

## Explanation of metadata terms for Spreadsheet files deposited with the ADS

TERM	MEANING	EXAMPLE
<b>Filename</b>	This is the name of the file.	spreadsheet.xlsx
<b>Title</b>	This is the title of the spreadsheet.	Spreadsheet for contexts found from St. Breaca Close, Breage.
<b>Description</b>	A brief description of the contents of the spreadsheet.	
<b>Creator</b>	The individual(s) or organisation(s) responsible for the creation of the spreadsheet.	Keith Duffy Michael Graham Ronan Keating
<b>Copyright holder</b>	The individual(s) or organisation(s) who holds the copyright for the spreadsheet.	Boyzone Excavations
<b>Period of Creation</b>	The start and end date for the creation of the spreadsheet.	Start date: 01/11/2015 End date: 30/12/2015
<b>Language</b>	The language(s) used within the spreadsheet.  Select the required language from the drop-down list. If the language you require does not appear in the in the list, then add the required language manually.	English Welsh German
<b>Software used</b>	The software that was used to create the spreadsheet.	Microsoft Excel Apache OpenOffice Calc
<b>Software version</b>	The version of software used to create the spreadsheet.	2010 3.4.1
<b>Supporting documentation file name(s)</b>	Please enclose any supporting documentation associated with the spreadsheet, this would typically include any codes, abbreviations or terminology utilised in the spreadsheet.  <b>This should be enclosed in an accepted file format (.doc, .docx or .pdf).</b>	Abbreviations.pdf

<b>DETAILS OF THE SPREADSHEET STRUCTURE:</b>		
<b>WORKSHEET: (Please list all Sheets within the spreadsheet).</b>		
<b>Sheet Name</b>	<p>This should be used to record the name of each individual worksheet used within the spreadsheet.</p> <p>N.B. Please list <b>all</b> sheets within the spreadsheet.</p>	<p>Pottery Samples Monuments</p>
<b>Sheet Description</b>	<p>Provide a brief description of the function of the worksheet.</p>	<p>The Roman pottery discovered during excavations in York.</p>
<b>Number of rows</b>	<p>Provide a figure for the number of rows used within the worksheet. This provides an easy mechanism to audit gaps in the data.</p>	<p>50 100</p>
<b>FIELDS: (Please list all fields within each sheet).</b>		
<b>Field Name</b>	<p>Please provide a list of fields used within the worksheet.</p>	<p>Context_number</p>
<b>Field Description</b>	<p>Here you should provide a brief textual description of the data contained within each field.</p> <p>Include units of measurements, description of codes, etc. used within each field.</p>	<p>Records the context numbers from the excavation.</p>



**Example of completed metadata sheet for spreadsheet files deposited with the ADS**

File Name	Title	Description	Creator (if more than one individual/organisation, add on a new row)			Copyright holder (if more than one individual/organisation, add on a new row)			Period of Creation	
			First Name	Last Name	Organisation	First Name	Last Name	Organisation	Start Date	End Date
Spreadsheet1.xlsx	Survey log for excavation work at King's Manor York.	[spreadsheet description]	Niall	Horan	University of One Direction	Harry	Styles	University of One Direction	01/05/2015	31/05/2018
			Liam	Payne						
					Jonas' Brothers					

Language	Software used	Software version	Supporting documentation file name(s)
English	Microsoft Excel	2010.3.4.1	Abbreviations_for_Spreadsheet1.pdf



Sheet Name	Sheet Description	Number of rows		Field Name	Field Description
contexts	List of contexts	30		context_id	unique context id
				context_description	description of context
				context_type	context type
				context_drawn	if context appears on plan: Yes/No
finds	List of small finds at King's Manor	1304		small_find_id	Unique trench code
				find_type	Trench length in metres
				find_material	Trench width in metres
				context	Trench start date
samples	list of environmental samples		20	sample_id	Links to Site table
				context	Land use, e.g. wood, close, meadow, open field
				sample_type	Sample type, for example 'bulk'
				sample_volume	Sample volume (in litres)
				notes	any description of sample
plans	list of drawn plan		12	drawing_number	unique id for plan
				scale	scale of plan
				illustrator	name of person who drew plan
				contexts	list of contexts present on plan
				notes	any notes