Best Practices for eCommons Metadata

Please use this document as a guideline to ensure you input quality metadata that will maximize your investment in eCommons. The guidelines below outline each metadata element and how to input the best metadata.

Author
The person(s), organization(s) or service(s) responsible for creating or contributing to the content of the item.

Examples:

<table>
<thead>
<tr>
<th>Author</th>
<th>Last Name</th>
<th>First name(s) + &quot;Jr&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith</td>
<td>Donald D., Jr.</td>
<td></td>
</tr>
<tr>
<td>Cornell Alumni Federation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jones</td>
<td>Henry David</td>
<td></td>
</tr>
</tbody>
</table>

Hints:
- Personal names should be entered inverted: surname(s), first name(s), suffix, prefix.
- Use the term "Unknown" when there is no clear creator, either personal or corporate.
- If an organization created the work, use the last name input box for the organization name. Please enter organization names in full, including such specifics as "Inc.", "LLP," etc.
- If there is doubt as to how to enter a name, personal or corporate, enter as it appears and do not invert.
- Do not include professional/academic titles, or similar titles like Dr., Professor, Dean, Sir, etc.
- Enter only one author per line, using the "Add More" button for additional entries.

Title
The full and proper name by which this item should be known.

Examples:

<table>
<thead>
<tr>
<th>Title</th>
<th>Development of a new programming language</th>
</tr>
</thead>
</table>

Hints:
- Capitalize the first word and proper nouns. It is not preferable to capitalize all letters of the title.
- If there is no known title, create a title that is descriptive and concise.
- Avoid using file names ("123_Test_Smith.pdf") or general content ("Master’s Thesis")
- For specific types of documents, use the following guidelines:
  - **Letters** – Letters, memos, and other forms of correspondence should be named in the following format: "Letter, A. D. White to Ezra Cornell; 05-05-1866." If there is no recipient or no author listed on the document, the title should read: "Letter from A.D. White; 05-05-1896" OR "Letter to...".
  - **Brochures, Flyers, etc.** – Brochures and Flyers that are untitled should be named according to the publishing organization or the subject of the work; e.g. "SLOAN Program: 2007 Brochure"
  - **Photographs** – Photographs that do not have a name written on them should be named according to the image. For example: "Photograph of George Adams"
  - **Newspapers or items in a series** – Insert the series title, followed by the volume and issue numbers. For example: "Cornell Magazine, Vol. 100, No. 1 - No. 6, 1997 – 1998"
  - **Oral histories** – Recordings or interviews with a known person should follow this example: "An Interview with Gould P. Colman"
Other Titles
A valid alternative name by which this resource could be known.
Examples:

Title in another language:

Enter the main title of the item.

Title A New programming language

If the item has any alternative titles, please enter them below.

Other Titles Un nouveau langage de programmation

Acronym titles:

Enter the main title of the item.

Title COrnell Data EXchange

If the item has any alternative titles, please enter them below.

Other Titles CODEX

Hints:
• Avoid duplicating portions of the main titles in the "Other field" box.
• Consider whether the title is known in another language, by an acronym or with the inclusion of symbols.
• Enter only one "Other Title" per line, using the "Add More" button for additional entries.

Date of Publication
The date of the resource's original publication, if previously published.
Examples:

Date of Publication Month: (No Month) Day: Year: 2007

Date of Publication Month: September Day: 22 Year: 1976

Hints:
• If eCommons@Cornell is the first means of distribution of this item, a date will be assigned by the system when the item becomes a part of the repository.
• If you don’t know the month, leave the default "no month"; otherwise select month from drop-down box.
• If you don’t know the exact day, leave that box empty.
• If you have a date range (e.g. 2004-2005) or unusual date input this information in the "Description" field.
Publisher

The responsible party for making the resource available.

**Examples:**

<table>
<thead>
<tr>
<th>Publisher</th>
<th>Fly on the Wall Productions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publisher</td>
<td>South Asia Program, Cornell University</td>
</tr>
</tbody>
</table>

**Hints:**

- If there is doubt as to which party had which role in creation, enter the corporate entity / organization as "Publisher" and personal name(s) as "Author".
- Invert personal names (e.g. Ezra Cornell -> Cornell, Ezra).
- Ignore initial articles such as "the" and "a".
- Enter corporate / organization names in full.
- If the publisher and the creator are the same, enter the information in both fields.
- Add multiple publishers separately in the "Description" field.

Citation

A reference to a book, article, web page, or other published item with sufficient detail to identify the item uniquely.

**Examples:**

| Citation          | Geology, vol. 34, no. 7, p. 529-532, 2006 |

**Hints:**

- Use only if the item being uploaded to eCommons@Cornell has been previously published.
- Enter citation information in any citation form.
- For web pages, please include the URL, web page title and date.
- For journal articles, please include the journal title, volume number, date, and pages.
- For book chapters, please include the book title, place of publication, publisher name, date, and pages.

Identifiers

A unique identification string or number assigned to a file.

