

# Metadata Entry Guidelines

In order to publish content in [DigitalCommons@Linfield](mailto:DigitalCommons@Linfield), we need certain information about each digital object so that users will have some context for that object. There are two types of metadata elements: required and additional. All submissions of digital content must be accompanied by, at minimum, documentation of the required metadata elements. We encourage all content contributors to include as many additional elements as possible, as this helps create a more complete record for the repository. The following guidelines reflect our current standards and are subject to change, given the needs of the repository. Contact the [DigitalCommons Coordinator](#) to arrange a plan for metadata transmission or if you have any questions about these guidelines.

## **Required Elements**

- [Title](#)
- [Article Title \(for journal submissions only\)](#)
- [Author](#)
- [Creation Date or Date Range](#)
- [Document Type](#)
- [Description/Abstract](#)
- [Rights](#)
- [Publication Status](#)
- [Duration \(for media submissions only\)](#)

## **Additional Elements**

- [Keywords](#)
- [Disciplines](#)
- [Comments](#)
- [Geolocation](#)
- [Related Resource](#)
- [Recommended Citation](#)

**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**

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

*Example:*

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

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**Author:** 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.

*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**

*Example:*

**unknown**

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**Creation Date/Publication Date OR Date Range:** 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 [DigitalCommons 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**

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**Document 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.

*Example:*  
**Article**

*Example:*  
**Presentation**

*Example:*  
**Video File**

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**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.**

*Example (content is an image of an archival document):*

**This image shows pages two and three of the Enological Society 1979 Wine Festival program held on August 27 at the Eames Theater. The festival judges and all the exhibition wines are listed.**

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**Rights:** Select from a predetermined list. Choices are Default Rights Statement, Creative Commons Attribution 3.0, Creative Commons Attribution-Share Alike 3.0, Creative Commons Attribution-No Derivative Works 3.0, Creative Commons Attribution-Noncommercial 3.0, Creative Commons Attribution-Noncommercial-Share Alike 3.0, Creative Commons Attribution-Noncommercial-No Derivative Works 3.0. For an explanation of the Default Rights Statement, refer to the [DigitalCommons@Linfield website](#). For explanations of the Creative Commons licenses, refer to the [Creative Commons website](#).

*Example:*

**Default**

*Example:*

**Creative Commons Attribution-Noncommercial-Share Alike 3.0**

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**Publication Status:** Select from a predetermined list to indicate whether the object was previously published. Choices are Yes or No.

*Example:*

**No**

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**Duration (for media submissions only):** Indicate the length of the audio or video file. Use the format specified below.

*Example:*  
**4 minutes 59 seconds**

*Example:*  
**1 hour 3 minutes**

*Example:*  
**26 seconds**

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**Keywords:** 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.

*Example:*  
**LCN, Linfield Center for the Northwest, photograph**

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**Disciplines:** Select from a predetermined list. Multiple selections are allowed. Contact the [DigitalCommons Coordinator](#) for a current list.

*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**

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**Comments:** Use full sentences. Possible uses include referrals to associated websites or acknowledgements.

*Example:*  
**For more information visit the [International Programs Semester Abroad site](#).**

*Example:*

**The Linfield Center for the Northwest thanks all who participated in this film for the opportunity to learn about the experiences that have made the Willamette wine-growing region what it is today.**

***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.**

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**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:*

**935 NE 10th Avenue, McMinnville, Oregon 97128, United States**

*Example:*

**45.2942822, -123.1764949**

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**Related Resource:** 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 [DigitalCommons Coordinator](#) to discuss options. For an example of how this field displays in a repository record, see [Forever Stained 03](#).

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**Recommended Citation:** 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 (non-journal content):*

**Author Last Name, Author First Name, "Title" (Date). Parent Series or Gallery. Paper #. Direct URL to item**

*Example (content is a photograph; default changes from paper number to photo number):*

**Abe, Toshiko, "Lights of Seoul" (2010). 2010 Photo Contest Winners. Photo 5. [http://digitalcommons.linfield.edu/intl\\_photos/5](http://digitalcommons.linfield.edu/intl_photos/5)**

*Default Format (journal content):*

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

*Example:*

**Linfield Magazine Staff (2011) "Goodbye 9-5, Hello Retirement," *Linfield Magazine*: Vol. 8: Iss. 1, Article 10. Available at: [http://digitalcommons.linfield.edu/linfield\\_magazine/vol8/iss1/10](http://digitalcommons.linfield.edu/linfield_magazine/vol8/iss1/10)**

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