

Publishing digital documents: the **Tap Dance** guide

Make sure your publications look professional and can be

Discovered – by search engines and by readers

Curated – by information services, clearing houses and libraries

Evaluated – by anyone who wants to use it

Cited and **measured** – so you can track your impact

To do this you need to need to include **basic bibliographic information**.

Its easy— simply remember to **T.A.P. D.A.N.C.E** every time you publish by including:

Title and subtitle

Author(s) (if applicable)

Producing organisation(s)

Date of publication

Abstract or brief description

Numbers (& title) on each page

Copyright or creative commons information

E-Location ie URL, DOI, Handle etc.



More advanced moves **highly recommended...**

Include a Review Code

If your publication has gone through a review process such as being reviewed by peers or an advisory group, professional editing or some other review process make sure your readers know about it.

Use the 'Review Code' developed by the Grey Literature Strategies project for easy branding and recognition of your review process:

apo.org.au/tools/review-code

- Other identifiers i.e. ISBN, ISSN
- Commissioning organisation
- Author affiliation
- Producer city/country and URL
- Type of document: ie report, discussion paper, evaluation etc.
- Keywords/ Topics
- Use headers, bullets & tables
- *And please, don't lock PDF text!*

Publishing formats for online documents

PDF, Word and HTML are the usual options for documents although excel or other programs and formats may also be used. Providing at least two of these is a government requirement. Providing all three is optimal. HTML is preferred for accessibility reasons however PDF documents can also be made more accessible using PDF/a standards. PDF also ensure documents can be opened and printed maintaining their original formatting.

Remember:

- ◆ All formats are made more accessible by the use of headings and styles as this supports screen readers and other accessibility tools
- ◆ Don't lock PDF text as this hinders effective citation or reuse of your content.

More guides and information

Guides

- ◆ [Publishing Online –The TAP DANCE guide](#)
- ◆ [Review Code](#)
- ◆ Soon to come: Evaluating grey literature guide and finding grey literature guide

Suggested websites

- ◆ APO Policy Online apo.org.au
- ◆ Australian Government Web Guide webguide.gov.au/
- ◆ AusGOAL www.ausgoal.gov.au
- ◆ W3 www.w3.org
- ◆ Creative commons creativecommons.org

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