



# Preservation, Digital Technology & Culture

## Table of Contents

<b>Scope and general policies of the journal</b> .....	<b>2</b>
Scope .....	2
Subscribe to Open (S2O) .....	2
Article (manuscript) categories .....	3
Submissions in the following fields are welcome .....	3
Special issues and special issue section .....	3
<b>Preparation of manuscript</b> .....	<b>3</b>
Title page information .....	3
Template for Ethical and Legal Declarations .....	4
Copyediting .....	4
Language .....	4
General format and manuscript elements .....	4
Word limit .....	5
Abstract .....	5
Keywords .....	5
Headings .....	5
References .....	5
Figures and figure captions .....	5
Tables and table captions .....	6
Abbreviations .....	6
Equations and symbols .....	6
Units .....	6
Audio and video .....	7
Appendices .....	7
Supplementary material .....	7
<b>Submission of manuscript(s)</b> .....	<b>7</b>
ORCID .....	8
Submission declaration and verification .....	8
Scientific misconduct .....	8
Responsible authorship and research integrity .....	8
Research data availability .....	8
<b>Peer review, turnaround times and pre-publication policies</b> .....	<b>9</b>
Rejection of manuscripts and peer review information .....	9
Appeals .....	9
Turnaround times .....	9
Pre-publication policy .....	9
Inclusive language policy .....	9
<b>Post-acceptance</b> .....	<b>10</b>
Galley proofs .....	10
Issue-based publication .....	10
Author PDF .....	10
Copyright and sharing policy .....	10
License to Publish .....	10
Article processing charges (APCs) .....	10
Open access articles on ResearchGate .....	10
<b>Ethical conduct of research</b> .....	<b>11</b>
Acknowledgments .....	11
Authorization for the use of human subjects – Research ethics .....	11
Authorization for the use of experimental animals and wildlife in natural settings – Research ethics .....	11
Informed consent .....	12
Author contributions .....	12
Conflict of interest .....	12
Research funding .....	12

## Scope and general policies of the journal

### Scope

*Preservation, Digital Technology & Culture (PDT&C)* is an international refereed journal of high scholarly standing which focuses on preserving digital content from a wide variety of perspectives, including technological, social, economic, political, and user. Its scope is global, covering projects and practices from key international players in the field.

The intended audiences for *PDT&C* are librarians, archivists, museum and other cultural heritage professionals, and educators. The goal of the journal is to provide a timely forum for refereed articles, news, and field notes from around the world.

*PDT&C* seeks original, scholarly articles that engage theoretical and practical perspectives on preservation, access, and use of digital content, including technological, social, economic, political, and user perspective. We welcome a variety of analytic frameworks and methodologies, including empirical, critical, and case study approaches.

We are particularly interested in articles that touch upon the following areas (the list is not exhaustive):

- Digital preservation and curation;
- Big/smart data approaches to preservation;
- Cultural heritage informatics, including digital archives and libraries, and digital humanities;
- Community archiving and preservation of digital heritage;
- Personal archiving of digital records and objects;
- Use of digital technologies and cultural collections to empower Indigenous knowledge, decolonisation and identity;
- Convergence of libraries, archives, and museums through information technologies such as digitization and linked data;
- Creation, design, evaluation, and use of collections, records, data/metadata, and digital asset management systems for cultural heritage resources;
- Sustainability of preservation projects and programs;
- Environmental impacts of preservation work;
- Cultural perspectives of human-computer interaction;
- Uses/reuses and users of cultural heritage materials, including creation of exhibits, digital storytelling, and narratives.

We also welcome reports on current digital preservation projects, conferences and symposia, and research in progress, as well as reviews of relevant books and other resources.

*PDT&C* is English-language, Subscribe to Open journal, published four times a year.

