

# Integrated Digitized Biocollections (iDigBio) Editorial Policy for Original Content and Previously-Published Content

---

## Definitions/Examples:

**Original Content** includes unpublished manuscripts, papers, theses, web articles and blog posts. Original content must comply with the Articles and Submission Guidelines instructions within this Editorial Policy.

**Previously-Published Content** includes journal articles, books and interviews. This content meets the editorial guidelines of the original publication, and therefore is generally in compliance with iDigBio requirements. Previously-published content will be posted according to needs and schedule of the iDigBio Editor.

## Introduction:

The purpose of the of iDigBio website and e-newsletter is to facilitate the dissemination of information and updates regarding the implementation of NSF grant #EF 1115210, and to inform the broader community about progress, opportunities and obstacles relevant to resource digitization related to natural history museums.

## Readership:

The iDigBio website and e-newsletter serves a broad readership including natural history museum curators, collections managers, technical specialists, volunteers, citizen scientists and the general public.

**The articles and e-newsletter** are intended as a monthly resource reporting on the field of digitization methodology, particularly as it relates to natural history museum collections. Articles will include new methods, logistical issues or on-going problems in collections digitization. Practical suggestions for improving and streamlining current digitization approaches are also included. Published content will also provide information and updates about meetings, working groups, or workshops relevant to the interests of iDigBio and collaborating institutions.

The information in these articles will provide suggestions from experts in digitization and information technology as well as in natural history resource management. iDigBio welcomes submissions offering information and suggestions that will extend our ability to share digitized information with the broader (lay and scientific) community, including the development of technical standards for digital media resources.

## Topics:

Articles and the e-newsletter will focus on the following topics:

- Digitization, including tools, methods and standards
- The technology behind iDigBio and digitizing institutions
- Technical challenges and solutions
- iDigBio Project Activities

- Project activities of partner institutions within the Advancing Digitization of Biological Collections (ADBC) Initiative
- Biology and Biodiversity

## Articles:

Individual articles are limited to no more than 600 words of text. The e-newsletter will summarize approximately four articles per newsletter, with direct links to [www.idigbio.org](http://www.idigbio.org) to enable the reader to review the full content of the article.

All manuscripts are subject to review. Manuscripts judged inappropriate by the editors will be rejected.

There is no limit to the number of contributions by a single author or group.

## Submission guidelines:

Submissions must be in English and approachable to the non-scientist. Grammar and spelling are expected to follow standard usage; slang should be strictly avoided.

Submissions should be formatted in Microsoft Word, but can also be submitted in .rtf, .txt, .html, .pdf or .tex formats.

Hyphenation is not necessary.

Minimize or explain acronyms.

All measurements should be in metric units.

Footnotes and references (if included):

- Footnotes should be avoided.
- Literature cited should follow guidelines set out in *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers*, seventh edition.

Illustrations, figures, and photographs that accompany the article should be provided as separate files according to iDigBio digital media guidelines.

## Submission Instructions:

Manuscripts should be submitted to iDigBio at [jaholliday@ufl.edu](mailto:jaholliday@ufl.edu). The following information should be provided with the submission:

- Contact Information for all authors. Include first, middle/initial, last names, mailing addresses, work telephone numbers, and valid e-mail addresses.
- Title
- Key Words (6-8 words)

- Format of manuscript
- Number of illustrations/figures/photographs
- References

### **Publication Frequency:**

Articles submitted to the iDigBio website will be published pending positive review and revisions (if needed). Articles for the website can be published at any time.

The newsletter is published monthly and may include new (not previously published) articles and submissions as well as materials posted to the iDigBio website in the preceding month.