

Beadle Scholar Metadata Entry Guidelines

To publish content in Beadle Scholar, 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 Institutional Repository Coordinator to arrange a plan for metadata transmission or if you have any questions about these guidelines.

Required Elements

- Title
- Author
- Document Type
- Publication Date

Additional Elements

- Keywords
- Disciplines
- Abstract
- Comments
- Recommended Citation

Title: Use headline style capitalization. For photographs without formal titles, indicate Untitled.

Example:

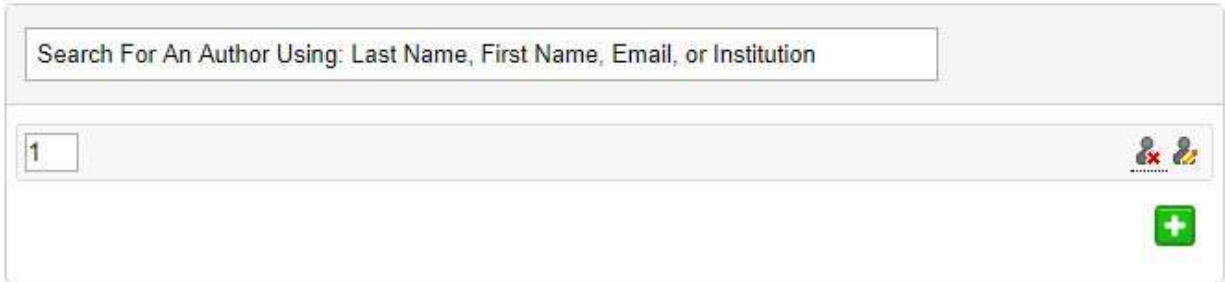
Blueberry Bushes at Sunset

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

Untitled

Author: Use the “**Search For An Author**” box to search the database for authors. If an author is not in the database, their information can be manually added by clicking the Edit icon on a blank entry, and inputting relevant information. New blank entries can be added by pressing the **green +** button. Author order for generated citations can be indicated by the number box to the left of the author’s name.

REQUIRED Authors



Document Type: Select one from a predetermined list. Choices are article, book, book review, conference proceeding, dissertation, editorial, letter to the editor, response or comment, news article.

Example:

Article

Example:

Book

Publication Date: Try to provide an exact as of a date as possible. At least the year of publication is required.

Example (Creation Date):

1985-07-25

Example (Creation Date):

2008-12

Example (Publication Date):

Winter 1998

Keywords: Provide any additional keywords you think would be useful for discovery. Include only words or phrases which are not already included in the description/abstract or other required fields. Separate keywords with commas.

Example:

DSU, Dakota State University, photograph

Disciplines: Select from a predetermined list on the left aligned box. Highlight discipline, and press “Select” button to add to the list. Multiple selections are allowed.

Example:

Disciplines

Please indicate the academic discipline(s) that best describes your submission. Click [here](#) to view the complete list of disciplines.

The screenshot shows a web interface for selecting academic disciplines. On the left, under the heading "Available:", there is a scrollable list of disciplines: Yiddish Language and Literature, Language Interpretation and Translation, Latin American Languages and Societies, Medieval Studies, Modern Languages, Modern Literature, Museum Studies, Music, and Near Eastern Languages and. On the right, under the heading "Selected:", there is a scrollable list containing: History of Religion, Oral History, and Yiddish Language and Literature. Between the two lists are two buttons: "Select »" and "« Remove".

Description/Abstract: Provide a brief description of the content. Use full sentences. Identify any people in images. If item is a research paper, provide the Abstract.

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

Example:

For more information visit the Trojan Bookstore website.

<https://www.dsubookstore.com/>

Recommended Citation: Citations are automatically generated using available metadata for all items. If you would like the citation to appear in a different format than the default, such as MLA, APA, or Chicago, include the citation exactly as you would like it to appear.