraph in each section, and no spaces between paragraphs.

In-Text Citations

In-text citations should be used to attribute quotes and ideas. We tend to discourage a citation style in which the text is frequently interrupted by lists of citations.

To reference another essay within the same volume, provide an endnote pointing out that you are referencing an essay within the volume and include it in the bibliography.

Endnotes/Footnotes

Endnotes, not footnotes, should be used for any explanatory, or discursive remarks, or to expound on a particular idea, topic, or field.

Acknowledgments

Essays may include a brief line or two of acknowledgment. Include acknowledgments as the first, unnumbered endnote.

Links

Full links should be embedded in the text and added as endnotes, wherein just the URL appears. We do this because the print edition will ignore the embedded link, but readers will be able to

see the endnotes and find the URLs, while for the web version, the embedded links will show up and be clickable.

Section Titles

Please do not title any sections as “Introduction” or “Conclusion.” Subtitles to sections are formatted the same as section titles.

Spelling and Grammar

As we are publishing with an American university press, we use American English conventions rather than British/Canadian conventions (e.g. colored as opposed to coloured, or labor as opposed to labour). Always include the first and last name of a scholar upon first mention.

Gender

When describing a non-specified or hypothetical individual, use the singular “they” rather than the exclusionary “he or she.”

For gender pronouns relating to a specific person, refer to how the person describes themselves.

For more guidance on inclusive gender writing practices, see this [Radical Copyeditor's Guide](#).

Race, Ethnicity, and Identity

Default capitalize Black, Indigenous, Latinx, Asian, and other identity markers. For now, *DDH* style does not capitalize white by default. Authors may choose to capitalize white depending on the context.

For some guidance on how to avoid racially coded technical terminology, see this [ACH Guide](#).

Other Capitalization

When referring to the field of digital humanities, as it is not a proper noun, do not capitalize.

Punctuation

After each period, or end of sentence, leave one single space.

As a general rule, authors should use oxford commas before and in groups of three or more. When using em-dashes, use double dashes (--). The press will correct them to em-dashes once the chapter reaches proof stages.

Naming Documents

Our recommended naming convention for document file names is LastName-FirstName-Year-Month-Day.

Adding Visual Media

Inserting Images into Your Submission

- Do not embed images. Instead, please follow [UMP guidelines](#) for images (See Page 19 of guide):
 - In your chapter, insert the text “<Figure 1 goes near here>.”
 - Include a separate MS Word file that lists the captions for all figures.
- You’ll need a high-res version of images for print. Share the image with us when you submit your revision.
- Fill out accessibility information for images using a spreadsheet that will be provided to you (see next subsection for details).
- Secure image permissions. See information on how to request permissions [in this UMP Guide](#), Page 53. We will provide a form to you.

Image Accessibility Tagging

Each image should include an alt-text description of no more than 150 characters (including spaces), which you will add to a spreadsheet that will be provided to you. For guidance on how to describe images, see the [Poet Training Tool](#) and Page 29 of the [UMP Guide](#).

Manifold

Essays will be published in print and on the [Debates in the Digital Humanities Manifold site](#). Post publication, there is an opportunity to add additional images and media (for example: color images, interactive media, videos) just for the web.

Other Formatting

Tables

Embedded tables should be indented .5 inches and should contain a caption as in the following example:

Table 1. An example of an embedded table. The legend appears above the table. The title should be bold, and any additional description text should be in regular font.

	Day	Time
Example 1	Monday	10:00-11:00
Example 2	Thursday	5:00-6:00

Block Quotes

Block quotes should be justified, single-spaced, and indented .5 inches.

Bibliography Examples

Book

Butler, Judith. *Gender Trouble: Feminism and the Subversion of Identity*. New York: Routledge, 1990.

Article with One Author

Rockwell, Geoffrey. "As Transparent as Infrastructure: On the Research of Cyberinfrastructure in the Humanities." In *Online Humanities Scholarship: The Shape of Things to Come*, edited by Jerome McGann, 461–87. Houston, TX: Rice University Press, 2010.
https://cnx.org/contents/PVdH0-ID@1.2:_USvuzFn@2/As-Transparent-as-Infrastructure-On-the-research-of-cyberinfrastructure-in-the-humanities.

