Metadata

This document provides a description of what metadata authors/users need to provide for each type of document they deposit and the meaning of each metadata field.

Index

1   Metadata to be provided by type of document

1-1   Article

Title
Abstract (in English)
Abstract (in another language)
Keywords
Name of monument, town, site, museum
UNESCO WHC Number
Authors
Corporate Authors
Refereed
Status
Journal Title
ISSN
Publisher
Official URL
Volume
Number
Page Range
Date
Languages
References
Notes for editors

1-2   Journal

Journal title
Title of the issue
Abstract (in English)
Abstract (in another language)
Keywords
Name of monument, town, site, museum
UNESCO WHC Number (World Heritage Convention)
Editors
Corporate Editors
ISSN

Publisher
Official URL
Volume
Number
Number of Pages
Date
Languages
References
Notes for editors

1-3   Conference or Workshop item
Title
Abstract (in English)
Abstract (in another language)
Keywords
Name of monument, town, site, museum
UNESCO WHC Number
Presentation type: paper, lecture, speech, poster, keynote, other
Authors
Corporate Authors
Refereed
Status
Date
Date type
Number of pages
Official URL
Event Title
Event type: conference, workshop, other
Event location
Event Dates
Languages
References
Notes for editors

1-4   Book section
Title
Abstract (in English)
Abstract (in another language)
Keywords
Name of monument, town, site, museum
UNESCO WHC Number
Authors
Corporate Authors
Editors
Refereed
Status
Page Range
Title of Book
Volume
Place of publication
Publisher
Number of pages
Series Name
Number
ISBN
Date
Date type
Official URL
Languages
References

Notes for editors

1-5   Book
Title
Abstract (in English)
Abstract (in another language)
Keywords
Name of monument, town, site, museum
UNESCO WHC Number
Book / Monograph Type: Conference volume, technical report, project report,
documentation, manual, working paper, or discussion paper
Authors
Corporate Authors
Editors
Status
Place of publication
Publisher
Number of pages
Book
Volume
Series Name
Number
ISBN
Date
Date type
Official URL
Languages
References
Notes for editors

1-6   Thesis
Title
Abstract (in English)
Abstract (in another language)
Keywords
Name of monument, town, site, museum
UNESCO WHC Number
Thesis Type: Master, PhD, Other
Authors
Corporate Authors
Status
Date
Date type
Official URL
Institution
Department
Number of Pages
Languages
References
Notes for editors

1-7   ICOMOS Evaluation
Name of property (in English)
Name or property (in French)
Abstract (in English)
Abstract (in another language)
Keywords
UNESCO WHC Number
Corporate Authors
Status
Publisher
Official URL
Number of Pages
Date
Languages
References
Notes for editors

1-8   Teaching resource
Title
Abstract (in English)
Abstract (in another language)
Keywords
Name of monument, town, site, museum
UNESCO WHC Number
Authors
Corporate Authors
Status
Copyright holders
Publisher
Date
Date type
Official URL
Languages
Pedagogic type: presentation, activity, case, enquiry, problem, collaboration, communication
Completion time
Task purpose
Skill areas
Learning level
References
Notes for editors

2   Description of metadata fields (in alphabetical order)

Abstract (in English)
A summary of the content of the document. If the document has a formal abstract, e.g. an article already published in a journal, it should be entered here (copy and paste). If the document is in a language other than English, the abstract must be in English. In the field 'Abstract (in another language)' the text can also be entered in one or more other languages. A direct link to Google translate is available in the Archive interface to help authors with translations.

Abstract (in another language)
A summary of the content of the document in a language other than English. If the document has a formal abstract, e.g. an article already published in a journal, it should be entered here (copy and paste).

Authors
Please enter this information accurately and ensure correct spelling. The surname of the main author is one of the most significant pieces of information of the document.

Completion time
This information is for teaching resources. It represents the approximate learning time required to complete the pedagogic work.

Copyright holders
A person, firm or corporate body which holds the copyright for the item.

Corporate Authors
Name of the institutions that are considered to be the authors of the document.

Corporate Editors
Name of the institutions that are considered to be the editors of the document.

Date
Enter the date at which the document has been published, completed or submitted.

Date type
Enter here the event to which the Date applies, for instance 'publication', 'submission' or 'completion'.

Department
For Thesis and Dissertations, name of the Department from which the document originated.
Example: *School of Architecture*
Example: *Department of History*

Editors
Name of the person who edits material for a publication.

Event Dates
For a Conference or workshop item, the start and end dates of the event.

Event location
For a Conference or workshop item, City or town, then country where event was held. If the city is not known then just use country.
Example: *Rome, Italy*
Example: *Greece*

Event Title
For a Conference or workshop item, title of the conference or workshop.
Example: *11th Conference of the Pan-Hellenic Librarians*

Event type
For a Conference or workshop item, select the specific type of event.

