

FORMATTING METADATA FOR ENTRY INTO SPREADSHEET

Metadata Field	Acceptable Spreadsheet Format
Title <i>(of article, paper, etc)</i>	[Use Proper Capitalization]
Filename	[From Upload URLs spreadsheet (see batch load prep steps)]
fulltext_url	[From Upload URLs spreadsheet (see batch load prep steps)]
Version	Publisher's PDF; Postprint; Preprint; Working paper
copyright_statement	[See publisher's statement formulas]
embargo_date	0 [No embargo]; 183 [6 months]; 365 [1 year]; 540 [18 month]; 730 [2 years]; 1095 [3 years]; 1825 [5 years]
disciplines	[See PDF on Google Drive]
keywords	
peer_reviewed	TRUE or FALSE
DOI	
Abstract	[Copy/paste from resource]
author1_fname	
author1_mname	
author1_lname	
author1_suffix	
author1_email	
author1_institution - <i>affiliation</i>	
author1_is_corporate	TRUE [author is not an individual or group of individuals] or FALSE
Comments	
create_openurl	TRUE [submission previously published in a journal] or FALSE [not previously published]
custom_citation	[Format depending on subject (APA, MLA, etc.)]
distribution_license	[See table below]
document_type (*note no capitalization)	article; bookreview; conference [conference proceeding]; dissertation; editorial; teaching_material; learning_material; eresource_review [e-resource review]; letter [letter to the editor]; response [response or comment]; news [news article]; report; bibliography; book; presentation; thesis; contribution [to books]; blog [blog posting]; poster
<i>source fulltext</i> ext_link <i>article webpage</i>	
source_publication	[Journal title]
Volnum	
Issnum	
Fpage	
Lpage	
publication_date	
Season <i>(if applicable)</i>	Fall, Winter, Summer, Spring -- as specified

* Bracketed text is just for notes, do not include in spreadsheet