How to use the DE-BIAS tool

Guidelines

Document information

Current version	1.1
Contributors	Kristina Rose, Julia Welter (DFF)
History of changes	

Version	Change(s) applied	Contributors
1.0	Texts adapted for publication on Europeana Pro.	Kristina Rose (DFF)

Target audience

- Community members and allies, cultural heritage professionals working with relevant communities and collections, plus researchers with expertise in the relevant field(s) who are interested in actively contributing to the further development of the DE-BIAS Vocabulary.

Learning goals

- Understand the approach to the vocabulary taken by the DE-BIAS project and the main principles applied when editing the vocabulary entries
- Understand the workflow established for contributing to the vocabulary
- Understand the function of each column/field in the vocabulary spreadsheet
- Apply this editing approach to the review of existing and the creation of new entries in the DE-BIAS Vocabulary
- Analyse existing entries in the DE-BIAS Vocabulary with regard to their up-to-dateness, their appropriateness, and the details for contextualisation that they provide
- Evaluate existing and newly suggested entries against the DE-BIAS Editing Guidelines to support confirmation that they are ready
- Contribute successfully by editing existing and creating new entries to the DE-BIAS Vocabulary

Table of contents

Introduction

This guide is intended for editors working with the DE-BIAS vocabulary, available in table format in Google Sheets. First, a general overview of the work process is given, followed by explanations on how to fill in the columns and fields of the table. Please follow the instructions carefully to make the editing process as easy as possible.

Your contributions to the vocabulary are much appreciated! For questions, reach out to DFF - Deutsches Filminstitut & Filmmuseum at project.debias@gmail.com.

DE-BIAS Vocabulary

Find the vocabulary sheet to work on here:
https://docs.google.com/spreadsheets/d/15adfzfFK32pvwBK2bWGjkFyDVZMmtIAa2wH4ZzAoV9Q/edit?usp=sharing

The document is generally set to "Comments only", so please get in touch with the project team (project.debias@gmail.com) for editing access, in case of active contributions.

General remarks

The scope of the DE-BIAS Vocabulary encompasses terminology potentially utilised by cataloguers, curators, or other professionals closely associated with either the source of the (digital) object or the cultural heritage institutions (CHIs) where it is currently held or has been throughout its existence. The project's focus areas were primarily selected to be the history of migration and colonial collections, gender and sexual identity, and ethnicity/ethno-religious identity. However, the current list of contentious labels intersects with numerous other societal domains and cultural topics, including the history of (dis)ability discourse, feminism, arts and performance practices, literary theory, and geopolitics.

Content-wise, we are aiming to offer labels with contextualisation, which is specified in the "contentious issue" and/or "suggestion description". This is slightly different from what a straightforward glossary does, which is explaining what something is. We move beyond this: not just the what but also the why, how, who and when.

The Katholieke Universiteit Leuven (KUL), which led the work package responsible for the development of the vocabulary in the DE-BIAS project, maintains this version of vocabulary. Initially compiled by the KUL research team using sources such as [Words Matter](#) and [Homosaurus](#), as well as terms resulting from the first community co-creation workshops conducted as part of the DE-BIAS project, entries have since been revised as needed by KUL to reflect the current debate and other requirements of the DE-BIAS vocabulary. We ask (a) community engaging cultural heritage professionals, (b) other partners with a specific expertise that could benefit the vocabulary, as well as (c) a wider remit of aggregators and institutions familiar with bias in metadata, to contribute to this vocabulary in the following ways:

1. Add new terms ("Contentious labels") and context ("Contentious issue", "Suggestion description" and/or "Suggested alternatives") related to your community focus not yet part of the vocabulary.
   a. To contribute terms and descriptions of controversial issues, please always check first if the term is really not yet available in the vocabulary sheet.
   b. If the term isn't present yet, add a new line in the appropriate language tab.
   c. In the "Added by" column, please enter your first and last name + institution (if applicable) so that you can be contacted in case of questions.
2. For existing entries: Indicate in the "Remarks" field if there are any aspects of the contentious issues, labels or suggestion descriptions and suggested alternatives that have been the subject of discussion in your community workshops.
   a. Leave your name and institution (if applicable) so we can discuss the problem with you.
   b. If you add a remark for a contentious issue description or a suggestion description that appears in several places of the sheet, please make sure you mark the changes in all repetitions accordingly.

