

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

TERM	MEANING	EXAMPLE
<b>Filename</b>	This is simply the name of the file.	example.doc
<b>Title</b>	This is the title of the document.	Land at St. Breaca Close, Breage. Archaeological Evaluation Report.
<b>Abstract</b>	A brief summary of the contents of your document/file.	
<b>Authors</b>	The primary author(s) or organisation(s) responsible for the creation of the document.	Robert Plant Jimmy Page John Bonham
<b>Date Published</b>	The date when the document was 'published'. This can be a physical publication date or a date when the document was produced in its digital form.	01/Jan/2012
<b>Publisher</b>	The 'publisher' of the document. This can be an actual publisher, or the organisation responsible for producing the document.	Wessex Archaeology
<b>Published (Location)</b>	The place of publication, or the location of the organisation, responsible for producing the document.	Salisbury
<b>ISBN</b>	Does the file have an ISBN (International Standard Book Number)? If it does then you should record the number here.  This should be a 10 or 13 digit numeric code. N.B. Please include the (-) separator in the number.	978-3-16-148410-0
<b>DOI</b>	Does the file have an existing DOI? The DOI, or Digital Object Identified, unique identifier for an object, such as an electronic document, but can also be used to identify a group of files  This should be a numeric field that can contain period and backslash notations.	10.5284/1018044

TERM	MEANING	EXAMPLE
<b>URL</b>	Does the file have an associated web resource? Record the URL of that resource. Please make sure when recording the URL that you record the direct link to the file.	<a href="http://archaeologydataservice.ac.uk/dissemination/pdf/wessexar1-136634_1.pdf">http://archaeologydataservice.ac.uk/dissemination/pdf/wessexar1-136634_1.pdf</a>
<b>Language</b>	The language(s) used within the document.  Please use the 'Add' button to create further entries, and then select the required language from the drop down list. If the language you require does not appear in the in the list, select 'Other', and add the required language manually.	English Welsh German
<b>Software</b>	The software that has been used to create the file.	Microsoft Word Apache Open Office Writer Adobe Acrobat
<b>Software Version</b>	The version of software used to create the file.	2010 3.4 10

## Example of completed metadata sheet for text files deposited with the ADS

File name	Title	Abstract	Author/editor (each individual should be added on a new row)		Volume/ Issue/Report Number	Date Published	Publisher	Place Published	ISBN	DOI	URL	Language	Software	Software Version
			First Name	Last Name										
example1.doc	Land at St. Breaca Close, Breage. Archaeological Evaluation Report.	abstract text	Robert Jimmy John	Plant Page Bonham	153	01-Jan-12	Wessex Archaeology	Salisbury	978-3-16-148410-0	10.5284/1018044	http://archaeo	English	Microsoft Word	2010
example2.doc	St. Breaca Close, Breage. Pottery report.	abstract text	Robert	Plant		01-Jan-12	Wessex Archaeology	Salisbury	978-3-16-148410-1	10.5284/1018043	http://archaeo	English	Microsoft Word	2010
example3.doc	Land at St. Breaca Close, Breage. Building Survey.	abstract text	Jimmy	Page		01-Jan-12	Wessex Archaeology	Salisbury	978-3-16-148410-2	10.5284/1018046	http://archaeo	English	Microsoft Word	2010