Institution
For Thesis or Dissertation, name of the Institution from which the document originated.
Example: *University of Salamanca, Spain*

ISBN
Unique code identifying a book.

ISSN
Unique code identifying a serial.

Journal Title
Title of journal or magazine.

Keywords
The authors may enter their own keywords to describe the content of the document. If the document is not in English, it is recommended to enter keywords in both languages.
In order to help authors find appropriate keywords, users may consult the list of keywords currently used by the UNESCO-ICOMOS Documentation Centre for the indexing of publications at
http://www.international.icomos.org/centre_documentation/ICOMOS_Database_Keywords_Eng-Fra.pdf
Example: *archaeological site, archaeological excavation, sitio arqueológico, excavación arqueológica*

Languages
Select the language(s) of the document. If the document is in two or more languages, please press the "Ctrl" key to select several languages.

Learning level
For a Teaching resource, enter the learning level here. This should correspond to a national/international framework to allow easy comparison of resources. For reference see the International Standard Classification of Education - ISCED
http://www.uis.unesco.org/ev_en.php?ID=7433_201&ID2=DO_TOPIC

Name of monument, town, site, museum
Enter the name(s) of the cultural property(-ies) subject of the document
Example: *Stonehenge, UK*
Example: *Historic Centre of Florence, Italy*
Example: *Silk Road*

Name of property (in English)
For ICOMOS Evaluations, enter the official name of the World Heritage property subject of the document (in English). Metadata field for internal use of the ICOMOS International Secretariat only.

Name of property (in French)
For ICOMOS Evaluations, enter the official name of the World Heritage property subject of the document (in French). Metadata field for internal use of the ICOMOS International Secretariat only.

Notes for editors
Enter here any comments to the editors of the ICOMOS Open Archive. This information will not be displayed to the public.

Number
Enter here the issue number of the journal or series in which the document appeared.

Number of Pages
Enter the total number of pages of the document.

Official URL
If the document is published in another website, please enter here the official URL for the item. Some journals require you to provide a link to their version.
Example: *http://www.thejournal.com/2003/3/*

Page Range
Numerals only.

Pedagogic type
Enter here the pedagogic type that defines the resource: presentation, activity, case study, enquiry, problem, collaboration, communication.

Place of publication
Locality of the publisher. Use city or town, then country. If the city is not known, then just use country.

Example: *Paris, France*
Example: *Brazil*

Presentation type
Select the type of the item presented at a conference or workshop: paper, lecture, speech, poster, keynote, other.

Publisher
A person, firm or corporate body responsible for placing an item on the market. Do not use abbreviations, enter in full.
Example: *Oxford University Press*

Refereed
Please indicate whether this version of the work has been successfully peer-reviewed or not (e.g. scientific journal articles, or other publications published by an institution or a Publisher, scientific conference papers accepted in a conference, academic thesis, etc).

References
You are strongly encouraged to copy/paste the reference list or bibliography of your item into this box. It may be used to link your item to those it cites and to those that cite it.

Series Name
The name of the series to which the document belongs. Enter without punctuation.
Example: *Elsevier Oceanography Series*

Skill areas
For a Teaching resource, enter here the skill areas covered.

Status
Please state here whether your deposit has been published, is currently in the process of being published (in press), or has not been previously published.

Task purpose
For a Teaching resource, outline of the main purpose of the tasks involved.

Thesis Type
Select here the thesis or dissertation type: Master, PhD, other.

Title
Enter here the title of the document. If possible, please copy/paste the title directly from the document.

There might be different situations for the title:
- A unique file that contains text in more than one language, for example one paragraph in English, another in Spanish, etc. In that case the title used will be the one given in the document.
- A unique file that contains the same text in more than one language. For example, an article in a journal written in English and French. In that case the title used will be in both languages, written as follows: 'title [blank] = [blank] title'. Example: *About the Venice Charter = A propos de la Charte de Venise*
- The same document available in multiple files, with the title in a different language. In that case the title used will be in all languages, written as follows: 'title [blank] = [blank] title [blank] = [blank] title…'. Example: *About the Venice Charter = A propos de la Charte de Venise = Sobre la Carta de Venecia*. So one record will have several files associated.

Title of Book
Enter here the title of the book, usually found on the cover and first page of the book.

Title of the issue
For a complete journal. If the issue of the journal has a specific title, it has to be entered here.

UNESCO WHC Number
If the cultural property(ies) referenced in this document is a UNESCO World Heritage Property, enter the number of the dossier. See the list of World Heritage properties under http://whc.unesco.org/en/list which gives the Reference number for each property. Example: *Kasbah of Algiers, Algeria. Ref. 565*. In this case enter just '565' in the box.

Volume
Enter the volume number of the journal or series in which your item appeared.