Tone of voice

While incorporating text from various sources into our vocabulary, we aim for consistency. We want the texts written to be:

- Concise and engaging, using accessible language to capture the reader's interest.
- Expressed in complete sentences.
- Clear and simple, avoiding academic language or technical jargon that may hinder understanding for those without academic backgrounds or outside the heritage sector.
- Neutral in tone, avoiding accusatory language.
- Mindful of and avoiding Eurocentric language or any text implying that the reader belongs to the majority society.

Please also watch Europeana's instructive [Tone of Voice instruction video](#) that covers this issue for a wider variety of texts and is helpful to keep in mind when authoring or revising your texts.

Translations / Multilinguality

Some pejorative words may exist in similar forms across many languages (e.g., "exotic" has equivalents in numerous languages). Ideally, these words should be translated into the different languages used in the project (Dutch, English, French, German, and Italian) and added to the sheet in the respective language as contentious labels. Words that have no equivalent in other languages should not be translated.

If you come across words in the vocabulary that you believe are relevant to add to your language sheet, or if you wish to translate terms listed in your language into English, keep in mind that there's a good chance the description of the disputed issue, as well as other fields, will need editing to reflect the problem associated with that word in your language (or in English). Simply translating existing descriptions from other languages may not be sufficient, as they may not account for the nuances of problems with that word in your own language.

If you find terms in another language version that you would like to translate, copy and paste the relevant line into the sheet where you want to add the term, and then update all the information accordingly.

When is an entry considered ready?

For an entry to be considered ready, at least the fields "Contentious issue", "Contentious labels", "Category/Bias area", "Source" and "Added by" must be filled out according to the guidelines below. If no "Suggested alternatives" or more general "Suggestion description" for this label exist, these fields can be left empty. Please make sure that for entries that are spread over several rows (for example because a contentious issue has more than one contentious label attached), the repeated texts are the same and that each row is filled out according to the guidelines. Lastly, mark all the rows that belong to the entry in green. The contents will then be transferred to the knowledge graph.

ID	Contentious issue	Contentious labels	Suggestion description	Suggested alternatives	Category/Bias areas	Source	Link / reference	Added By	Remarks
	„Reichskristallnacht": Der Begriff „Reichskristallnacht" wurde bereits kurz nach dem Ereignis von der nichtjüdischen Mehrheitsbevölkerung verwendet, soll jedoch „im Berliner Volksmund" entstanden sein. Bis in die 1980er Jahre wurde der Ausdruck in Deutschland häufig genutzt, in anderen europäischen Sprachen hält er sich bis heute. Er spielt auf die zerbrochenen Glasscheiben während des Pogroms an. Dabei verharmlost der Begriff jedoch, dass sich die Gewalt zu großen Teilen auch gegen Menschen richtete. Viele Wissenschaftlerinnen und Wissenschaftler bezeichnen ihn daher als Euphemismus und verwenden ihn nicht mehr.	Reichskristallnacht		Novemberpogrome	Ethnicity, Religion	Bundeszentrale Für Politische Bildung, "Novemberpogrom 1938," bpb.de, January 16, 2024, https://www.bpb.de/kurz-knapp/hintergrund-aktuell/542301/novemberpogrom-1938/.	https://www.bpb.de/kurz-knapp/hintergrund-aktuell/542301/novemberpogrom-1938/	Kerstin, DFF	
	„Reichskristallnacht": Der Begriff „Reichskristallnacht" wurde bereits kurz nach dem Ereignis von der nichtjüdischen Mehrheitsbevölkerung verwendet, soll jedoch „im Berliner Volksmund" entstanden sein. Bis in die 1980er Jahre wurde der Ausdruck in Deutschland häufig genutzt, in anderen europäischen Sprachen hält er sich bis heute. Er spielt auf die zerbrochenen Glasscheiben während des Pogroms an. Dabei verharmlost der Begriff jedoch, dass sich die Gewalt zu großen Teilen auch gegen Menschen richtete. Viele Wissenschaftlerinnen und Wissenschaftler bezeichnen ihn daher als Euphemismus und verwenden ihn nicht mehr.	Kristallnacht		Novemberpogrome	Ethnicity, Religion	Bundeszentrale Für Politische Bildung, "Novemberpogrom 1938," bpb.de, January 16, 2024, https://www.bpb.de/kurz-knapp/hintergrund-aktuell/542301/novemberpogrom-1938/.	https://www.bpb.de/kurz-knapp/hintergrund-aktuell/542301/novemberpogrom-1938/	Kerstin, DFF	

