

PROBOSCIDEAN TEXT DATABASE (PTDb) RULES AND GUIDELINES

<https://proboscideantextdatabase.us/>

Old link: <https://ptdb.herokuapp.com/>

What sources are eligible to be included in the PTDb?

1. Eligible sources must fit the definition of an object outlined in the “Type” section and must contain information about proboscideans or depictions thereof that is novel or presented in a novel way.

1. If a taxon is currently considered a proboscidean by a majority of authors, sources about that taxon prior to its recognition as a proboscidean are eligible for inclusion in the database. For taxa not currently considered proboscideans, any sources that classify them as proboscideans are also eligible for inclusion in the database.

2. An entry refers to any of the rectangular segments in the database that contain bibliographic information about a single source.

1. Sources that differ from all others in their contributor(s) and/or contents (e.g. in the words or images it contains, or the organization thereof) warrant their own entries.

1. Translations of contents do not count as different from the originals.

2. Variations of a source that only apply to a single instance of a source (e.g. a digital or microfilm copy, or a copy owned by a notable individual or that was digitized by a specific institution) should be listed as “copies” in the “Links” section, while variations of a source that apply to multiple copies (e.g. a translation or a reprint) should be listed as “versions” in the “Notes” section.

3. Any audiovisual media (e.g. a picture or video) that is a part of a source but was created and published separately and can be completely understood when it is removed from the source should get its own entry, and information about the media not be listed as part of the entry for that source. Additionally, the source containing that media should not be used as a link to that media in the media’s entry. For example, if there is a journal article with a photograph in it, and the photograph was not taken for the purpose of being included in the journal article, the journal article and photograph should have separate entries with no overlapping bibliographic information. Additionally, the journal article should not be included as a link to the photograph in the photograph’s entry.

4. If an alternate version of a source is implied to have different contributors but those contributors are not explicitly credited (e.g. an English translation of a Japanese source that doesn’t credit a translator), or if contributors only worked on one version of a source but are credited in all versions (e.g. an English-to-French translator being listed in both the English and French translations), the alternate version should be counted as having the same contributors as the original. Otherwise, alternate versions of a source with additional contributors should be counted as having different contributors than the original, even if all of the contributors from the original contributed to the alternate version.

Formatting for Entries in the PTDb:

Title:

1. A source's full title and all subtitles should be listed and formatted as they are in the source.

1. Entirely capitalized titles should be converted to title case, except for acronyms or abbreviations. If the title is entirely capitalized on the title page but is listed with different capitalization elsewhere in the source, then that different capitalization should be used.

2. Genus, species, and subspecies names in titles should be listed in the same format as they are in the source, even if that format is not incorrect (i.e. the names are not italicized or underlined).

3. Non-English titles should be listed as they are in the source, without translation or transliteration. If a source's title is listed in multiple languages, use the language in which it is most commonly rendered across different languages, and if no such majority exists, list it in the language that is the most prominent in the source.

2. In instances where a title has been assigned after a source's publication, the title should be enclosed by brackets. It should be assumed that this is the case for digitized print sources where there is no title within the actual source, unless there is evidence that a contributor to the source titled it.

3. For sources that have also been entered in the Paleobiology Database (PBDB, <https://paleobiodb.org/classic>), the link to that source's entry in the PBDB should be accessible through an 18x18 px icon of a Prodeinotherium bavaricum silhouette.

4. The maximum entry height should be set assuming the average title is 3 lines long when entries are organized into two columns on a 1366 x 768 pixel screen. As a general rule, scrollbars should only appear if scrolling partially or entirely obscures an entry's content.

Type:

1. Here, a source's type refers to a category of objects that the source shares the most characteristics with. The types used to classify sources should be taken from the Art & Architecture Thesaurus (AAT), published by the Getty Research Institute. The definitions of and relationships between these types can be based on original research but should generally be synthesized from at least three reputable reference works and/or object classification systems, including but not limited to:

1. Art & Architecture Thesaurus (AAT):

<https://www.getty.edu/research/tools/vocabularies/aat/?find=&logic=AND¬e=>

2. American Heritage Dictionary (AHD): <https://www.ahdictionary.com/>

3. Cambridge Dictionary (CaD): <https://dictionary.cambridge.org/>

4. Collins Dictionary (CD): <https://www.collinsdictionary.com/>

5. Dictionary.com (DDC): <https://www.dictionary.com/>

6. Library of Congress Form/Genre Terms (LOC):

<https://www.loc.gov/aba/publications/FreeLCGFT/GENRE.pdf>

7. Merriam-Webster Dictionary (MWD): <https://www.merriam-webster.com/>

8. Online Dictionary for Library and Information Science (ODLIS):

<https://odlis.abc-clio.com/>

9. Oxford English Dictionary (OED): <https://www.oed.com/>

10. Thesaurus for Graphic Materials (TGM):

<https://www.loc.gov/pictures/collection/tgm/>

2. The definition of a type should indicate that objects within that type share a set of consistent, quantifiable characteristics that significantly differentiates them from other categories of object in one of the two following ways:

1. Conditions of production and/or distribution: How the source's components were modified before or during the source's creation, any processes the source underwent between creation and distribution, and how the source was distributed.

