

JSDP Submission Process and Style Guide

Thank you for your interest in publishing with the *Journal of Slavery and Data Preservation* (JSDP; ISSN 2691-297X).

Throughout the submission, peer review, revisions, and pre-publication process, the editorial team will work with contributors to correctly format and style their submissions. Nonetheless, we ask of all contributors to do their best to adhere to the guidelines outlined in our style guide at the time of submission. The JSDP asks that all contributors use the *Chicago Manual of Style*, 17th edition, when preparing their data article. A quick overview of Chicago style can be found [here](#).

The components to each JSDP article are a cover sheet, data article, dataset, and data documentation containing field names and definitions. All of these should be submitted simultaneously through your personal account in our Open Journal System (OJS) submission portal, <https://ojs.msupress.msu.edu/index.php/JSDP/index>.

Cover Sheet

You will be asked to submit a cover sheet that includes identifying information that cannot be shared with reviewers, like the names of authors and contributors. The cover sheet also includes information about your publications that have utilized the dataset (if applicable) and social media promotional information (optional). Some of the information requested on the cover sheet includes:

- Title: A name given to the dataset, including descriptors of content, geographic location, and time period
- Author(s): Individual(s) responsible for writing the article
- Author Affiliation: Each author's institution, university, etc., if applicable. For authors, creators, and contributors (below), we recommend listing in order of greatest contribution to least, or, if all contributions are equal, alphabetical order. Please do not include titles here; they can be explained in one of the narrative sections below or added later in a footnote as needed.
- Creator(s): Individual(s) and/or teams primarily responsible for making the dataset
- Creator Affiliation: Each creator's institution, university, etc., if applicable

- Email address(es) of primary contributor(s)
- Additional contributors: Person(s) responsible for making a secondary contribution to the dataset (specify roles if desired)
- Thumbnail image/citation: Please provide an open-source image and a proper citation for the image in Chicago format to serve as the thumbnail image for your article. Guidelines on image selection can be found below.
- Citations for publications based on this research: Please include citations in Chicago style for previous publications that have drawn on the submitted dataset, if applicable.

Data Article

We recognize that many datasets are created in the process of research for an article, monograph, or other academic project. Data articles, therefore, may overlap with other publications, but we anticipate that this piece of writing will have much more detail on the relationship between historical records and the author's dataset, and the methodology by which the dataset was created. Authors should obtain permission from their publishers if the text of the data article draws heavily from their previous works and should differentiate the text to emphasize the significance of the historical *data* they have assembled. Institutions submitting datasets often find that much of the information necessary for a data article is already written up in a finding aid. The data article's two main textual components are the "Description" and "Methodology" categories, alongside some other brief categories.

- Review Type: Select whether you would like your data article and dataset sent out for *double-blind peer review* or undergo *in-house review*.
- Title: A name given to the dataset, including descriptors of content, geographic location, and time period
- Basic Data Questionnaire: The purpose of these questions is to quickly orient *reviewers* to your dataset; be sure to address any/much of these in your Description and Methodology as well if possible to help readers of your Data Article understand your dataset! (This section will not appear in the actual data article.)
 - How many people does your dataset have? Roughly what percentage are named?
 - How many fields does your dataset have (Name, Unnamed Identifier, Legal Status, Sex, Age, Relationship, Occupation, Location, Date(s), Sources, Race/Color, Nationality/Ethnonym, and Sale Price are among the most common)? Do you have a unique identifier for each person (e.g. a way to denote if multiple entries refer to the same individual)?
 - Is the data transcribed verbatim from an original source, or adapted in some manner? Explain.
 - How have you handled the treatment of spelling variants and abbreviations, standardization of terms, correction of errors in the original, etc.?
 - Are there any tricky fields in your dataset that you'd like to explain before your piece is reviewed? (For example, how do you deal with nationality/ethnonyms or color?)
- Abstract: A quick overview describing the dataset. (This can be pulled largely from the Description section below.)
- Description of Dataset: Substantively describe the contents of the dataset, its context, and historical significance (300 words minimum; 2,500+ words maximum). The description section should specify the total number of persons in the accompanying dataset, a basic demographic profile of these enumerated persons, and the methods

used to identify and record person name and enslaved status. This can include discussions of the conditions of slavery in the place and time under examination, how historical sources from that time period document the lives of enslaved people, etc. Although this section is labeled a description, a historical argument is absolutely appropriate and encouraged. Footnotes are permitted.

