

The dccpaper bundle: Classes for submissions to IJDC and IDCC

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Abstract

This is the documentation for the dccpaper bundle, consisting of the following classes:

- ijdc-v9, which corresponds to the template used by the International Journal of Digital Curation, beginning with volume 9.
- idcc, which corresponds to the template used for the International Digital Curation Conference, beginning with IDCC15.

The version to which it relates is v1.1, last revised 2014-03-06.

The code for this bundle is maintained at <https://github.com/DigitalCurationCentre/dccpaper>.

Versions of the templates are also available that target Microsoft Word and LibreOffice/OpenOffice.org.

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Introduction

The \LaTeX class `ijdc-v9` produces camera-ready papers and articles suitable for inclusion in the International Journal of Digital Curation, with applicability from volume 9 onwards. The similar `idcc` class can be used for submissions to the International Digital Curation Conference, beginning with the 2015 conference. This document explains how to use these classes.

Dependencies

Certain aspects of the template design have been implemented using third-party packages, aside from those that are required parts of the \LaTeX system. Therefore you should ensure that you have these packages installed on your system before attempting to use the class.

- `titlesec` is used to format the section headings.
- Tables in your document must be formatted according to the design principles promoted and supported by the `booktabs` package.
- `caption` is used to format the figure and table captions.
- `etoolbox` is used behind the scenes for patching commands.

In some cases the class prefers to use packages that are not part of the base installation (but are nevertheless commonly available in \TeX distributions), but will fall back to their base equivalents if necessary.

- `newtx` will be used if available in place of `times`.
- `xcolor` will be used if available in place of `color`.

For referencing, you are encouraged to use either `biblatex` using the styles provided by `biblatex-apa` (preferred), or `apacite`.

Loading the classes

The class is loaded in the usual way with `\documentclass[<options>]{ijdc-v9}` or `\documentclass[<options>]{idcc}`.

The following options are available for `ijdc-v9`:

paper Use this for peer-reviewed papers.

article Use this for general (non-peer-reviewed) articles if you like, but you do not have to as the class defaults to this state.

editorial Use this for an editorial.

Two types of option are available for `idcc`. The first relates to the type of submission:

research Use this for full research papers.

practice Use this for extended abstracts of practice papers, and full practice papers.
The class defaults to this state, making this option even more optional than normal.

poster Use this for poster abstracts.

demo Use this for demonstration proposals.

workshop Use this for workshop proposals.

The second type of option relates to the conference to which the submission will be made:

15 Use this for the 2015 conference.

Preamble commands

The following commands should be given in the preamble to fill out the document metadata.

The following command should be used in all submissions.

\title{*short version*}[*full version*] The long version of the title is shown on the cover page of the submission, while the short version appears in the (even page) headers.

The following commands should be given in general articles and IDCC submissions. They should *not* be given in peer-reviewed IJDC papers until after the peer review process is complete.

\author{*name*} The name of one author. Repeat the command for each additional author.

It is customary in IJDC and IDCC papers to group authors by institution. Within each institution, the authors are ordered by the level of contribution (or alphabetically where this is equal), and the institutional groups are ordered by the level of contribution of the first author in the group (or alphabetically by first author where this is equal). A different convention may be used if appropriate.

\affil{*name*} The affiliation (institution, company) of the immediately preceding author(s). This command may be repeated as necessary.

\correspondence{*name, postal address.*} **Email:** **\email**{*email address*}} Name, address and email address of the corresponding author. This information appears in the footer of the cover page.

For IDCC papers, authors are invited to record the date on which they made their submission.

\submitted{*date*} The date on which the initial submission was made to the conference by the authors.

Some additional commands are used by the editorial team when preparing a submission for publication. Though authors would not normally need to use them, here they are for completeness.

`\received{<date>}` The date on which the initial submission was received by the editorial team (IJDC papers only).

`\revised{<date>}` The date on which the latest revision was received by the editorial team.

`\accepted{<date>}` The date on which the submission was accepted for publication.

`\subno{<number>}` The submission number allocated by the IJDC Open Journal System.

`\volume{<number>}` The number of the IJDC volume in which the submission will be published.

`\issue{<number>}` The number of the IJDC issue in which the submission will be published.

`\date{<year>}` The year in which the submission will be published.

Document body

When it comes to writing the body of the submission, the template should allow you to use the usual \LaTeX markup without much adaptation. So, for example, you would start as in Figure 1.

```
\begin{document}
\maketitle

\begin{abstract}
Text of the abstract\dots
\end{abstract}

\section{Introduction}

The text of the introduction starts here\dots
```

Figure 1. Sample code for the beginning of an IJDC submission.

Please note that if submitting an abstract or proposal to the IDCC instead of a full paper, you should *not* use the `abstract` environment. Instead, start with a section headed ‘Abstract’ as in Figure 2. Further guidance on how to write such submissions is given on the conference website.

IJDC and IDCC papers follow the formatting conventions specified by the American Psychological Association (APA, 2010), with a few minor changes. There are some instances where this affects how you write your submission.

```

\begin{document}
\maketitle

\section{Abstract}

The text of the abstract or proposal starts here\dots

```

Figure 2. Sample code for the beginning of an IDCC abstract or proposal.