Article with Two Authors

Pearce, W. Barnett, and Sharon M. Rossi. "The Problematic Practices of 'Feminism': An Interpretive and Critical Analysis." *Communications Quarterly* 32, no. 4 (1984): 277–86.

Article with Three Authors

Tanner, Simon, Trevor Muñoz, and Pich Hemy Ros. "Measuring Mass Text Digitization Quality and Usefulness: Lessons Learned from Assessing the OCR Accuracy of the British Library's 19th Century Online Newspaper Archive." *D-Lib Magazine* 15, no. 7–8 (2009).
<http://www.dlib.org/dlib/july09/munoz/07munoz.html>.

Article with Multiple Authors

Wilkinson, Mark D., Michel Dumontier, I. Jsbrand Jan Aalbersberg, et al. "The FAIR Guiding Principles for Scientific Data Management and Stewardship." *Scientific Data* 3, no. 160018 (2016). <https://doi.org/10.1038/sdata.2016.18>.

Individual Essay in Edited Collection

Rockwell, Geoffrey. "As Transparent as Infrastructure: On the Research of Cyberinfrastructure in the Humanities." In *Online Humanities Scholarship: The Shape of Things to Come*, edited by Jerome McGann, 461–87. Houston, TX: Rice University Press, 2010.
https://cnx.org/contents/PVdH0-ID@1.2:_USvuzFn@2/As-Transparent-as-Infrastructure-On-the-research-of-cyberinfrastructure-in-the-humanities.

Edited Collection

Folsom, Marcia McClintock, ed. *Approaches to Teaching Austen's "Emma."* New York: Modern Language Association of America, 2004.

References to Other Chapters in the Volume

Kirschenbaum, Matthew. "What Is Digital Humanities and What's It Doing in English Departments?" In *Debates in the Digital Humanities*, edited by Matthew K. Gold, 3–11. Minneapolis: University of Minnesota Press, 2012.

Blog Post

Zandria. "Zeezus Does the Firing 'Round Hurr." *New South Negress* (blog), 2015.
<https://newsouthnegress.com/zeezusyear>.

Goldstone, Andrew. "At DH 2014." July 2, 2017,
<http://andrewgoldstone.com/blog/2014/07/02/dh2014/>.

Social Media

Tumblr:

#transformDH: This is the Digital Humanities. <http://transformdh.tumblr.com/>.

Twitter:

Cottom, Tressie McMillan (@tressiemcphd). "I get two questions when I'm on the road."
Twitter, May 30, 2019, <https://twitter.com/tressiemcphd/status/1134092910536925186>.

Instagram:

Lady Gaga (@ladygaga). "To the launch of #HAUSLABORATORIES. Cheers to a wonderful day 1." *Instagram*, July 16, 2019. <http://www.instagram.com/p/Bz9q87wlxGl/>.

TikTok:

Penguin, Oscar [@libechillbro]. "Root beer floats are in honor of National Library Week! #rootbeerfloats #NLW." *TikTok*, 2021, <https://vm.tiktok.com/x2sKUu>.

News

Starbucks' Stories and News. "Race Together: Conversation Has the Power to Change Hearts and Minds." Last modified March 17, 2015, <https://news.starbucks.com/news/race-together-conversation-has-the-power-to-change-hearts-and-minds>.

Tal, Kali. "Life behind the Screen." *Wired*. October 1, 1996, <https://www.wired.com/1996/10/screen/>.

Digital Project or Website

"Texas Freedom Colonies Project Atlas and Study." Texas Freedom Colonies Project. Accessed January 19, 2020, <http://www.thetexasfreedomcoloniesproject.com/>.

"About Us." The (Anti) Gentrification Project. Accessed January 19, 2020, <https://gentrificationproject.lib.miamioh.edu/>.