How to fill in the Vocabulary spreadsheet

Field name	ID (provided via the DE-BIAS knowledge graph)
Purpose	This field contains the ID or URI for the entry in the corresponding DE-BIAS knowledge graph.
Instructions	● Please leave this field empty as it is filled out after an entry is added to the knowledge graph.
Example	debias:t_1_en
Other remarks	Cannot be changed, once moved to Vocbench

Field name	Status (mandatory)
Purpose	The status indicates whether a term is in progress, ready for transfer to the Knowledge Graph, already transferred or updated in the sheet.
Instructions	● Please indicate the current status of the entry (=the row in the sheet) from the Dropdown menu. The status "This entry is still work in progress" and "This entry is finalised and ready for transfer to the Knowledge Graph" will be applied by the editors of the sheet. "This entry was transferred to/updated in the Knowledge Graph" will be applied by the tech team and if editors changed an entry after it was transferred to the KG, please indicate this with the status "This entry was updated after it was transferred to the Knowledge Graph". For removal of terms, please choose whether a term should only be excluded from detection (but still remain visible e.g. in the PDF output) or be removed completely (this means, that it is set to owl:deprecated in the Knowledge Graph.)
Example	This entry is still work in progress

Other remarks	This field helps us with the update routines during the rest of the project to avoid that the contents in the sheet differ from the knowledge graph.

Field name	**Contentious issue** (mandatory)
Purpose	Description of contextual/historical background of a contentious term/label.
Instructions	- Write a short, concise text using whole sentences that gives some information about the etymology of the word and how it was used in the past versus what it signifies in the present. - Include information that provides context for why the term is problematic today. - Make sure your text uses the tone of voice (see above). - For end-user accessibility, it is recommended that text is written at a lower-secondary school reading level. - If applicable, make sure your text avoids Eurocentric generalisations, and if they occur, make them transparent. - For particularly traumatising words try to avoid them in the text. - For ambiguous terms, be as clear as possible about the contentious use and include information about not contentious use here as well (or later in the field "suggestions")
Max no of words	For a good user experience offering context as a "tooltip", we aim for a minimum of 20 words to an average length of c. 60 words; you can move upwards to 90 words maximum if necessary.
Example	U.S. historical term used to describe individuals who wear clothes associated with a gender other than their gender assigned at birth. Generally considered to be a derogatory term.
Other remarks	

Field name	**Contentious labels** (mandatory)
Purpose	This is the contentious term to which all other information provided in the same row of the spreadsheet refers. This can be a noun, a verb, an adjective or a group of words. If the same contentious issue is at play in different expressions/terms/labels (see the screenshots below), please 1) give every expression/term/label its own row; 2) copy/paste the contentious

	issue description to each of the rows. In other words: column B can never be empty (also see the screenshots below).
Instructions	- Capitalise the (first) word. - Add the word in its singular form only (the DE-BIAS tool will connect the appropriate plural form(s)). - Use the generic masculine form where applicable; female forms will be detected by the tool automatically. - Add spelling variations (e.g. hyphenation, British and American English) as separate labels. - Add only one label/contentious word per row. - No lists of words with slash or commas and no quotation marks etc. in this field.
Max no of words	n/a
Example	Transvestite Dark continent
Other remarks	