2. Form: The physical shape and/or arrangement of a source, and other elements that make a source visually or auditorily distinct.

A significant difference in form or condition of production/distribution is one that changes the intended or actual use or audience of objects within that type. If a proposed type cannot be sufficiently differentiated on these grounds, a broader type should be chosen instead. If multiple categories of objects simultaneously describe the same source, only the category that would require the most individual changes to the source for it to no longer belong to that category should be made a type. For example, a graph printed on a poster could be either a graph or a poster. However, printing a different image over the graph would make the object no longer a graph, but it would remain a poster. Therefore, posters would be designated as a type but graphs would not.

3. Categories of objects that differ only in the following ways should not be classified as distinct types:

1. Composition: The materials that comprise a source.

2. Subject: The ideas, entities, and/or qualities that a source represents or conveys without necessarily possessing said qualities (e.g. books are not always the subject of books).

4. If there are multiple spellings of a type, the most common international spelling should be used.

5. All chosen types should be hierarchically organized, with narrower types being varieties of broader types. Definitions of broader types should accurately describe all the narrower types they encompass, though some parts of narrower type definitions may contradict the broader type. The hierarchy of types currently in use, along with their definitions, is presented below. When categorizing sources, the type chosen should be the narrowest from this list that accurately describes the source. Only capitalized types should be listed on the website; uncapitalized types are strictly for internal classification.

1. OBJECTS: Discrete, tangible, non-living things with relatively stable forms that are created or modified by human activity.

1. DOCUMENTS: Objects that store and/or convey information.

1. Auditory works: Documents that convey information primarily or exclusively through sound.

1. BROADCASTS: Auditory works consisting of monologues or dialogues with little or no musicality that are published via radio or the internet. Segments of broadcasts that are distributed separately are called episodes.

2. Textual works: Documents that convey information primarily or exclusively through text, often with accompanying pictures.

1. CARDS: Small, flat, and rectangular textual works often made of materials like paper, cardboard, or plastic. Groups of cards with related contents that are issued together are called sets.

1. COLLECTING CARDS (= trading cards): Cards that contain images and are issued singly or in sets, with cards from different sets containing different text and images and new sets being published regularly.

2. Codices: Textual works comprising sets of flat, rectangular, and often numbered sheets called PAGES that are fastened together along one edge, often with protective COVERS, as well as similarly structured digital documents. Codices with related contents and at least one shared title are called VOLUMES, which typically have numerical or chronological designations (e.g. Volume 1, Volume 2).

1. BOOKS (= booklets, reports): Codices where the majority of contents in a volume are published only as frequently as the most specific title that volume bears. Two or more divisions of a book's content are called CHAPTERS, and books consisting of multiple volumes with non-interchangeable contents are called SERIES.

2. THESES (= dissertations): Codices submitted to fulfill a requirement for an academic degree. Two or more divisions of a thesis's content are called CHAPTERS.

3. Serials: Codices that have contents which differ between volumes bearing identical titles, and that are published in successive volumes at least once yearly with no predetermined end date. Each volume contains at least one ARTICLE, and articles in the same volume may be further grouped into ISSUES.

1. NEWSPAPERS: Serials published weekly or more frequently on large, folded sheets of paper.

2. Periodicals: Serials published less frequently than daily.

1. JOURNALS: Periodicals that have undergone peer review.

2. MAGAZINES (= newsletters, trade journals): Periodicals that have not undergone peer review.

3. WEBSITES: Textual works consisting of connected hypertext documents hosted on the internet, called WEB PAGES, accessible under a shared domain name. Websites may also host ARTICLES.

3. Visual works: Two-dimensional documents that convey information primarily or exclusively through images, sometimes with accompanying text.

1. Motion pictures: Visual works comprising multiple images shown rapidly in sequence to create the illusion of movement, frequently with accompanying sound.

1. VIDEOS: Motion pictures recorded digitally or via videotape that are unpublished or published on the internet.

2. PICTURES: Static visual works lacking auditory components.

1. DRAWINGS: Pictures created by pressing a writing utensil, like a pencil or marker, onto a surface to create lines; also refers to digital art.