Headings

Five levels of heading are defined (`\section` down to `\subparagraph`) but most authors only need the first one or two levels. `\section` and `\subsection` headings should be written in title case, that is, with Each Significant Word Given an Initial Capital, while the remaining headers should be written in sentence case as if running text. Do not end your heading names with full stops/periods.

Quotations

Quotations should be put in a quote environment, wrapped in inverted commas, with the citation placed in parentheses at the end.

‘Cras porttitor dictum lacus. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. In consectetur, diam at volutpat elementum, libero lectus pulvinar sem.’ (Borgman, 2007)

Tables

- Table text should be in the `\small` font size.
- Tables should not use vertical lines to separate columns, and ideally should not use horizontal lines to separate rows in the body of the table; white space and text alignment should be sufficient. See the documentation of the `booktabs` package for more information.
- Text in the body of tables should normally be left-aligned. Numeric data should be aligned at the decimal point among itself but centred with respect to the heading; the D column type from the `dcolumn` package and the S column type from the `siunitx` package are particularly useful for this.
- Where decked (subdivided) headings are used, there should be a border beneath the upper-level heading (column spanner) indicating to which of the lower-level headings it applies.
- Empty cells can either be left blank or represented by an em dash. A blank cell indicates non-applicability, while an em dash signifies that the data was not collected or has been omitted.
- Captions should end in a full stop/period.

Table 1 demonstrates these features. The code used to produce the table is shown in Figure 3 (note that the siunitx package was loaded in the preamble).

Table 1. Papers and articles published in the IJDC in 2008 and 2009.

Issue	Frequency		Percentage	
	Peer-reviewed	General	Peer-reviewed	General
3(1)	9	7	56.3	43.8
3(2)	5	7	41.7	58.3
4(1)	10	4	71.4	28.6
4(2)	8	6	57.1	42.9
4(3)	3	15	16.7	83.3

```

\begin{table}
\caption{Papers and articles published in the IJDC in 2008 and 2009.}
\label{tab:issues}
\sisetup{table-number-alignment=center,table-figures-integer=2,%
  table-figures-decimal=0}%
\centering\small
\begin{tabular}{lSSS[table-figures-decimal=1]%
  S[table-figures-decimal=1]}
\toprule
& \multicolumn{2}{c}{Frequency} & \multicolumn{2}{c}{Percentage} \\
\cmidrule(lr){2-3}\cmidrule(1){4-5}
Issue & {Peer-reviewed} & {General} & {Peer-reviewed} & {General} \\
\midrule
3(1) & 9 & 7 & 56.3 & 43.8 \\
3(2) & 5 & 7 & 41.7 & 58.3 \\
4(1) & 10 & 4 & 71.4 & 28.6 \\
4(2) & 8 & 6 & 57.1 & 42.9 \\
4(3) & 3 & 15 & 16.7 & 83.3 \\
\bottomrule
\end{tabular}
\end{table}

```

Figure 3. Code used to typeset Table 1.

Note the different relative positions of the table and figure captions.

Reference List and Citations

To use biblatex for your reference list, add the following to your preamble:

```

\usepackage[style=apa]{biblatex}
\addbibresource{<bib file>.bib}
\DeclareLanguageMapping{british}{british-apa}

```

and include `\printbibliography` at the end of the document.

To use apacite for your reference list, add the following to your preamble:

```
\usepackage{apacite}
\bibliographystyle{apacite}
```

and include `\bibliography{<bib file>}` at the end of the document.

In-text citations are given parenthetically in author–date format. If author forms part of the narrative, as with Rinaldo, Warnement, Baione, Kalfatovic and Fraser (2011), only the date is added in parenthesis, otherwise both author and date are given (Smith et al., 2003). Where multiple citations are given at once, the order should be the same as in the reference list, i.e. alphabetically by author, with co-authored works coming after singly-authored works, then chronologically (Borgman, Wallis & Enyedy, 2006; Digital Curation Centre, 2005; Mazairac & Beetz, *in press*; Santini, 2004a, 2004b; Smith et al., 2003; Witten & Frank, 2005). Please consult the documentation of the package you are using for how to achieve this.

Please do not cite entire websites through the reference list mechanism. Instead, provide the title of the website (in English) and the URL in a footnote.¹ If the title of the website is not clear from the visible pages, the contents of the HTML title element may be used. Other explanatory notes, whether about the body text or cited items, should also be given as footnotes rather than as endnotes or reference list annotations.²

Please provide digital object identifiers (DOIs) for referenced items where available.

The data underlying the results presented in the submission should be placed in an appropriate custodial environment and cited (Waterton, Watson & Norton, 2013), with the reference placed in the reference list. The biblatex-apa package provides a data entry type which should be used for datasets; the entrysubtype value should be ‘Data set’ or similar. If using apacite, use the misc entry type with a type value of ‘Data set’ or similar.

Acknowledgements

Any acknowledgements should be placed in a section immediately before the references.

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¹ Digital Curation Centre: <http://www.dcc.ac.uk/>

² This avoids unnecessary page turning or scrolling.

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Appendix

Change History

v1.1 2014-02-24

Refactored for distribution through CTAN, and to allow the addition of the idcc class.

v1.0 2013-12-18

First public release of ijdc-v9 class.