Contentious issue	Contentious labels
Terms for mixed race people, many of which are perceived as derogatory through implication that these people are less than "whole". Always honour a person's self-identity and be specific, when appropriate i.e Person of [x] and [x] heritage. The order in which an individual lists their ethnic identities may be important to them. In contexts such as Australia and Hawai'i where blood quantum policies have been enforced it is especially important not to quantify the degree to which a person is Aboriginal/Native i.e. do not use measures like "half" or "quarter" to describe someone's ethnic heritage.	Creole
Terms for mixed race people, many of which are perceived as derogatory through implication that these people are less than "whole". Always honour a person's self-identity and be specific, when appropriate i.e Person of [x] and [x] heritage. The order in which an individual lists their ethnic identities may be important to them. In contexts such as Australia and Hawai'i where blood quantum policies have been enforced it is especially important not to quantify the degree to which a person is Aboriginal/Native i.e. do not use measures like "half" or "quarter" to describe someone's ethnic heritage.	Cross breed
Terms for mixed race people, many of which are perceived as derogatory through implication that these people are less than "whole". Always honour a person's self-identity and be specific, when appropriate i.e Person of [x] and [x] heritage. The order in which an individual lists their ethnic identities may be important to them. In contexts such as Australia and Hawai'i where blood quantum policies have been enforced it is especially important not to quantify the degree to which a person is Aboriginal/Native i.e. do not use measures like "half" or "quarter" to describe someone's ethnic heritage.	Cross-breed

Field name	**Disambiguation needed?** (optional)
Purpose	This field is used to indicate terms with multiple meanings or usage scenarios..

Instructions	● Please indicate here when a term is used in both contentious and non-contentious ways. E.g. the term "coconut" is contentious when used to describe people of Hispanic/Latino/South Asian/South East Asian descent, but not when referring to the plant.
Example	
Other remarks	The aim of this field is to be aware of terms that without disambiguation by the tool can or will create false positives.

Field name	**Suggestion description** (optional)
Purpose	Suggestions as to how to deal with the contentious term, e.g. whether the contentious term should be avoided altogether, or whether there are contexts in which it might still be acceptable to use it (and if so, under what circumstances and by whom).

Instructions	● Choose from the available drop-down list in the sheet whenever applicable.
	● If necessary, use your own suggestions description, which then should apply the following rules (the error message that pops up for customised suggestion texts can be ignored)
	  ○ Must be written in the same language as the contentious issue description.
	  ○ Make sure your text applies the tone of voice (see above).
	  ○ Don't repeat the contentious label.
	● If a suggestion applies to more than one label, repeat the suggestion description for each label in the respective row.
	● If more than one suggestion belongs to a contentious label, put them together in this field, but separate them by a semicolon.
	● Leave this field empty if a suggested alternative (see next field) exists that can be used without any restrictions.

Max no of words	60 words
Example	The term should be avoided unless someone identifies themselves as such.
Other remarks	In case you write your own suggestion description or add multiple suggestions to one cell, the sheet shows an error message that can simply be ignored.

Field name	**Suggested alternatives** (optional)
Purpose	Indicates the appropriate and up-to-date term to be used instead of the contentious term.
Instructions	- Leave this field empty if the word has no current equivalent. - Capitalise the (first) word. - Add the word in its singular form; plural forms will be detected by the tool automatically. - Use the generic masculine where applicable; female forms will be detected by the tool automatically. - If more than one suggested label belongs to a contentious label, put them together in this field, but separate them by a semicolon.
Max no of words	n/a
Example	Cross-dresser
Other remarks	

Field name	**Category/Bias area** (mandatory)
Purpose	Indicates what category/-ies the contentious label falls under, e.g. Anti-Semitism, Gender, Sexuality, Ethnicity, etc. on the basis of the Typology of Bias (chapter 3.2).
Instructions	- Consult the Typology of Bias for more information on the different categories (chapter 3.2). - Choose one or more categories from the following value list: - Anti-Semitism - Race - Gender - Class - Religion - Sexuality - Ethnicity (Dis)Ability - Age - Civilisation - Geography - Temporality - Gaze - Nazism

	- Write all labels in this field and separate them with a semicolon. - Capitalise all labels you enter in this field. - In case of doubt, add a remark for the reviewing/editing team.
Max no of words	n/a
Example	Sexuality; Ethnicity
Other remarks	