2. POSTERS: Pictures printed on large, often mass-produced sheets of paper, usually with accompanying text.

3. PRINTS: Pictures produced by transferring images onto a surface using a plate, block, or screen.

5. If a source has been photographed or scanned with the explicit purpose of allowing online access to it, the type should be assigned based on the source itself. For example, a photograph of a statue in an online museum catalogue would be classified as a statue and not a photograph. Otherwise, a given photograph of a source would be classified as a photograph.

6. Descriptors may be added to specify the nature of a source's container (or a container's source) if the type selected is deemed too vague on its own. For example, "journal article", "magazine article", "newspaper article", and "web article" should be used to classify articles found in journals, magazines, newspapers, and websites respectively instead of just "article".

7. If a source contains multiple different types (e.g. a web article with an embedded video), choose the type that accounts for how the majority of the information in the source is conveyed.

8. The maximum entry height should be set assuming the average source type and container are each 1 line long when entries are organized into two columns on a 1366 x 768 pixel screen.

Contributor(s):

1. Here, a contributor refers to a person or entity whose intentional actions during the physical creation of a source resulted in at least one of its unique qualities. The full names of all a source's contributors should be listed as they are in the source (unless a more complete or detailed rendering of a contributor's name can be found in the database, in which case that rendering should be listed), and in the same order; a contributor's surname should always follow their given name. Each contributor's name should be followed by their contribution in parentheses; multiple contributions from the same individual should be listed alphabetically, separated by commas.

1. The types of contributions listed should be the most specific ones that match terms in the Art & Architecture Thesaurus (AAT), published by the Getty Research Institute. Exceptions for terms not in the AAT can be made on a case-by-case basis if a type of contribution is deemed applicable across multiple sources.

1. Contributions should not receive a distinct classification if they meet one of the two following conditions:

1. Contributions that do not pertain to the physical creation of a source should not be listed. For example, if a crane operator is credited as a co-author in an article describing a dissection, the only contribution listed for the crane operator should be "co-author", as operating a crane did not directly influence the physical creation of the article.

2. Contributions that are only distinct due to the work in which the finalized contribution appears should not be listed. For example, if a drawing or painting appears as an illustration in a book or article, its creator should be classified as an "artist" or "painter" and

not an “illustrator”, as the drawing or painting being an illustration is dependent on it appearing in a publication.

2. Words and affixes may be added to a contribution to specify what part of a source a contributor worked on (e.g. chapter author if the contributor only wrote a single chapter), the relationships between contributors (e.g. co-author if there are multiple authors), and/or the nature of their contribution (e.g. the languages that a translator is translating).

1. Parts of a source with distinct contributors should be indicated with the most specific term that also describes analogous parts in sources of the same type; these terms are often explicitly stated in the source. For example, many books have chapters or comparable divisions, so “chapter author” is an acceptable contribution. However, crediting the author of a chapter using that chapter’s title or number would not be acceptable, as these qualities are unique to that chapter in that specific book.

2. The contributor listed first should be the one whose name would appear in an in-text citation of the entire source, even if that contributor is not the one mentioned first within the source.

2. Individuals who contributed to a source’s container but not explicitly to the source itself should not be listed as contributors.

3. Non-English organizations or institutions should be listed as they are in the source, without translation or transliteration. If a source names said organization or institution in multiple languages, use the language in which it is most commonly rendered across different languages, and if no such majority exists, list it in the language that is the most prominent in the source. If the organization or institution has an abbreviation, it should not be listed here.

4. For translations of sources, the contributors to the original, untranslated version of the source should not be listed for the translation unless they contributed to that specific translation.

5. For sources where contributors are identified by usernames, the usernames of the contributors should be listed instead of their actual names, which should only be listed if clearly indicated in the profile attached to the username.

6. Person(s) or entities that modified the medium through which a source was distributed but did not modify its contents (e.g. a person that scans or otherwise digitally transcribes a print book or article) should not be counted as contributors, the sole exception being audiobook narrators.

7. Subjects of interviews should not be considered contributors unless no other contributors are listed.

8. The maximum entry height should be set assuming the average contributors list is 3 lines long when entries are organized into two columns on a 1366 x 768 pixel screen.

Publication Date:

1. Here, publication date refers to the day that a source was first distributed by its publisher via any medium. The publication date of a source should be listed in the YYYY Month DD format, although the month and day can be interchanged with a season (e.g. spring, winter) if that is the most specific information given.