### Subscribe to Open (S2O)

Starting in 2024, *PDT&C* will be transferred to open access on a year-by-year basis via Subscribe to Open (S2O). All articles will thus immediately appear under the Creative Commons Attribution [\[4.0 International License \(CC-BY-4.0\)\]](#). *There will be no publication costs for the authors.*

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However, if this threshold is not met then the content from the respective year remains behind the paywall. This mechanism serves to ensure the journal's long-term funding and economic sustainability within the realm of open access. The S2O model does not guarantee gold open access. If the S2O target is not met, and your article cannot be published under gold open access, our policies still permit compliance with open access mandates through the alternative green open access pathway. This means you will be able to self-archive the article in an institutional or subject repository in accordance with the respective funder mandates.

The editors of *PDT&C* and the publisher would therefore like to thank all subscribers for their support, which has made the transformation to open access possible. Further information about S2O can be found on our [website](#).

### Article (manuscript) categories

- Article
- Review
- Report
- News and Comments
- Editorial

### Submissions in the following fields are welcome

- Digital preservation and curation
- Digitization of cultural heritage
- Cultural heritage informatics
- Emerging technologies in archival, information, and library science
- Sustainability and long-term availability of digital heritage
- Digital archives, libraries, and repositories
- Digital collections management and preservation

### Special issues and special issue section

*PDT&C* publishes special and thematic issues or special sections focused on important and emerging topics in the field of study. Ideas for special and thematic issues or sections are proposed by the journal's editorial board, but the journal will also consider proposals for special issues submitted by members of the wider research community. All proposals are assessed for quality and relevance by the Editor(s)-in-Chief and the editorial office.

The journal has established a rigorous process to ensure that any special or thematic issue/section manuscripts follow the same high-quality standards and peer review processes as regular manuscripts. Each special issue has (a) dedicated Guest Editor(s) who is/are responsible for the coordination of the peer review process of any manuscripts submitted to the special issue (section) in the online submission system. The Editor(s)-in-Chief or the editorial office check(s) the initial manuscript and assigns it to the appropriate Guest Editor. The Guest Editor invites reviewers and makes recommendations on revisions and final decisions. The Editor(s)-in-Chief has/have oversight of the entire process within the online submission system and is/are responsible for the final decision on all manuscripts.

## Preparation of manuscript

### Title page information

Please provide a title page as a separate file during the submission process including the following information:

- Author names

Write at least one given or one middle name and the family name in full. For all other names, initials are sufficient. List authors in the order you want them to appear in the final version. Indicate the corresponding author by using an asterisk "\*" after the family name. Only one author can be designated as corresponding author. Please use author footnotes to further distinguish authorship.

Kindly stick to the wording as in the examples below:

- [Full name author A] and [full name author B] contributed equally to this work.
- [Full name author A] and [full name author B] contributed equally to this work and share first authorship.
- [Full name author A] and [full name author B] share senior authorship.
- [Full name author A] and [full name author B] share first authorship.

If you include the name of a group or consortium in your author list, please clearly identify the group members.

Please note that as per the publisher's policy, no author list changes are permitted after acceptance of a manuscript.

- Title and short title

Provide a descriptive, concise and comprehensible main title as well as an abbreviated form of the main title (running head) with no more than 75 characters (including blanks). The short title will be displayed on the top of each page of the final version.

The article title and subtitle should be in title case. Use uppercase letters after colon.

- Affiliations

For the corresponding author supply the following details: email address, department, institution, street, city, postal code and country; for all other authors department, institution, city, postal code and country are mandatory. Please also provide all details concerning the current institutional affiliation in case you changed affiliation during the manuscript preparation and publication process.

Supplying an ORCID is highly recommended (for more information and registration, please visit the [ORCID web-page](#)).

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If applicable for your manuscript type, please make sure to fill in the [Template for Ethical and Legal Declarations](#) and upload it upon submission of your manuscript (see section “Ethical conduct of research”). The statements will be placed between the main text and the reference list in the final typeset article. Make sure that the information you might give in the manuscript matches the information in the template. The statements from the template will be the ones placed in the designated section of the final typeset article.