- **Methodology:** Describe the methods used to create the dataset. This could include information about the archive, the extraction process, translation, or any other details related to the methods used to create the dataset (300 words minimum; 2,500+ words maximum). This section illustrates the process by which you converted information from archival records into data (for example, imputing gender from names). Avoid the first person if possible. Footnotes are permitted.
- **Source(s):** If the dataset was built from a single archive or just a few, offer a full archival citation in Chicago style; if, however, several archives were used, a simple list of the archives' full names and locations is sufficient
- **Publications:** List any works that the dataset/project was used in (books, articles, etc. with full Chicago citations; please indicate if forthcoming)
- **Dataset Creation Start Date (YYYY):** The date when work on the dataset began
- **Dataset Creation End Date (YYYY):** Date when work on the dataset ended
- **Languages:** A list of the languages found in the dataset
- **Temporal Coverage Start:** Temporal characteristics or beginning of time span of the dataset
- **Temporal Coverage End:** Temporal characteristics or end of time span of the dataset
- **Geographic Coverage:** A list of places associated with the dataset (separated by commas)
- **Document Type:** Select all document types that the data was originally extracted from.
- **Acknowledgments:** A list of funders or other supporters that made the dataset possible but did not actually *work* on it
- **Optional Figures/Images:** Images like maps, drawings, charts, diagrams, and photographs can be included within a data article. They should be mentioned in the Description field and directly shed light on or illustrate a textual explanation. See additional guidelines below.

For a sample Data Article, please see

<https://jsdp.enslaved.org/fullDataArticle/volume1-issue1-maranhao-inventories-slave-database>.

Dataset

- All datasets should be submitted in a comma-separated values file (.csv) or Microsoft Excel (.xlsx only). Our preference is .csv files. If your data is only available in another file type, please email with us before submission.
- All column headings in the dataset spreadsheets should use English with United States standard spellings. If the original source language was anything other than English, please make sure that your data documentation provides the original terminology and the English translation. Data (as opposed to column headings) extracted from sources that are not in English may remain in their original languages.
- Monetary denominations other than U.S. dollars should be explained explicitly.
- Please do not include merged cells, auto-updating cells, or tables.

- Comments on particular cells are not allowed and will be removed by editorial staff. Instead, contributors are encouraged to add an additional column for notes and comments.

For inspiration on how to organize a dataset suitable for your project, check out JSDP articles for projects working with similar source types.

Data Documentation/Field Definitions

- Please submit a basic table containing definitions for your column headings.

For sample data documentation, see

<https://dataverse.harvard.edu/file.xhtml?fileId=4193777&version=1.0> (click “Accept” to see the table).

Style and Formatting

Please adhere to the following style and formatting guidelines:

- All sources used to gather and interpret datasets must be referenced in the “Source(s)” section of the Submission Form, using bibliography format. If the dataset was built from a single archive (or just a few), offer a full archival citation; if, however, several archives were used, a simple list of the archives’ full names and locations is sufficient.
- Use of non-English terms: Non-English language terms, extracted from original, should be *italicized*. This is especially important when using race/color or ethnic terms that may have modern day English cognates, oftentimes with pejorative valence.
- Definitional interventions: Use parentheses and italics [i.e., “here were very few enslaved people of African descent (*negros*) in the country. Native peoples (*indios*) were forced by white settlers (*brancos*) to perform the lion’s share of labor in fields and in towns.”]
- Provide URLs and DOIs when available. Please style DOIs as URLs by including “http.”