1. If the exact date of a source's publication is unknown, but it is known that the source was published within or near a given date or dates, the following formats should be used depending on the specificity of the date(s) given. Such sources should be ordered according to the earliest date listed (i.e. a source published on or before November 4 would be listed as if it were published on November 4).

1. Publication was after a given date: "After [date]"
 1. Publication was on a given date or later:
 1. The given date is a specific day: "On or after [date]"
 2. The given date is month or longer: "During or after [date]"
 2. Publication was before a given date: "Before [date]"
 1. Publication was on a given date or earlier:
 1. The given date is a specific day: "Before or on [date]"
 2. The given date is a month or longer: "Before or during [date]"
 3. Publication was at an unknown point between two given dates: "Between [earliest date] and [latest date]"
 4. The source was published in multiple parts on different dates: "From [publication date of first part] to [publication date of last part]"
 5. The date of publication relative to the given date is unknown: "circa [date]"

If multiple formats accurately describe a source's publication date, choose the format with the fewest words that conveys the same information (e.g. "1828, before July 14" instead of "Between 1828 January 1 and 1828 July 14"), or combine formats if they convey different information (e.g. "From between 1828 and 1829 to between 1838 and 1839").

2. If a source has been updated or otherwise changed since its initial publication, that should be indicated alongside the publication date (e.g. "last updated on or after 2020 July 23")

3. If the same textual work has different publication dates between hosts, and there is no clear publisher or primary host, list the earliest publication date.

2. Within each century tab, sources should be ordered chronologically, with older sources at the top and to the left and newer sources at the bottom and to the right.

1. If two sources have identical publication dates and do not share a container and iteration, whichever source's first contributor's last name comes first alphabetically should be treated as the older source. If the first contributor of these sources is identical, whichever source's title comes first alphabetically should be treated as the older source. If the sources share a container and iteration, then the source listed first in the iteration should be treated as the older source.

3. If a source was never formally published, the date the source was created should be listed as the publication date. For example, the publication date for an unpublished photograph would be whenever the photograph was taken.

4. The maximum entry height should be set assuming the average publication date is 1 line long when entries are organized into two columns on a 1366 x 768 pixel screen.

Duration:

1. Here, duration refers to a measure of how long it takes to view a source in its entirety. The unit of measurement used depends on the source's type:

1. Paginated textual works: Page count

1. A single page should be abbreviated to p., and multiple pages to pp.. The abbreviation should go before the page number(s) if there are other sources in the same container that are numbered contiguously with the source, and after if there are not.

2. The number of pages listed in the database should correspond with the first and last numbered pages. If a source has no numbered pages, the pages should be counted manually.

2. Unpaginated textual works: Word count

1. Use LibreOffice Writer to get the word count, as it does not count words connected by em-dashes as single words.

2. Titles, headings, subheadings, image captions, and citations should not be included in the word count. For articles, the location of the article indicated at the beginning and separated from the rest of the article by a hyphen should also not be included in the word count.

3. If the same textual work has different word counts between hosts, and there is no clear publisher or primary host, choose the word count that is the most common between different hosts. If no word count is the most common, list the shortest word count.

4. If a textual work is in a logographic language (e.g. Chinese and Japanese), use character count instead.

5. If a textual work that is typically considered unpaginated has a paginated version that has been purposefully created by the publisher (as opposed to automatic formatting that happens when a web page is printed), then use the page count in place of the word count.

3. Collections of items, including lists and databases: Item count

4. Pictures: Height x width, in metric and imperial measurements, or in pixels if the source was created digitally

1. Millimeters should be abbreviated to mm, centimeters to cm, meters to m, inches to in, feet to ft, and pixels to px.

2. If the same picture has different dimensions between hosts, and there is no clear publisher or primary host, average them together, round to the lowest number of significant figures, and preface the listed average with "approx.". If the picture appears as part of a paginated source, use the page number/count instead.

3. The duration of pictures appearing in textual works does not need to be listed.

5. Auditory works and motion pictures: Time

1. Seconds should be abbreviated to s, minutes to min, and hours to hrs.

2. If auditory works and motion pictures have accompanying text that contains significant information and is not already in the auditory work or motion picture, list the duration of said text as well.

6. Three dimensional sources: Height x width x length, in metric and imperial measurements

1. Millimeters should be abbreviated to mm, centimeters to cm, meters to m, inches to in, feet to ft, and pixels to px.

2. The maximum entry height should be set assuming the average duration is 1 line long when entries are organized into two columns on a 1366 x 768 pixel screen.