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The publisher provides a technical editing of manuscripts. This includes ensuring the consistency of dates, lists, figure and table captions, in-text citation; the consistency of headlines and footnotes; the consistency in reference style; checking the text for completeness concerning references, cross-references and footnotes; a mechanical edit for grammar, punctuation and consistent treatment of terms (spelling, grammar, style); checking the quality of figures. Any additional copyediting needs to be taken care of by the authors.

### Language

All manuscripts must be written in clear and concise English. Please use British or American English consistently. If you have reasons to doubt your proficiency with respect to spelling, grammar, etc. (e.g., because you are not fluent in English), then you may wish to employ – at your expense – the services of a professional language editor.

### General format and manuscript elements

	Word count	Word count in abstract (max)	Number of keywords	Number of Tables & Figures	Number of references (max.)	Article
<b>Article</b>	8000	200, structured <i>Objectives, Methods, Results and Conclusions</i>	3–6	8	50	Structured into Introduction, Materials (Subjects) and methods, Results, Discussion
<b>Reviews of books, websites, portals, etc.</b>	3500	200, unstructured/ Structured <i>Background, Content, Summary and Outlook</i>	3–6	4	40	Structured or unstructured
<b>Report</b>	3500	200, unstructured/ Structured <i>Background, Content, Summary and Outlook</i>	3–6	2	40	Structured or unstructured
<b>News and Comments</b>	1500	200, unstructured/ Structured <i>Objectives, Methods, Results and Conclusions</i>	3–6	2	15	Structured or unstructured
<b>Editorial</b>	2000	n/a	n/a	1	10	Structured or unstructured

**Word limit**

A research article should not contain more than 8000 words.

**Abstract**

A good abstract captures the essence of your article. It tells the reader what you studied, how, what you found, and why it matters. Ideally, it is not longer than 200 words (approx. 6-8 sentences) and structured as follows:

**Main Question/Background:** Briefly introduce the topic and state the core problem or gap in the field your paper addresses: Make clear why the question is worth studying.

**Objective(s):** State the specific objective of the study or the main research question/hypothesis in one straightforward sentence.

**Methods:** Outline your methods: Summarize your design, data, and key methods in one concise sentence, naming only the most important elements (e.g. type of study, data source, sample size, main analytical approach).

**Results:** Present your main results in a nutshell: central findings, concrete outcomes and, if appropriate, one or two key numbers. Make sure to directly answer your stated question or objective.

**Conclusions:** State the main conclusion and its broader implication for theory, practice, or future research.

As abstracts are published separately by abstracting and indexing services, please spell out abbreviations at first use and do not include footnotes, tables, figures or equations. Avoid using references. If it is essential to use a reference in the abstract, please expand it as per journal reference style.

**Keywords**

Keywords are used by abstracting and indexing services as well as search engines to facilitate finding your paper. Together with the title and abstract of your paper, they are a key tool enabling readers to find your paper and for increasing citations.

Supply 3-6 specific keywords in lower case, separated by semicolon.

These can be single words, but also short phrases representing the content. Make sure to select precise and concise keywords to your field or sub-field of research. Avoid jargon, abbreviations, and special characters.

Avoid very generic terms (e.g. preservation, information, education) same as too narrow concepts.

Don't repeat words that are already in your title, but use the keywords to add complementary terms, synonyms or related concepts.

Include terms that define what is unique about your paper, incl. at least one keyword on your methods.

**Headings**

Your manuscript should be subdivided into sections (and, if necessary, subsections). These sections should be labeled with headings in a consistent format and with a clear hierarchy of section headings. Limit your subsections to a maximum of four levels. For subdivided sections ensure that they have at least two subheadings on one level. Headings do not have an end period.

Headings should be numbered and in title case. Use uppercase letters after colon, even for articles.

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In both citations and references, please include the page range after the year. Please see examples below.

Citation: Greenland and Maldonado (1994, **page numbers**)

Reference: Farkas, Meredith 2017, **page numbers**. "Never Neutral: Critical Librarianship and Technology." *American Libraries*. <https://americanlibrariesmagazine.org/2017/01/03/never-neutral-critlib-technology/> (accessed January 7, 2021).