Enslaved: Peoples of the Historical Slave Trade (Enslaved.org): Use italicized full name with reference to the abbreviation the first time used; use *Enslaved.org* for the overarching project.

Copyright

The contributor(s) retain(s) copyright, subject to the agreed upon publication and licensing terms, over the work and is free to publish it in any other venue or format they choose, including pre-publication release and inclusion in an institutional or disciplinary repository. JSDP uses CC BY-NC-SA 4.0 license unless otherwise specified by contributor(s); see: [CC-BY-NC-SA 4.0](http://creativecommons.org/licenses/by-nc-sa/4.0/).

Datasets are published in the Harvard University Dataverse; see

<https://dataverse.harvard.edu/dataverse/jsdp>.

Thumbnail Image

JSDP data articles generally include one image to serve as the thumbnail for and to complement the article. While some images serve as illustrations of the article’s general subject matter, in some cases the image may also advance a specific argument about data or metadata. When selecting an image, consider the following:

- You must obtain rights to the image and unfortunately there is no budget for images. Instead of Getty, Alamy, etc., consider open source image collections like the Library of Congress, Wikimedia, local, state, or national archives., Europeana, etc. Many image

holders will waive fees for free journals like the JSDP, and images contained within open-source books can also be good options. Many of these have already been used on Enslaved.org, but Slavery Images might have a good fit:

<http://slaveryimages.org/s/slaveryimages/page/welcome>.

- The image you select should thematically and/or geographically fit with the focus of the dataset if possible.

Optional Static Images

Images like maps, drawings, charts, diagrams, and photographs can be included within a data article. They should be mentioned in the Description field and directly shed light on or illustrate a textual explanation.

- Preferred format: jpg or png files formats with 300 ppi resolution with the following dimensions: 1000PX wide x 600PX high (or proportional height).
- Please provide a caption and a citation for sources or creators.
- Authors will be required to obtain permission to reproduce images before publication.
- Images that are generated by the contributor(s), including static or dynamic visualizations of the data should include appropriate description of authorship and technologies.
- Provide a caption for the image that describes its contents and cites the source. For accessibility, also include alt text in addition to the caption (quick guide: <https://webaccess.msu.edu/Tutorials/basics/image-alt.html> or <https://www.w3.org/WAI/tutorials/images/>).
- Sample caption author-generated title: “Illustration 1: Rough Diagram of Legacies of British Slaver-Ownership Database and Website Structure”
- Add footnote for elaboration on tooling of illustration to the reference to the illustration in the body text if needed

The editor reserves the right to substitute an author’s choice of images and find a suitable alternative together.

Submission & Review Process

Before submitting to the JSDP, please look at a sample article as a model for your piece. On *Enslaved.org*, there are several resources to help prepare and finalize a dataset for publication.

- Controlled vocabularies: <https://docs.enslaved.org/controlledVocabulary/>. This document explains the terminology that we employ to make your data compatible with all the other data on the *Enslaved.org* Hub.
- Metadata: <https://docs.enslaved.org/metadata/>. Various metadata documents explain the types of records and data fields commonly used in historical slave trade datasets. These are also the fields we use to generate Linked Open Data for data discovery on the *Enslaved.org* Hub. These documents can serve as a guide as you enumerate and define your dataset categories for the required data documentation file.

Submit in the Open Journal System (OJS) portal here:

<https://ojs.msupress.msu.edu/index.php/JSDP/index>.

Once your data article and dataset have been received, the JSDP editorial team will review your submission to make sure that it is complete. One of our editorial staff or data specialists may contact you with questions, suggestions, or requests before formal review, but if not, assume it is good to go.

Next, your piece will undergo double-blind peer review by outside scholars or in-house review by our editorial board, depending on which route you choose. Peer review is usually assigned to two reviewers: one with a specialization in the historic field your data engages with, and another with expertise in data science. You will receive a report through OJS on the outcome of the review and, if applicable, suggestions for revisions and information on the next steps for publication.

Please use the "Discussion" tool within OJS, rather than email, to communicate with the JSDP team about your submission. Thank you!