**Examples:**

| Identifiers | ISBN         | 0-1234-5678-9 |

**Hints:**

- Use only if the item being uploaded to eCommons@Cornell has been assigned a unique number by another entity.
- Select from "ISSN", "Other", "ISMN", "Gov't Doc #", "URI", or "ISBN".
- For numbers imported from other institutions or those unique within an institution (e.g., accession numbers, unique collection numbers), include the name of the institution along with the number.
- If more than one identifier is available, use the "Add More" button for additional entries.
**Type**
The type of work (or genre) that best fits the uploaded resource.

**Examples:**

<table>
<thead>
<tr>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan or blueprint</td>
</tr>
<tr>
<td>Preprint</td>
</tr>
<tr>
<td>Presentation</td>
</tr>
<tr>
<td>Project Plan</td>
</tr>
<tr>
<td>Recording, acoustical</td>
</tr>
<tr>
<td>Recording, musical</td>
</tr>
</tbody>
</table>

**Hints:**
- Select from the variable list: Animation, Article; Book; Book chapter; Dataset; Dissertation; Fact Sheet; Image; Image, 3-D; Interview; Journal; Learning Object; Map; Musical Score; Paper or Project; Plan or blueprint; Preprint; Presentation; Project Plan; Recording, acoustical; Recording, musical; Recording, oral; Software; Technical Report; Thesis; Video; Web Page; Web Site; Working Paper; or Other.
- To select more than one value in the list, hold down the "ctrl"/"cmd" or "shift" key.

**Language**
The primary language of the intellectual content of the resource.

**Examples:**

<table>
<thead>
<tr>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>English (United States)</td>
</tr>
</tbody>
</table>

**Hints:**
- If the resource contains more than one language, pick the predominant language and note any other language(s) in the "Description" field.
- If the language does not appear in the list below, please select "Other".
- If the content does not have a language (e.g., a dataset or an image) please select "N/A".

**Subject Keywords**
Concepts, topics or ideas that detail the resource's intellectual content.

**Examples:**

<table>
<thead>
<tr>
<th>Subject Keywords</th>
<th>software</th>
<th>computer science</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Remove</td>
<td>Remove</td>
</tr>
<tr>
<td>programming</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Hints:**
- The subject aids end-users and enhances search-and-retrieval; we urge you to include subject analysis.
- Enter only one subject term per box.
- If entering more than one, use most significant or unique words first; add more general words as necessary.
- If the subject is a person or organization, enter the "Subject" in the same manner as described in "Author".
- Do not use phrases, such as "last meeting of a Cornell University course by Professor Marcham"; instead, include general contextual phrases in the "Abstract" field.
- If using a controlled vocabulary, taxonomy, or thesaurus; please select subject(s) from that list. Otherwise, use keywords from the resource; keywords do not have to be from a controlled vocabulary.
- For photographs: if the image includes a large group of people, do not list all of the people as subjects; list them in the "Description" field. Concentrate subject headings on what is the purpose of the scene of the photograph.
Abstract
A statement summarizing the important points of the digital resource.
Examples:

```
Archduke Palatine Stephen speaks to the Hungarian Diet about "preserving the integrity of the Hungarian realm" in the face of assaults by "evil-disposed, rebellious agitators" (especially in Croatia).
```

Hints:
- We urge you to include an abstract for the convenience of end-users and to enhance search-and-retrieval.
- Summarize the resource in one or two sentences.
- Consider the "who, what, where, & when" during composition of the abstract.
- Do not include html tags (e.g. `<a href="http://www...">`).

Sponsors
Provide information about any sponsoring agencies or departments.
Examples:

```
This work was sponsored by the National Science Foundation under contract no. NSF-12345.
```

Hints:
- Use only if the resource being uploaded to eCommons@Cornell is the product of sponsored research.
- Consider both internal Cornell University entities and external agencies.
- Attribute the support of lecture series or projects when uploading a speaker’s presentation.
- Include any available specifics of the sponsored research (e.g., agency / grant contract numbers, etc.).
Description
Descriptive text, remarks, and comments about the resource.
Examples:

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sound quality improves after the first 20 seconds.</td>
</tr>
</tbody>
</table>


Hints:
- Description includes information not covered by other fields (e.g. provenance, condition, additional languages).
- Consider details of the digital resource (e.g., file format).
- Consider the physical descriptions of the original resource (e.g., dimensions).
- Use correct grammar with regard to punctuation and complete sentences, when possible.
- Mention important people whose names may appear in a document, but are not the subject of the document; however, do not include a lengthy list of names.
- Do not include html tags (e.g. <P>, </P>, <a href="http://www...">).

Related Version
Description concerning any available variations of the work.
Examples:

<table>
<thead>
<tr>
<th>Related Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>An edited version of this paper is available from the author under a Creative Commons license.</td>
</tr>
</tbody>
</table>

Hints:
- Use only if an alternative version of the item exists.
- Describe how the version varies from the item uploaded in eCommons@Cornell.
- Indicate how users can access the related version.
- Do not include information for instances in which this item was published unaltered in a journal, book, other larger work or web site; in those instances, use the "Citation" field.