Publisher:

1. Here, publisher refers to the most specific legal entity that has the right to produce and/or distribute a source. The names of the publisher(s), and any text that appears between them, should be listed exactly as they are in the source. If the publisher cannot be found in the source or its iteration, other texts that share the source's container or publisher should be consulted (e.g. if the publisher cannot be found in a journal article, check the journal website or other articles in the same journal).

1. If a publisher cannot be found in a source, its iteration, or its container, then the publisher should be listed in the language that the majority of the source is in if an official translation of the publisher's name exists in that language.

2. If a source indicates multiple publishers each with information about them, and any of this information is stated between the names of the publishers, then all information for all publishers should be listed. For example, in "A. Strahan, and T. Cadell, London, and W. Creech, Edinburgh", "Edinburgh" would be included since, even though it isn't found between publishers, it corresponds to information listed ("London") for other publishers. If a publisher is indicated alongside sellers (e.g. "Printed for...sold also by..."), the sellers should not be listed.

1. Indications that the publishers are the publishers (e.g. "published by", "printed for"), as well as similarly redundant information that is not located between publisher names (e.g. "published at the offices of [publisher]", "published by the order of [publisher]"), should be excluded.

2. If there are multiple publishers listed in the source with nothing between them to unite them as a single phrase (e.g. "Johnson Reprint Corporation" and "Kraus Reprint Corporation" separately instead of "Johnson Reprint Corporation & Kraus Reprint Corporation"), only the first publisher indicated in the source should be listed.

3. Acronyms and abbreviations of publishers should be listed in parentheses following their unabbreviated names, even if the language they are in does not correspond to the language of the unabbreviated name.

1. Acronyms should be listed for publishers that have them even if they are not listed in the source, as long as it is known that the acronym was in use at the time of the source's publication.

4. If the name of a publisher cannot be found in the source but can be found somewhere else in the same iteration as the source, in another source listed in the database, or on the publisher's website that hosts the source, the source for the publisher name does not need to be cited.

5. If a specific imprint, division, or any other legal entity within a publisher is indicated, that entity should be listed instead of the parent company.

6. If a publisher is publishing the source for or on behalf of a separate entity, only list the publisher.

7. If a publisher is not clearly indicated but a printer is, the printer should be listed as the publisher.

8. The abbreviated business entity at the end of a publisher's name (e.g. inc., ltd., corp.) should not be listed.
9. If a source was never formally published, no publisher should be listed.
10. The maximum entry height should be set assuming the average publisher is 1 line long when entries are organized into two columns on a 1366 x 768 pixel screen.

Publication Location:

1. Here, publication location refers to the place where the publisher that first produced or distributed a source. The publication location should include the city and country of publication, both in English, separated by a comma. For cities in the United States of America, state should also be specified between city and country.
2. If a source was published online before or simultaneously with a physical version, the publication location should not be listed. Unless otherwise indicated or implied, it should be assumed that this applies to all sources published during 1996 or after.
 1. If a source was published in multiple locations simultaneously, only the first publication location indicated in the source should be listed.
 3. If the publication location has changed its name since the source's publication, the current name should be included in brackets following the name at the time of publication.
 4. If a publication location is not specified but a printing location is, list the printing location.
 5. If the publication location cannot be found in the source but it can be found elsewhere in the same iteration, the source for the publication location does not need to be cited.
 6. If a source was never formally published, the place the source was created should be listed as the publication location. For example, the publication location for an unpublished photograph would be wherever the photograph was taken.
 7. The maximum entry height should be set assuming the average publication location is 1 line long when entries are organized into two columns on a 1366 x 768 pixel screen.

Language(s):

1. Here, language(s) refers to the language or languages used in a source to relay information. Multiple languages should be listed if different parts of a source are in different languages or if an entry contains multiple versions of a source that are in different languages.
2. Languages should be listed from most prevalent in the source to least prevalent.
3. For sources that contain no words and that lack titles, such as unpublished photographs or drawings, no languages should be listed. This applies to sources that have been assigned a title after they were published, since these titles are generally given by institutions making it possible for a source to have multiple titles in different languages that are all unrelated to the contents or origin of the source.
4. The maximum entry height should be set assuming the average list of languages is 1 line long when entries are organized into two columns on a 1366 x 768 pixel screen.

Container:

1. Here, container refers to a larger work in which a source is found; a book chapter's container would be a book, a journal article's container would be a journal, etc. A container's type should be classified based on the rules in the "Type" section, and should be indicated following the container's title, separated by a comma.

2. Non-English container titles should be listed as they are in the source, without translation or transliteration. If a source lists its container in multiple languages, use the language in which it is most commonly rendered across different languages, and if no such majority exists, list it in the language that is the most prominent in the source.

