Metadata Elements Guidelines

Section 1. Metadata Elements for Journal Articles:

Title dc.title - Use headline style capitalization. For photographs without formal titles, indicate Untitled.

> *Example:*
> **Blueberry Bushes at Sunset**

> *Example (content is a photograph with no formal title):*
> **Untitled**

> **dc.title best practice** **- Repeat the title element if there are additional titles**

Article Title dc.title **- (for journal submissions only):** Use headline style capitalization.

> *Example:*
> **The Effect of Eating Blueberries on Laundry Frequency: A Longitudinal Study**

Author dc.creator - Include all authors, including any institutional or corporate authors. Include institutional affiliations, where applicable. For journal submissions, indicate placement of authors (1st, 2nd, etc.). For media files, indicate roles of authors (editor, interviewer, etc.). If an author is not given, indicate unknown. Spell out author names:

> *Example:*
> **Jane R. Smith**

> *Example:*
> **Delores Mapleton, Linfield College**

> *Example:*
> **First Savings Bank**

> *Example:*
> **Jane R. Smith, 1st author**
> **Bradley Jones, 2nd author**

> *Example:*
> **Jane R. Smith, director**
> **Bradley Jones, editor**

Sheila Maple, choreographer

Date/Date Range dc.date.created - Use YYYY-MM-DD format. If a specific date is not known, use YYYY-MM or YYYY format. Alternatively, if a season and year is known, indicate the season (fall, winter, spring, or summer) and the year. If the content spans several days, months, or years, use a **date range** in the format specified below. Questions about dates should be directed to the Digital Commons Coordinator.

Example (Creation Date):
1985-07-25

Example (Creation Date):
2008-12

Example (Publication Date):
Winter 1998

Example (Date Range):
July 25, 1985 – August 4, 1986

Example (Date Range):
2002-2004

Example (Date Range):
1970s

Example (Date Range):
circa 1984

Document Type dc.type - Select from a predetermined list. Choices are article, image, presentation, book review, conference proceeding, audio file, video file, editorial, letter to the editor, response or comment, and news article, report, other...There will be more types as we populate the database.

Example:
Article

Example:
Presentation

Example:
Photograph

dc.type – best practice is to include terms from the [DCMIType Vocabulary](#) in separate type element iterations.

Abstract dc.description.abstract - Provide a brief description of the content. Use full sentences. Identify any people in images.

Example (content is a photograph):
David R. Lett christens the first planting at The Eyrie Vineyards in the Willamette Valley.

Example (content is a photograph):
Susan Sokol Blosser and Bill Blosser look over plans during the construction of their new tasting room. Their son, Alex, and the family dog are also present.

(left to right): Alex Sokol Blosser, Susan Sokol Blosser, Bill Blosser

Example (content is a PDF of a PPT):
This presentation on the Yamhill County Public Health Department was given by Frances Corcorran as part of her Kemper Internship during 2010.

dc.description best practice – An Abstract, table of contents, reference to a geographical representation or a free-text description of the content. Include full sentences, descriptive information can be copied from the item if there is no abstract or other description available.

Peer Reviewed dc.description – Use if a work is peer reviewed. The definition of [Peer Review](#) : "*a process by which something proposed (as for research or publication) is evaluated by a group of experts in the appropriate field.*"

Publication Status - Yes or No. To indicate whether the object was previously published.

Publisher dc.publisher – Examples include a person, an organization, a service.

Keywords dc.subject - Provide any additional keywords you think would be useful for discoverability. Include only words or phrases which are not already included in the description/abstract or other required fields. Separate keywords with commas. Capitalize the first letter of each significant word.

Example:

CTL, Center for Teaching and Learning, Writing Intensive,

 dc.subject best practice — Choose unique words to describe, subjects can include controlled vocabularies, such as Medical Subject Headings and classification numbers from Library of Congress or Dewey Decimal. Separate terms with semi-colons or use separate iterations of the subject element.

Duration (media only) — Indicate the length of the audio or video file. Use the format specified below.

