

# Manifold Publication Proposal

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## Introduction

Students taking *DHUM 78000-1 Digital Memories: Theory and Practice* in the Spring 2021 semester with Dr. Aránzazu Borrachero are writing reviews of digital memory projects as a way to develop critical evaluation skills of work happening in our field. In learning how other projects are built and reviewing how different presentations inform the audience's experiences of these projects, we are also learning how we can take our own theories and ideas pertaining to digital memories--and the digital humanities more broadly--and create new projects.

In addition to the project reviews, the publication will include introductory text explaining the pedagogical rationale for including such activities in a course syllabus as well as the rationale behind how the projects were selected--both provided by the professor, Dr. Aránzazu Borrachero. The introductory text will also discuss themes and explain how the publication is presented, including a disclaimer about the changing nature of the digital environments our reviews are dependent on. Each of our reviews will be written with [Miriam Posner's "How Did They Make That?" video](#) in mind, listing the sources, processes, and presentation for the project. In a self-reflexive turn, our introduction will also detail how we made this project.

## Audience

In publishing our collection of reviews on current digital memory projects, as well as documentation of the process of creating the publication in Manifold, we will serve the following audiences:

- Professors who are looking for digital projects to highlight in their course syllabi
- Students and other people who want to learn how digital projects are created and how they can create their own digital projects
- Digital humanities and digital memories scholars looking for new digital projects and/or writing environmental scans for grant proposals
- Professors who are interested in having their class write project reviews and/or create a publication in Manifold

## Data and Sources

Our sources are the digital memory projects suggested in the review sign-up sheet, as well as other projects suggested by the class. In total we are writing 28 reviews, all of which are being initially shared via a separate Google doc.

To account for changes to the projects we are reviewing, we are keeping track of the dates our reviews were started and ended. We will also include screenshots relevant to the reviews in the event that a project link we include stops working after publication to provide readers with some context and idea of what the project looked like at the time of our review.

- Each writer or group of writers should note each of the webpages on the site (with further specificity as needed) that require screenshots.
- Bri will capture high-resolution screenshots for each of the pages noted, as well as create thumbnail versions (both PNG).
- Screenshots for each project will be grouped together as a Resource Collection for that review and will be presented in a slideshow format.
- Each screenshot resource will have searchable metadata.

All project reviews will list who wrote the review as well as who selected the project as one to be reviewed (in most cases the latter will be Dr. Borrachero, but students in class also have the option of choosing to review other projects they find). The project reviews will also list the dates during which they were written (beginning and end).

## Processes

- Editing the reviews based on guidelines and best practices agreed by the class
- Rearranging the order in which the reviews appear
- Moving the edited reviews from the shared Google doc into a Word doc to share edits with writers and then Markdown text before being ingested into the Manifold template
- Creating consistent and robust metadata for each review and the collection as a whole
- Naming the screenshots, providing their date of capture, writing comprehensive captions and/or alt text for each of them
- Writing an Introduction that addresses the scope of our reviews and how we are meeting the needs of our audience, as well as discusses the process of creating these reviews, ingesting them into Manifold, and changes we made to the project scope along the way--lessons learned for future classes attempting group publication projects on the platform

## Presentation

The publication will be published on and made openly available by Manifold. The publishing platform includes accessibility features such as a high-contrast reader and a dark mode for users with visual impairments; the templates are responsive to tablet and mobile devices; and content can be downloaded and made available offline.

The built-in Hypothesis-like annotation tool will be turned on so that readers can engage with our content and with each other.

The collection of reviews will be accompanied by an Introduction about the scope of our reviews and an “epilogue” explaining how we built the collection.

Time-permitting, I would like to find a way to visualize the scope of our project, perhaps in a map indicating where the projects were built/pertain to (inspired by the projects [Around DH in 80 Days](#) and [Around DH 2020](#)).