3. If the title of the container is found within the title of the source, then the container does not need to be listed separately (e.g. it does not need to be listed that Pokemon Sword is part of the Pokemon series). Exceptions to this include if the container is the subject of the source (e.g. a YouTube video about YouTube, a journal article detailing the history of a journal) or if the container can be regarded as its own source separately from the source within it (e.g. a song that shares a title with the album it is a part of).

4. If a source's container is a journal, the title of the journal should be followed by its abbreviated form in parentheses according to International Organization for Standardization (ISO) guidelines (https://www.issn.org/wp-content/uploads/2013/07/LTWA_20150724.pdf).

1. If the container has a subtitle or subtitles that are not included in its abbreviation, the subtitle(s) should not be included in the unabbreviated form of the title.

2. If the container has commonly used abbreviations or acronyms that differ from the ISO abbreviation, they should be listed following the ISO abbreviation, separated from the ISO abbreviation and each other by semicolons.

3. Punctuation found within the title of a journal, such as parentheses or hyphens, should not be italicized in the abbreviated journal title.

5. If a source's container is a website, the listed name for that website should be the most specific name presented on the website that is uniquely identifiable and matches both the domain name and the tab title.

6. If a source has multiple containers, and none of the containers are hosted by the publisher or are otherwise the clear primary host of a source, then no container should be listed.

7. The maximum entry height should be set assuming the average container is 1 line long when entries are organized into two columns on a 1366 x 768 pixel screen.

Iteration:

1. Here, iteration refers to which version of a source is catalogued. If a source has a container, the iteration typically applies to the container. Iterations should be listed in the following hierarchical order, separated by commas:

Edition (ed.)

Series (ser.)

Volume (vol.)

Issue

Number (no.)

Chapter

Some sources may list an iteration that does correspond to any terms in the hierarchy (e.g. “part”). In these instances, outside resources that refer to the source in question, including statements by the publisher or citations of the source in external literature, should be examined to see how the iteration is generally classified. If the iteration is equivalent to one in the hierarchy (e.g. an “issue” of a periodical may also be referred to as a “number” or a “part”), it should be substituted with the corresponding term from the hierarchy. If the iteration is not comparable with any in the hierarchy, then the iteration should generally be listed as part of the source’s title, part of the container’s title, or as an iteration title, unless the iteration was assigned after a source’s publication. In instances where such an iteration cannot be listed as a title or entirely omitted without losing bibliographically significant information, then and only then should it be listed as its own iteration, but it should still not be considered part of the hierarchy applied to other sources.

2. Do not list a source’s edition if it is the first edition.

3. If a source’s iteration has a specific title, such as a special volume of a journal, that title should be listed in italics immediately following the iteration. Titles that refer to the publication date (e.g. “For the Months of April, May, and June, 1710” or “Summer/Fall 2022”) should not be listed.

4. Number (no.) is used for iterations that apply to individual sources within serials, as opposed to their containers (e.g. volume, issue) or their subdivisions; it may also be used for individual books in a series in some circumstances. If all the volumes of a journal each contain only one article, the iteration for each volume should be listed as number (no.). However, the numbers of these sources should only be listed if the number is included in a source’s title, its recommended citation, or anywhere else in the source that is not the container’s table of contents. ID numbers for digital journal articles, often a replacement for page numbers, should be listed as a number under iteration, even if the ID numbers are not sequential.

5. In instances where an iteration has been assigned after the source’s publication, the iteration should be enclosed by brackets.

6. The maximum entry height should be set assuming the average iteration is 1 line long when entries are organized into two columns on a 1366 x 768 pixel screen.

Link(s) to Source:

1. Links to a source and the names of the websites linked to should be displayed in a bulleted list. The links should be organized by the following categories in the following order:

1. Original publisher

2. Alternate publishers

3. Databases connected to academic institutions that primarily focus on acquiring and digitizing physical sources that are then uploaded by a central authority, regardless of whether the contributor(s) or publisher of a given physical source is affiliated with that institution (e.g. libraries, museums, and universities like the American Museum of Natural History, the Library of Congress, Münchener DigitalisierungsZentrum, and Smithsonian)

4. Databases not connected to academic institutions but that primarily focus on acquiring and digitizing sources that are uploaded by a central authority (Deutsches Textarchiv, Google Books, Internet Archive, JSTOR)

5. Databases that primarily catalogue digitized physical sources, but are generally not responsible for digitizing the sources (e.g. Biodiversity Heritage Library, HathiTrust, Rhino Resource Center, Wikimedia Commons)