Example:
1 hour 3 minutes

Example:
26 seconds

Disciplines dc.subject - Select from a predetermined list. Multiple selections are allowed.

Example:
Social and Behavioral Sciences: Psychology: Developmental Psychology

Example:
Life Sciences: Plant Sciences: Plant Breeding and Genetics
Physical Sciences and Mathematics: Environmental Sciences: Sustainability

Example:
Social and Behavioral Sciences: Communication: Critical and Cultural

Studies
Arts and Humanities: Theatre and Performance Studies: Performance Studies

Comments dc.description - Use full sentences. Possible uses include referrals to associated websites or acknowledgements.

Example:

For more information, visit The Graduate School web site.

Credits
Interviewer, Jeff Peterson ; video editing, filming, and sound, Barrett Dahl ;
filming and sound, Mark Pederson ; video editing, Colleen Williams

Example:
Image courtesy of Erath Winery and Dick Erath.

Geolocation - Highly recommended for photographs. Provide as specific an address as possible, in the format specified below. Alternatively, provide coordinates for latitude and longitude in the format **Latitude, Longitude**.

Example:

138 East Main Street, Westerville, Ohio, United States

Example: 40.081264, -82.812023

Related Resources dc.relation - Used to link related records in the repository. Use the title of the related resource for the referral link. Items should be physically related or very closely related conceptually. For instance, a record for an image file that is part of a series of photographs showing multiple views of a single sculpture might implement this field to direct users to the additional views. Or, a record for an audio file of an interview might use this field to relate the associated transcript. If you are interested in using this field, please consult with the Digital Commons Coordinator to discuss options.

Recommended Citation dc.source - Citations are automatically generated for all items and follow the default formats shown below. If you would like the citation to appear in a different format than the default, include the citation exactly as you would like it to appear. (An example of a recommended citation is not provided below.)

Default Format (journal content):
Author Last Name, Author First Name, (Date) "Article Title," *Journal Title*: Vol. #: Iss. #, Article #. Available at: Direct URL to item

Resource Identifier - DOI, URL, PURL

Original Citation - Include a citation from the source where the item was originally published. *Original citation should be in MLA style*.

Author(s). "Title of Article." *Title of Periodical* Day Month Year: pages. Medium of publication.

[Owl at Purdue Style Guide](#)

Update Submission

Embargo Period dc.date.available – automatically makes an article available after an embargo date.

License dc.rights.license

Public Domain Statement dc.rights.license

Versions – pre print, post print, published:

Definitions: Preprint= the finished article, reviewed and amended, ready and accepted for publication - but separate from the version that is type-set or formatted by the publisher. This use is more common amongst publishers, for whom the final and significant stage of modification to an article is the arrangement of the material for putting to print.

Postprint = the finished article, reviewed and amended, ready and accepted for publication - but separate from the version that is type-set or formatted by the publisher. This use is more common amongst publishers, for whom the final and significant stage of modification to an article is the arrangement of the material for putting to print. This means that in terms of content, post-prints are the article as published. However, in terms of appearance this might not be the same as the published article, as publishers often reserve for themselves their own arrangement of type-

setting and formatting. Typically, this means that the author cannot use the publisher-generated .pdf file, but must make their own .pdf version for submission to a repository.

Published = Article may be archived from a .PDF that is found in a database, or from the publisher's web site.

*Definitions from http://www.sherpa.ac.uk/romeoinfo.html

Previous Version

First Page - List the page numbers from the original citations

Last Page

Volume Issue

File Name - File names should be unique, consistently structured, and should use numbers and/or lowercase letters. Use underscores rather than spaces in file names, or use CamelCase. Do not use symbols in file names. If using a numerical scheme, use leading zeros for ease of sorting, and take into account the maximum number of items to be scanned so that you use an appropriate number of digits.

   Examples:
pumpkin_patch_back.jpg
0004_2010_Smith.jpg

Additional File – Any additional file that is related to the piece

Example: A sound file for a power point presentation.

