Archivability Questionnaire (Planning Stage)

This form is intended to survey the technical specifications and archivability of your project so that we can determine, as early in the process as possible, the best publication plan for your project. As your publisher, we at Stanford University Press are invested in sustaining your project to the best of our ability; but the rapidly evolving nature of technology means we, like all publishers of digital content, are naturally limited in our ability to predict the potential degradation of the many complex and dynamic programs currently in use by scholars in the digital humanities and social sciences.

The information you and your collaborators provide here will help us work with you to plan the appropriate path for long-term sustainability of your project. This information will also determine the specialized internal technical review your project will require. We have kept this form as short as possible to make it easier for you to respond quickly, but please be as detailed as possible with your answers.

Please contact the Digital Production Associate, Jasmine Mulliken (jasmine.mulliken@stanford.edu), with any questions you have as you complete this form. We realize that certain prompts are more applicable to some projects than others, and we are happy to help you determine the kind of information we're looking for as it pertains to your unique situation.

1. **Email address** *

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Instructions

Please provide as much detail as possible as you answer these questions, consulting with your development team when necessary. Click "Next" at the bottom of each page to move to the next section and "Submit" on the final page to deliver your responses. You may skip questions if you are unable to answer them. You will have the opportunity to edit your answers or respond to unanswered questions even after you submit the form. This form should auto-save your responses as you enter them, but to ensure you don't lose your work due to loss of connectivity, you might prefer to copy the questions into a text document, write out your responses there, and paste them into the form when completed.

Please contact the Digital Production Associate with any questions: jasmine.mulliken@stanford.edu

Contacts

2. **Author(s) :**

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3. **Primary technical contact:**

_____

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4. **Additional technical contacts. (If you find you are unable to answer any of the questions on this form, provide contact info for someone who can):**

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5. **Other contributors and their roles:**

Access to Code Base

The best way we can determine the publication plan for your project is by looking at the code. We ask that you provide read access to the files as early as possible in the project.

6. **If your code base is in a public repository, please provide the link.**

7. **If your project allows access via a login, please provide instructions on how we may register for permission to view source code. (You may choose to provide this information outside of this form via phone or email.)**

8. **If neither of the above are applicable, please attach a sample copy of the code along with this form.**

Platforms and Programming Languages

While looking at code is often sufficient for determining the technologies the project employs, we can further ascertain the specific needs of your project in the publication process from your answers to the following questions.

9. **What is your project's primary platform or programming language? (e.g., WordPress, Scalar, Jekyll, HTML5)**

10. **What secondary technologies does your project employ? (e.g., JQuery, D3, BootStrap)**

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11. **List any additional plugins your project uses. (e.g. Twitter feed, Google Analytics, etc.)**

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12. **What software, system, or browser dependencies does your project have? (e.g. Flash, Silverlight, Chrome, browser versions, etc.)**

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13. **What third-party licenses does your project use? (e.g. Apache, PHP Licenses, etc.)**

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Data and Data Management

"Data," in digital contexts, can be interpreted in many ways. For this section, consider how your project incorporates data, whether your own or from other sources.

14. **If your project relies on tabular data, do you have a schema that describes the data model? (In other words, if a reviewer were to look at your data, would they be able to understand the categories and values in it?)**

Mark only one oval.

◯ Yes

◯ No

◯ Other: _____

15. **Does your project rely on data that is cached and hosted along with your project or data that is queried dynamically from a third-party web service?**

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16. **If third-party, what API and data dependencies does your project have, and where is that data located? (e.g. map data from OpenStreetMap, statistical datasets, etc.)**

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17. **Do you provide references for your data sources?**
    Mark only one oval.

    ( ) Yes

    ( ) No

    ( ) Other: _____

Dependencies

Any information or files that are not housed along with your project and must be queried or loaded from third-party sources have the potential to disrupt the future fidelity of your project if those sources move or become unavailable. Your answers here will determine how best to ensure we can meet the needs of those dependencies.

18. **Does your project contain embedded media hosted remotely? (i.e., YouTube, Vimeo, Soundcloud, etc.) If so, please list:**

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19. **Are any code or source files located remotely? (e.g. web fonts, code libraries, stylesheets, etc.) If so, please list:**

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20. **Does your project contain links to external websites? If so, please list.**

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Hosting Environment

In order to ensure a smooth migration from your current hosting provider to SUP's service, we need to determine what kind of environment is currently supporting your project.

21. **If your project is currently hosted, where is it hosted? At your home institution? At another institution? With a commercial service?**

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22. **What programming languages and extensions are supported in the project's current hosting environment? If you don't know the answer, please share a contact name of the server administrator or provide a link to documentation of the service plan under which your project is running.**

Questions to consider as your project develops:

The previous questions will help us initiate a timeline and plan for the archiving of your project. The following questions, though not required at this time (you may skip them), are meant to encourage the kinds of considerations that will ultimately ensure the optimal long-term fidelity and sustainability of your project. If you respond "I don't know" to any of these questions, we encourage you to discuss the issues with your development team or with SUP's Digital Production Associate.

23. **Do you have a list of all people with access to your project server or platform account? If so, what are their roles and permissions? (Admins, Authors, Readers, etc.)**

24. **Is each page and/or display state reflected by a unique url?**

25. **Does your project's index or main landing page contain citation meta tags?**

26. **Does your project include any other forms of metadata?**

27. **Does your project contain a site map (XML or otherwise)?**

28. **Have you tested your project for code errors through http://validator.w3.org/?**

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29. **Have you tested your project's CSS through http://jigsaw.w3.org/css-validator/?**

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30. **If your project includes video or audio components, are these resources accompanied by written transcripts?**

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31. **If your project makes heavy use of a graphical interface for navigation, does it provide an alternative mode of navigating?**

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32. **Is your project responsive to mobile displays?**

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33. **If not, does the "About" or index page include a message that the project is best viewed on a computer screen?**

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34. **Have you tested your project for accessibility through http://wave.webaim.org/?**

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35. **Do you currently have a backup of your project or any of its components? In what format?**

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36. **Are you documenting your development process?**

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37. **Are you documenting the technologies you employ in your project?**

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38. **Are you documenting any tests you run?**

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☐ Send me a copy of my responses.

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