6. Databases that primarily catalogue digital sources but that may also digitize physical sources in a lesser capacity, including databases from academic institutions that primarily catalogue sources contributed to or published by the institution or its staff (e.g. AGRO, BioOne Digital Library, CiteSeerX, CORE, Europe PMC, Library of Science, ProQuest, PubMed Central, Sabinet African Journals, Semantic Scholar, most if not all university and museum “portals” or “repositories”)

7. Databases where sources are uploaded by users instead of a central authority (e.g. Academia, ResearchGate)

8. Non-database websites

1. Links within the same category should be listed alphabetically by the name of the website.

2. Copies of a source published through alternate media (e.g. print and digital) or copies where the content is digitally distributed differently (e.g. the first half and second half of a book are only accessible through unrelated links) are listed at the end of all other links, and the order restarts.

1. These alternate copies should be listed chronologically with older versions above newer copies. If the alternate copies were published simultaneously, they should be listed alphabetically by their primary identifying characteristic.

2. These alternate media guidelines only apply if the link does not contain the primary version (e.g. a digital copy of a print text only counts as digital if the website with the digital version does not also contain a print copy).

3. The listed name for a website should comprise the most common elements (i.e. combinations of alphanumeric characters) shared between the majority of the domain and subdomain(s), the tab title, and text found by navigating the website but should still be an existing name found within one of them; exceptions to this may be made on a case-by-case basis (e.g. PubMed Central). This name should make the website uniquely identifiable, and should be in the same language as the most common elements.

1. Common elements that are not shared between the majority of the domain and subdomain(s), the tab title, and text found by navigating the website may be included in the listed name if their exclusion ceases to make the website uniquely identifiable; however, this name still must match an existing name presented on the website. This is typically done in instances where the most common elements do not include a proper noun (e.g. “College of Engineering” vs “Georgia Tech College of Engineering”).

2. If the website’s domain or subdomain(s) contain abbreviated elements, they should be considered in their unabbreviated forms when determining the website’s name.

4. If a source has a container from which it cannot be separated (e.g. a journal article in a digitized issue of the journal), or if only part of a source is relevant to the PTDb (e.g. a book

about mammals with a section on elephants), the links listed should link to the source within its container or its relevant part(s).

5. If a source has a DOI, the DOI number should be listed after the corresponding link in parentheses.

6. For institutions and websites preceded by “the”, the “the” should only be factored into alphabetical ordering if it is a part of the institution’s name.

7. If the link is to a physical source that has been digitized, the entity that owns the physical copy should be indicated by including “, copy provided by [entity]” after the link; no indicator is needed if such an entity is not known or stated. The name of this entity should be listed in its unabbreviated English form if an official translation is available.

1. If the entity is a facility located within a larger facility, both with distinct names (e.g. a library within a museum or university), all institutions should be listed from most broad (the museum/university) to least broad (the library).

8. If the primary host website for an online source does not belong to the publisher, the link should be listed as “From publisher through [host website]”. The name of the host website should be in its original language.

1. Similarly, if the link to a host website is no longer functional and can only be accessed using the Wayback Machine, the link should be listed as “From [host website] through the Wayback Machine”.

2. This does not apply to sources which are not primarily published by a single entity (e.g. press releases that are distributed to multiple different news websites simultaneously).

3. If the host website is not owned by the publisher, but the name of the host website is in the source’s container, then the host website does not need to be listed separately. For example, early volumes of the “Proceedings of the Royal Society of London” were not published directly by the Royal Society. The website that currently hosts early volumes is owned by the Royal Society. Because the website is owned by the Royal Society, and the title of the journal clearly indicates affiliation with the Royal Society, it is not necessary to list the host website separately from the publisher of the individual volume.

9. Different links to identical versions of sources should be included but only if they are not dependent on other listed links to host their content.

10. If an additional link to the same source from the same host web page is only accessible through the Wayback Machine, it should be included in parentheses alongside the functional link with the text “archive in the Wayback Machine”. If this additional link is to a version of the source that is different from the functional link’s in any aspect unrelated to the source’s contents or publication information, such as if the link is to a version of the source that was scanned or cropped differently, then that additional link should be kept even if the quality of the version it links to is deemed worse than that of the functional link.

11. The maximum entry height should be set assuming the average list of links is 4 lines long when entries are organized into two columns on a 1366 x 768 pixel screen.

Notes:

1. Notes comprise a bulleted list of additional bibliographic information about a source that does not clearly fit into any of the other categories, such as other versions of a source that are not sufficiently different from the original to warrant a separate entry (e.g. preprints, reprints and reissues, alternate language versions, errata and corrections). These versions should be listed after all other notes.