Section 2. Metadata for Art/Photography/Museum Works

Object/Work dc.description – The kind of object or work described e.g. painting, drawing, photograph, sculpture

Title dc.title - Use headline style capitalization. For photographs without formal titles, indicate Untitled.

Example:

EVELYN DAVIS-WALKER: HOUSE + WIFE

Example **(content is a photograph with no formal title):**

Untitled

Artist dc.creator List the photographer, artist, author, creator of the work.

    Example:

    Aminah Brenda Lynn Robinson

Date/Date Range dc.date YYYY-MM-DD or YYYY-MM or YYYY

Contributor dc.contributor a person, organization or service

Description dc.description a free text account of the work

Donor dc.relation name or person, organization who donated the work

Type of Work dc.description

    Examples:

    sculpture, painting, pottery, mixed media, glass, video

Dimensions dc.format [See description and examples 6.1 from getty.edu](#)

Exhibition dc.relation

    Examples:

    student exhibition, faculty exhibition, visiting artist series exhibition

Catalog Number dc.identifier   - any identifying number from the work

Collection dc.relation –

    Examples:

    permanent collection, temporary collection, Frank Museum Collection, Miller Gallery Collection,

Copyright dc.rights – **any property rights statement**

Geolocation - Highly recommended for photographs. Provide as specific an address as possible, in the format specified below. Alternatively, provide coordinates for latitude and longitude in the format Latitude, Longitude.

> *Example:*
>
> **138 East Main Street, Westerville, Ohio, United States**
>
> *Example:* **40.081264, -82.812023**

Material dc.format – physical medium, the substance used to create the object, see 7.1 for further description from getty.edu

> *Examples: clay, watercolors, acrylic, glass,*

City, State, Country dc.coverage Named place or location

Gallery dc.coverage   Named gallery, location

dc.coverage best practice – Coverage typically includes a place name or geographical coordinates, temporal periods (date, date range). Select from a controlled vocabulary like the Thesaurus of Geographic Names.

Provenance dc.source Description of place or origin, record of ownership. A statement of any changes in ownership for its authenticity.

Subject dc.subject - Keywords, phrases to describe the work See section 16.2 getty.edu   Capitalize the first letter of each significant word.

> *Examples:*
>
> *Landscape*
> *Nonrepresentational Art*
> *Animal, African Art*

dc.subject best practice – **Choose unique words to describe, subjects can include controlled vocabularies, such as Art and Architecture Thesaurus Descriptors , or classification numbers from Library of Congress or Dewey Decimal. Separate terms with semi-colons or use separate iterations of the subject element.**

Time Period dc.coverage A named period, date, date range

Comments dc.description Any contact information or comment

File Name - File names should be unique, consistently structured, and should use numbers and/or lowercase letters. Use underscores rather than spaces in file names, or use CamelCase. Do not use symbols in file names. If using a numerical scheme, use leading zeros for ease of sorting, and take into account the maximum number of items to be scanned so that you use an appropriate number of digits.

   Examples:
pumpkin_patch_back.jpg
0004_2010_Smith.jpg

Additional File – Any additional file that is related to the piece

Example: A sound file for a power point presentation.

Recommended Citation – Generated by BePress

Update Submission

Section 3. Metadata for Books

This describes ebooks and paper books

Title dc.title - Use headline style capitalization. For photographs without formal titles, indicate Untitled.

Example:

Blueberry Bushes at Sunset

*Example***:   (content is a photograph with no formal title):**

Untitled

 Author dc.creator - Include all authors, including any institutional or corporate authors. Include institutional affiliations, where applicable. For journal submissions, indicate placement of authors (1st, 2nd, etc.). For media files, indicate roles of authors (editor, interviewer, etc.). If an author is not given, indicate unknown. Spell out author names:

Example:
Jane R. Smith

Example:
Delores Mapleton, Linfield College
Example:
First Savings Bank

Example:
Jane R. Smith, 1st author
Bradley Jones, 2nd author

Example:
Jane R. Smith, director
Bradley Jones, editor
Sheila Maple, choreographer

Date/Date Range dc.date.created - Use YYYY-MM-DD format. If a specific date is not known, use YYYY-MM or YYYY format. Alternatively, if a season and year is known, indicate the season (fall, winter, spring, or summer) and the year. If the content spans several days, months, or years, use a **date range** in the format specified below. Questions about dates should be directed to the Digital Commons Coordinator.

