

Field definitions for Word batch upload sheets

Here is a list of possible fields that can be uploaded to using the Word batch upload process. The "intended use" for each field is just a guide for what the field should be used for. You and your team can make decisions together about how you will use these fields for your archive. We recommend trying to maintain consistency on their use across your archive.

Wondering where the fields show up on a FirstVoices word entry? See [below](#).

Field Descriptions

Word Fields

	Required	Type	Intended use	Example
WORD	Required	Text	The word, written in the language, using the community writing system consistent with the archive	déjà vu
PART_OF_SPEECH	Recommended	Text	The grammatical category that best describes the way the word is used in a sentence Only parts of speech included in the supplied list are supported. Click here for the available options.	noun
PRONUNCIATION	Optional	Text	An IPA transcription of the word	/dZHä voo/
DEFINITION	Required	Multiple Text	An explanation, in English, of what the word means and/or how it is used (may or may not match the literal translation). Up to 5 definitions are supported, but only one is "required" e.g DEFINITION_2 ...	"The strange feeling that in some way you have already experienced what is happening now"
LITERAL_TRANSLATION	Recommended	Multiple Text	A direct English translation of the word, without interpreting meaning or usage. Up to 5 literal translations are supported, e.g LITERAL_TRANSLATION_2 ...	"already seen"
CATEGORIES	Recommended	Comma Separated Text	A descriptive grouping related to the word or its definition. Currently, only existing categories are supported. Click here to view the supported categories.	Shellfish, Food
CULTURAL_NOTE	Optional	Multiple Text	A brief explanation or description of cultural uses of this word. Cultural notes often include information about who the word is used by (man or woman, young or old), where it is used (in the Big House, on the land), information about the history of the word, or any other information about the word that is not captured by the definition or literal translation. Up to 5 cultural notes are supported e.g. CULTURAL_NOTE_2 ...	
REFERENCE	Optional	Text	If the word is sourced from a dictionary or other reference make a note of it here. It could be a citation, a link, or other information.	Cambridge English Dictionary, or another online archive/word list
ACKNOWLEDGEMENT	Optional	Text	This an extra field that can be used for specifying instructions for reuse or copyright of the word entry.	
CONTRIBUTOR	Recommended	Text	The name of the person who prepared the word entry.	John Smith
INCLUDE_IN_GAMES	Optional	True /False	Content suitable for games. Typing 0 means false and 1 means true. Defaults to 1 (i.e. True).	1
CHILD_FRIENDLY	Recommended	True /False	Content suitable for young children. Typing 0 means false and 1 means true. Defaults to 1 (i.e. True). If selected, this audio recording will be automatically included in the Kids' Portal.	1
RELATED_PHRASE	Optional	Text	A phrase that contains the word and/or exemplifies its meaning.	
RELATED_PHRASE_DEFINITION	Optional	Text		
RELATED_PHRASE_LITERAL_TRANSLATION	Optional	Text		

Media Fields

Note: The examples given are for 'AUDIO', however, the same applies to images and videos e.g. IMG_TITLE, VIDEO_FILENAME etc.

For multiple audio files add an underscore and the number of the file.

e.g. the column headings for a second audio file would be AUDIO_2_TITLE, AUDIO_2_DESCRIPTION, ...

For RELATED_PHRASE audio files use the same headings prefixed with RELATED_PHRASE_

e.g. RELATED_PHRASE_AUDIO_TITLE etc. Currently, videos and images for related phrases cannot be added using the batch upload process.

! Please note that if you are uploading any content that isn't your own, copyright law requires you to properly credit whoever owns the content, even if the content is open source or royalty-free. This applies to any image, video, audio recording or other material. [More information on how to credit the source of open source or royalty-free content can be found here.](#)

Warning: The FirstVoices team does not monitor whether or not your media is being sourced appropriately. However, if FirstVoices receives a copyright strike against content on your archive that isn't properly sourced, we may be legally required to remove all visual media files that do not have source information.

	Required	Type	Intended use	Example
AUDIO_TITLE	Required	Text	Web-friendly title for the audio	"Child saying déjà vu"
AUDIO_DESCRIPTION	Recommended	Text	Description of the media and any other notes. Potentially a longer, user-friendly description of how the audio recording came to be, recording location, conditions, date etc.	"A recording of 'déjà vu' being spoken. Recorded at the FPCC office, May 2019."
AUDIO_FILENAME	Required	Text	The exact name of the file itself. This field CANNOT contain any spaces or special characters. Only numbers, letters or underscores. One period should be included before the file extension (see example)	20190521_pb_01_w7.wav
AUDIO_SHARED_WITH_OTHER_DIALECTS	Recommended	True /False	Typing 0 means false and 1 means true. Defaults to 1 (i.e. True).	1
AUDIO_CHILD_FOCUSED	Recommended	True /False	Media suitable for a younger audience. Typing 0 means false and 1 means true. Defaults to 1 (i.e. True).	1
AUDIO_SOURCE	Recommended	Text	Most commonly the person speaking in audio files, the speaker. For images and videos, this field could be used to acknowledge the artist who created it. Up to 3 audio sources are supported for each file e.g AUDIO_SOURCE_2 ...	Peter Brown
AUDIO_RECORDER	Recommended	Text	Person who captured the recording.	Kyra Fortier

Other Fields

	Required	Type	Intended use	Example
USERNAME	Required	Text (email)	Users with accounts in the system who worked on the record. Up to 5 usernames are supported, but only one is "required" e.g USERNAME_2 ...	johnsmith@gmail.com

Where the fields appear on a word entry

Click on the images to enlarge.

1. As it appears before expanding information dropdowns.

This screenshot shows a phrase entry page on the FirstVoices website. The page title is "Esperanto". The main content area displays the word "Esperanto" and its definition. Below the definition, there are sections for "Related phrases", "Cultural notes", "Literal translations", "Pronunciation", "Photos", and "Videos". Each section contains placeholder text indicating where specific fields would appear if expanded. At the bottom right, there is a "DELETE WORD" button.

2. As it appears after expanding information dropdowns.

This screenshot shows the same phrase entry page as above, but with the "RELATED_PHRASE" dropdown expanded. The expanded dropdown shows the name of the related phrase, "AUDIO_SOURCE", and its definition, "The name of the AUDIO_SOURCE appears here". This expansion reveals the underlying structure of the data model, showing how one phrase can be linked to another through its "RELATED_PHRASE" field.

Where the fields appear on the phrase entry created by RELATED_PHRASE

Click on the image to enlarge.

FirstVoices

EXPLORE LANGUAGES WELCOME, Guy View My Tasks Search:

Esperanto

Esperanto Home Page / learn / phrases / This is where the RELATED_PHRASE field is displayed

Workspace Public View

Enabled Published PUBLISH CHANGES EDIT PHRASE

This is where the RELATED_PHRASE field is displayed 0:00 / 0:01

DESCRIPTION This is where the RELATED_PHRASE_AUDIO_DESCRIPTION field is displayed SPEAKER(S) This is where the RELATED_PHRASE_AUDIO_SOURCE field is displayed RECORDED BY This is where the RELATED_PHRASE_AUDIO_RECORDER field is displayed

English This is where the RELATED_PHRASE_DEFINITION field is displayed

Literal translations

English This is where the RELATED_PHRASE_LITERAL_TRANSLATION field is displayed

ABOUT THIS RECORD ^

Reference:

Date created: Sept 10th, 2019 @ 18:56

Status: New

Version: 2.0

DELETE PHRASE

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