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Graphs, line drawings, photographs, schemes, diagrams, etc. may be used to illustrate your findings.

The publication quality always depends directly on the quality and size of the delivered data.

Please label the illustrations as "Figure". Each figure should be uploaded separately as a .jpg, .eps, .png or .tiff file.

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### Abbreviations

The use of abbreviations and acronyms is permitted given that they are expanded in full when used the first time with the abbreviation in parentheses (applies to abstract and main text). Please use them consistently thereafter. Avoid using non-standard abbreviations unless they appear more than three times in the text. We recommend providing a list with an overview of all abbreviations.

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Equations should be well-aligned and not crowded. Use only Latin and Greek alphabets. Avoid complicated superscripts and subscripts by introducing new symbols. Avoid repetition of a complicated expression by representing it with a symbol. For MS Word submissions create equations using the Microsoft equation editor or a corresponding add-on. Do not submit math equations as images, but as editable text. Number displayed equations consecutively with Arabic numerals (if referred to in the text).

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Use SI units. For more information, please visit <https://www.bipm.org/en/measurement-units/si-base-units>.

Units of measurement: All SI units should be in Roman, italics are not allowed. All units should be consistent in usage. Multiple units should be either spaced out or have a middle dot. A narrow non-breaking space (unicode hex value: U+202F) should be presented between numbers and units, except for °. °C and % should be spaced with a narrow non-breaking space.

*Time units:* Please use the following units:

Second: either **consistently** spelled-out (second/seconds) or abbreviated (s)

Minute: either **consistently** spelled-out (minute/minutes) or abbreviated use (min)

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Week: week/weeks

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For all examples connected to an audio/video recording, supply audio/video clips. Deliver these clips as separate files and do not integrate them directly into the manuscript.

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Supplementary material, which may offer further information on your work but does not belong to the core part of the article, will not be part of the typeset article PDF. The material will be made available as a separate download in the online version of the article. Supplementary material may contain questionnaires for discussed surveys, protocols, code samples, datasets, extensive tables, additional figures, multimedia files (audio, video, animations), etc. If the manuscript is accepted, supplementary material will be referenced in the print version, but will be published online only.

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### Submission of manuscript(s)

- Submit manuscripts exclusively online at: <https://mc.manuscriptcentral.com/pdtc>

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The authors are responsible for all aspects of the study and will ensure that any questions regarding the accuracy and integrity of any part of the work are adequately investigated and resolved.

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*PDT&C* requires authors to follow our [Data Sharing Policy](#), which must comply with the European GDPR (*General Data Protection Regulation*) rules.

Research data should be made widely available to the research community to demonstrate the robustness and validity of the research presented in the journal, to enable and encourage replication of the results, and to allow the community with opportunities to learn.

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Please fill in your statement on data availability in the [Template for Ethical and Legal Declarations](#), which is required for submission.

We further recommend citing the data that has been shared in the reference list. Data citations should include a persistent identifier, should be included in the reference list using the minimum information recommended by [DataCite](#) (Dataset Creator, Dataset Title, Publisher [repository], Publication Year, Identifier [e.g. DOI, Handle or ARK]) and follow journal style.

## Peer review, turnaround times and pre-publication policies

### Rejection of manuscripts and peer review information

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- originality/topicality: the content is sufficiently important and topical to be worthy to be published in *PDT&C*,
- formal correctness: the formal criteria have been met (also in view of the manuscript being written in understandable English),
- ethical guidelines: national and international ethical standards for studies with human and/or animal subjects are fulfilled (where applicable).

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### Turnaround times

*PDT&C* aspires to inform authors of the peer review decision within 4-8 weeks from the submission date. Revised manuscripts should be returned within 2-4 weeks. Accepted articles will be published online within 4 weeks of acceptance.

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## Post-acceptance

### Galley proofs

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**According to the publisher’s policy, once a manuscript has been accepted, no changes to the author list and manuscript title are allowed (except typos). The publisher’s production team is instructed to enforce this policy during the production/proof correction process.**

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