Example (Creation Date):
1985-07-25

Example (Creation Date):
2008-12

Example (Publication Date):
Winter 1998

Example (Date Range):
July 25, 1985 – August 4, 1986

Example (Date Range):
2002-2004

Example (Date Range):
1970s

Example (Date Range):
circa 1984

Document Type dc.type

Example: Book, Ebook,

Abstract dc.description.abstract - Provide a brief description of the content of the book. Use full sentences.

Publisher dc.publisher – Examples include a person, an organization, a service.

Keywords dc.subject **-** Provide any additional keywords you think would be useful for discoverability. Include only words or phrases which are not already included in the description/abstract or other required fields. Separate keywords with commas. Capitalize the first letter of each significant word.

dc.subject best practice – Choose unique words to describe, subjects can include controlled vocabularies, such as Library of Congress Subject Headings, classification numbers from Library of Congress or Dewey Decimal numbers. Separate terms with semi-colons or use separate iterations of the subject element.

Disciplines dc.subject - Select from a predetermined list. Multiple selections are allowed.

> *Example:*
> **Social and Behavioral Sciences: Psychology: Developmental Psychology**

Comments dc.description - Use full sentences. Possible uses include referrals to associated websites or acknowledgements.

> ***Examples:***
>
> **For more information, visit The Graduate School web site.**
>
> **This book is also published in paper format ISBN# XXXXXXXX.**

Related Resources - Used to link related records in the repository. Use the title of

the related resource for the referral link. Items should be physically related or very closely related conceptually. For instance, a record for an image file that is part of a series of photographs showing multiple views of a single sculpture might implement this field to direct users to the additional views. Or, a record for an audio file of an interview might use this field to relate the associated transcript. If you are interested in using this field, please consult with the Digital Commons Coordinator to discuss options.

Original Citation - Include a citation from the source where the item was originally published. *Original citation should be in MLA style*.

Lastname, Firstname. *Title of Book*. City of Publication: Publisher, Year of Publication. Medium of Publication.

Owl at Purdue Style Guide

Recommended Citation dc.source - Citations are automatically generated for all items and follow the default formats shown below. If you would like the citation to appear in a different format than the default, include the citation exactly as you would like it to appear. (An example of a recommended citation is not provided below.)

> *Default Format (journal content):*
> **Author Last Name, Author First Name, (Date) "Article Title," *Journal Title*: Vol. #: Iss. #, Article #. Available at: Direct URL to item**

Resource Identifier - DOI, URL, PURL   -- *If Applicable for ebooks*

File Name - File names should be unique, consistently structured, and should use numbers and/or lowercase letters. Use underscores rather than spaces in file names, or use CamelCase. Do not use symbols in file names. If using a numerical scheme, use leading zeros for ease of sorting, and take into account the maximum number of items to be scanned so that you use an appropriate number of digits.

   Examples:
pumpkin_patch_back.jpg
0004_2010_Smith.jpg

Additional File – Any additional file that is related to the piece

Example: A sound file for a power point presentation.

Update Submission

Section 4. Metadata for Book Chapters

Chapter Title dc.title **-** Use headline style capitalization.

Example: Blueberries on Wednesday

Book Title dc.title **-** Use headline style capitalization.

Example: Blueberry Bushes at Sunset

Author(s) dc.creator **-** Include all authors, including any institutional or corporate authors. Include institutional affiliations, where applicable. If an author is not given, indicate unknown. Spell out author names:

> *Example:*
> **Jane R. Smith**
>
> *Example:*
> **Delores Mapleton, Linfield College**
>
> *Example:*
> **First Savings Bank**
>
> *Example:*
> **Jane R. Smith, 1st author**
> **Bradley Jones, 2nd author**
>
> *Example:*
> **Jane R. Smith, director**
> **Bradley Jones, editor**
> **Sheila Maple, choreographer**

Date dc.date - Use YYYY-MM-DD format. If a specific date is not known, use YYYY-MM or YYYY format. Alternatively, if a season and year is known, indicate the season (fall, winter, spring, or summer) and the year. If the content spans several days, months, or years, use a **date range** in the format specified below. Questions about dates should be directed to the Digital Commons Coordinator.