Field name	**Source** (mandatory)
Purpose	Indicates the source(s) that informed the Contentious issue. Make sure to always provide the source, particularly if you take direct quotes from other sources. If you paraphrase from a source, please add "See:" before the citation. Community events that informed the entry should be listed here as well.
Instructions	- Use Chicago style full note citation for both printed and online sources (tool for generating the citation: https://www.scribbr.com/citation/generator). - Separate multiple sources with a semicolon.
Max no of words	n/a
Examples	Book (paraphrased): See: Ronen Steinke, Antisemitismus in der Sprache: Warum es auf die Wortwahl ankommt (Duden, 2022), 123ff. Website: "Novemberpogrome 1938." 2024, Wikipedia, accessed January 17, 2024, https://de.wikipedia.org/wiki/Novemberpogrome_1938. Other types of publication: Tropen Museum et al., eds., "Words Matter: An Unfinished Guide to Word Choices in the Cultural Sector," 2018, 45. https://www.materialculture.nl/sites/default/files/2018-08/words_matter.pdf.pdf. Entry in an online dictionary: "Muselmann," in DWDS – Digitales Wörterbuch der deutschen Sprache, accessed January 24, 2024, https://www.dwds.de/wb/Muselmann. Community Event: DE-BIAS Workshop: Belastetes Vokabular und antisemitische Sprachmuster in (historischen) Sammlungsbeschreibungen und in Texten von Museen und Archiven – Eine Spurensuche. DFF, Filmuniversität Potsdam Babelsberg, Frankfurt, December 12, 2023.

Other remarks	Please note that this Source field is a free-text field that should give the reader an idea where the information was taken from. The link to online resources must be provided here together with all the information needed in Chicago style and additionally in the following field "Link reference". This way, the online source is recorded even if the link might break.

Field name	**Link reference** (mandatory for online sources)
Purpose	Link to the online resource the contentious issue and/or suggestion description used in the DE-BIAS vocabulary was taken from in addition to the previous source field.
Instructions	- Copy and paste the most direct (i.e. to the more precise subpage, not to the start page) and stable link to the description as it appears on that website. - If a source makes use of a persistent identifier (i.e. a DOI, example: https://doi.org/10.1086/691233), please use it. - Use the complete link, including the protocol and (sub-)domains. - Separate multiple links with a semicolon.
Max no of words	n/a
Example	https://homosaurus.org/v3/homoit0001470 or https://docs.google.com/document/d/1qCKze8kPN69b12mejnUk7_ZJ2ny14le0E-jnpo-94QY/ or https://doi.org/10.1086/691233 or https://www.materialculture.nl/sites/default/files/2018-08/words_matter.pdf.pdf
Other remarks	This link should lead the user to the site where the description can be found. This can be a subpage of a website or a file such as a pdf. For printed sources leave this field empty.

Field name	**Added by** (mandatory)
Purpose	Indicates which project partner has added the entry to the sheet, so that follow-up questions can be addressed directly to them.
Instructions	Please enter your first and last name plus institution (if applicable)
Max no of words	n/a

Example	Margarete Mülle, DFF - Deutsches Filminstitut und Filmmuseum
Other remarks	

Field name	**Remarks** (optional)
Purpose	Please add any remarks you might have for an entry that need to be addressed. The field is mandatory for reworked/edited/adapted existing entries.
Instructions	- Please keep it short, precise and friendly. - If necessary, please tag people. - Add your name and institution acronym in brackets.
Max no of words	n/a
Example	In my opinion this suggestion does not fit the contentious label, because xyz. I'd suggest the following wording: xyz (Kristina, DFF) As an outcome of our community workshop we think it's important to include the following information in the suggestion description: xyz (Julia, DFF)
Other remarks	

Field name	**Long version contentious issues** (optional)
Purpose	If you want to store versions of contentious issue descriptions that are too long for the field "Contentious issue" (which is limited to 90 words). The texts stored here might be mapped to the Knowledge Graph (to be decided).
Instructions	- Include information that provides context for why the term is problematic today. - Make sure your text uses the <u>tone of voice</u> (see above). - For end-user accessibility, it is recommended that text is written at a lower-secondary school reading level. - If applicable, make sure your text avoids Eurocentric generalisations, and if they occur, make them transparent. - For particularly traumatising words try to avoid them in the text.

Max no of words	n/a
Example	
Other remarks	