1. Each bullet should be no longer than a single sentence.

2. Any bibliographic differences between the original source and alternate versions should be noted after the link to each alternate version. This information should be listed in the same order as the information for the original, separated by semi-colons, with the exception of the language, the host website, and the publication date, which should be listed first.

1. Alternate versions should be listed chronologically with older versions above newer versions. If the alternate versions were published simultaneously, they should be listed alphabetically by their primary identifying characteristic.

2. If information about the link to an alternate version would, in its own entry, be specified following a comma (e.g. “copy provided by [entity]”, “archived in the Wayback Machine”), that information should instead be enclosed in parentheses.

3. If the publisher of an alternate version is the same as the contributor(s) of the original version, they do not need to be listed as a different publisher when specifying the bibliographic differences between the alternate and original versions.

4. If the original version has an iteration but the alternate version does not, the alternate version’s lack of an iteration does not need to be specified as one of the bibliographic differences between the alternate and original versions.

5. If the original and alternate versions have different iterations with some identical elements (e.g. the two versions are in different issues within the same volume), the full iteration should be listed for both versions including all identical elements.

3. Reprints/reissues of digitally published sources should only be classified as such if the reprint/reissue was ever physically published and if there are differences between the digital original and physical reprint/reissue that would be listed in the database other than the date they were published.

2. The maximum entry height should be set assuming the average list of notes is 1 line long when entries are organized into two columns on a 1366 x 768 pixel screen.

References:

1. References comprise a list of citations for documents that were consulted for bibliographic information unavailable in the source itself or its container, but are deemed ineligible for entry into the PTDb. All citations should be listed alphabetically by author (or title if there is no author) and formatted according to the 7th edition of the American Psychological Association (APA) guidelines (<https://apastyle.apa.org/style-grammar-guidelines/references>).

1. If a source’s container cannot be easily accessed using the source, the container should be cited separately.

2. If a webpage being cited is only available from the Wayback Machine, this should be indicated similarly to a retrieval date for webpages with no publication date, by

including “Archived [Month] [DD], [YYYY], from [URL]” immediately preceding the link to the webpage.

3. References written in non-Roman characters (e.g. Arabic, Chinese, Greek, Japanese, Russian, etc) should be cited as they are, without translation or transliteration, unless there is a separate contemporaneous version that has been translated or transliterated, or the reference lists a translated or transliterated citation.

4. The maximum entry height should be set assuming the average list of references is 1 line long when entries are organized into two columns on a 1366 x 768 pixel screen.

Reviewing Entries in the PTDb:

Each entry should be reviewed immediately before adding it to the database and once again the day after to ensure the information therein is accurate. As a general rule, if you are checking that a name or word listed in the database matches the text, ALWAYS COPY PASTE FROM THE TEXT AND SEARCH IN THE DATABASE. When reviewing an entry, be sure to answer each of the following questions out loud to yourself. If you end up editing an entry in the process of answering a given question, answer that question again after the entry has been edited.

1. Is the title correct and does its formatting, including any mentions of genera, species, or subspecies, match the source’s?

2. (If applicable) Is the PBDB link correct?

3. Is the type accurate?

4. Are the contributors correctly attributed (search in the database for every instance of each contributor)? Are photographers, illustrators, reviewers, editors, and proofreaders credited?

5. Is the publication date accurate and as specific as possible? Is the source in the correct relative position based on its publication date?

6. Is the duration correct?

7. (If applicable) Is the publisher correct?

8. (If applicable) Are the languages correct?

9. (If applicable) Is the publication location accurate?

10. (If applicable) Is the container title, abbreviation, and type correct?

11. (If applicable) Is the iteration correct?

12. Are the links correct and in the correct order, and are all links to the source listed?

Google Scholar typically has a list of all links to a given book or journal article, although older sources (up to the early 20th century) or their containers and iterations should also be searched in Münchener DigitalisierungsZentrum, Google Books, Internet Archive, HathiTrust, and Wikimedia Commons, and all sources should also be searched in two non-scholarly search engines (e.g. Google, Bing, Ecosia)

1. Are the DOIs correct?

2. Are the names of the host websites correct?

3. Is the attribution for the entities that own the physical copy of a digitized source correct?

4. Are Wayback links for Münchener DigitalisierungsZentrum and Google Books correct?
 5. Are any of the links to alternate copies or versions (e.g. reprints, microform)?
 6. Are the tags between the links (e.g. ,) in the right amounts and places?
 13. Are the notes correct?
 14. Are the references correct and properly formatted?
 15. Does the formatting of the entry align with the rules outlined in this document?
- After all of these questions have been answered, archive all the links in the entry in the Wayback Machine.