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Example (Creation Date):
2008-12

Example (Publication Date):
Winter 1998

Example (Date Range):
July 25, 1985 – August 4, 1986

Example (Date Range):
2002-2004

Example (Date Range):
1970s

Example (Date Range):
circa 1984

Document Type dc.type : Book Chapter

First Page – first page of the chapter.

Last Page – last page of the chapter .

Abstract dc.description **-** Provide a brief description of the content of the book. Use full sentences.

Publisher dc.publisher **-** Examples include a person, an organization, a service.

Keywords dc.subject Provide any additional keywords you think would be useful for discoverability. Include only words or phrases which are not already included in the description/abstract or other required fields. Separate keywords with commas. Capitalize the first letter of each significant word.

dc.subject best practice – Choose unique words to describe, subjects can include controlled vocabularies, such as Art and Architecture Thesaurus Descriptors , or classification numbers from Library of Congress or Dewey Decimal. Separate terms with semi-colons or use separate iterations of the subject element.

Disciplines dc.subject - Select from a predetermined list. Multiple selections are allowed.

Example:
Social and Behavioral Sciences: Psychology: Developmental Psychology

Comments dc.description - Use full sentences. Possible uses include referrals to associated websites or acknowledgements.

Examples:

For more information, visit The Graduate School web site.

This book is also published in paper format ISBN# XXXXXXXXX.

Resource Identifier - DOI, URL, PURL -- If applicable for ebook chapters

Original Citation - Include a citation from the source where the item was originally published. Original citation should be in MLA style.

Gillespie, Paula, and Neal Lerner. *The Allyn and Bacon Guide to Peer Tutoring*. Boston: Allyn, 2000. Print.

Owl at Purdue MLA Style Guide

Recommended Citation (Generated by BePress) dc.source - Citations are automatically generated for all items and follow the default formats shown below. If you would like the citation to appear in a different format than the default, include the citation exactly as you would like it to appear. (An example of a recommended citation is not provided below.)

Default Format (journal content):
Author Last Name, Author First Name, (Date) "Article Title," *Journal Title*: Vol. #: Iss. #, Article #. Available at: Direct URL to item

File Name - File names should be unique, consistently structured, and should use numbers and/or lowercase letters. Use underscores rather than spaces in file names, or use CamelCase. Do not use symbols in file names. If using a numerical scheme, use

leading zeros for ease of sorting, and take into account the maximum number of items to be scanned so that you use an appropriate number of digits.

   Examples:
pumpkin_patch_back.jpg
0004_2010_Smith.jpg

Additional File – Any additional file that is related to the piece.

Example: A sound file for a power point presentation.

Update Submission

Best Practice Guidelines References:

DCMI Type Vocabulary

http://dublincore.org/documents/2000/07/11/dcmi-type-vocabulary/

Dublin Core Usage Guide

http://dublincore.org/documents/usageguide/elements.shtml

Getty Art and Architecture Thesaurus

http://www.getty.edu/research/tools/vocabularies/

Getty Categories for the Description of Works of Art

http://www.getty.edu/research/publications/electronic_publications/cdwa/7measurements.html#RTFToC2

Metadata Object Description Data
http://www.loc.gov/standards/mods/mods-conversions.html

Miller, Steve (2011). *Metadata for Digital Collections, New York : Neal-Schuman.*

Sherpa Romeo Publisher copyright policies & self-archiving
http://www.sherpa.ac.uk/romeoinfo.html

Standards from the Library of Congress

 http://www.loc.gov/standards/

United States National Library of Medicine Medical Subject Headings (MESH)

http://www.nlm.nih.gov/mesh/MBrowser.html