## Timeline

- **February 10**
  - Batch 1 of reviews begin
- **February 24**
  - Batch 2 of reviews begin
- **March 10**
  - Bri presents suggested guidelines for reviews
- **March 16**
  - Bri presents proposal draft
- **March 17**
  - Batch 3 of reviews begin
  - Class agrees on review guidelines
  - Bri reviews batches 1 and 2
- **March 24**
  - Bri finalizes review guidelines with class
    - Bri uses rough draft of reviews to create a thesaurus in Dédalo
    - Exercise will inform category tagging and metadata processes in Manifold
  - Batch 4 of reviews begin
- **March 31**
  - PRACTICE
    - Bri meets with Robin to ask questions about Manifold
    - Bri practices translating texts into Markdown and ingesting in Manifold
    - Bri practices taking screenshots
- **April 7**
  - Groups revise reviews from batches 1 and 2 per the new guidelines and create a list of pages that need screenshots
  - Bri begins editing reviews that are already formatted per the guidelines
    - Each review will be copied from the Google doc into an individual Word doc; Bri makes edits using tracked changes and comments and emails the writer or writers to confirm edits and clarify any content
- **April 14**

- Groups revise reviews from batches 3 and 4 per the new guidelines and create a list of pages that need screenshots
- Bri finishes edits for batches 1 and 2
  - Each review will be copied from the Google doc into an individual Word doc; Bri makes edits using tracked changes and comments and emails the writer or writers to confirm edits and clarify any content
- Batch 1 and 2 edits are finalized between Bri and writers
  - Bri converts text into Markdown; ingests in Manifold
  - Bri captures screenshots (high-resolution and thumbnail versions), including name, date, and description
- **April 21**
  - Bri reviews batches 3 and 4
    - Each review will be copied from the Google doc into an individual Word doc; Bri makes edits using tracked changes and comments and emails the writer or writers to confirm edits and clarify any content
  - Batch 3 and 4 edits are finalized between Bri and writers
    - Bri converts text into Markdown; ingests in Manifold
    - Bri captures screenshots (high-resolution and thumbnail versions), including name, date, and description
- **April 28**
  - **THIS IS THE FINAL DEADLINE FOR MAJOR EDITS TO REVIEWS**
  - Bri submits survey to class for their assessment of the process to use in the Introduction and Epilogue sections
  - Bri and Dr. Borrachero begin drafting Introduction and Epilogue Content
- **May 5**
  - Bri and Dr. Borrachero present draft of Introduction and Epilogue to class for feedback
- **May 12**
  - Bri presents demo of publication in Manifold
  - Class feedback
- **May 19**
  - Updates based on class feedback have been made, publication presented again
- **May 25**
  - Publish and share on Manifold

## Dissemination

To reach our target audiences, I will share the final Manifold publication link on my personal Twitter and reach out to other CUNY and Graduate Center Twitter accounts to share to a wider CUNY audience. I will also reach out to my professors, and other CUNY professors in my network, about our project and about our class's experience of creating content for and building a project with Manifold.

I will work with the class to create a project-specific hashtag to discuss updates on the project before the final link is ready. We can include a Recent Activity block in our publication on Manifold which will highlight the most recent updates to our project, including Twitter activity based on our hashtag.

The Manifold platform includes analytics tools, so we can track how much traffic our project receives and alter our dissemination plans accordingly.

Each review will have its own URL, as well as information about how to cite it. This will serve our audiences, and also our class as a whole as we will have the information readily available to include in portfolios and CVs.

## Sustainability

Once all of our content is ingested in CUNY's instance of Manifold, then it will be stored in their servers.

Our publication largely depends on links to other projects, which we do not have control over—as the other projects may lose funding, server access, or other support, or change URLs without redirecting links. Or it may be that a project we've reviewed is re-envisioned and completely redesigned from the version we based the review on. As such, we are including a series of screenshots of the pages we viewed that are most relevant to our reviews as a way to future-proof ourselves as much as possible. Even if readers would no longer be able to access the reviewed projects themselves, they will still have some context to understand our reviews.