## Guidelines for structuring metadata for inclusion in landportal.org

Version: 2017/10/04

Construct a CSV**^^** or an XML file where each row/record includes the following fields:

* ID/ISBN/ISSN
* **Title (\*required)**
* **Abstract/Description (\*required)**
* Authors
* Corporate authors
* **Publishers (\*required)**
* Pages
* Duration
* **Resource Types (\*required)**
* **Publication date (YYYY/MM) (\*required)**
* **Language (\*required)**
* **Geographical focus (\*required)**
* Related Overarching Categories
* Related Themes
* **Related Concepts (\*required)**
* Link to the original website
* Link to the publication
* Image/thumbnail
* License
* Copyright details

The **ID/ISBN/ISSN** field MUST have less than 256 characters.

The **Title** field MUST have less than 256 characters.

The **Abstract/Description** field storages the abstract or a description of the resource.

The **Authors** field (where you can put authors, editors or contributors)should separate each value in a different line. Each of the **Author** linesshould be in the following format: “Lastname, Firstname” or “Lastname, First Initials” or a mixture of the two.

The **Corporate Authors** fieldshould separate multiple values with a semicolon (;) character and without any spaces, so that they can be imported separately. Each value MUST be the label of an organization already added in the portal.

The **Publishers** fieldshould separate multiple values with a semicolon (;) character and without any spaces, so that they can be imported separately. Each value MUST be the label of an organization already added in the portal.

The **Pages** field MUST have less than 256 characters. The preferred value of this field is the number of pages of the resource or the page range in case of a journal article or book.

The **Duration** field MUST have less than 256 characters. The preferred value pattern of this field is the ISO 8601 date format (hh:mm:ss).

The **Resource Types** fieldshould separate multiple values with a semicolon (;) character and without any spaces, so that they can be imported separately. The possible **Resource Type** values are the following:

* *Institutional & promotional materials*
* *Journal Articles & Books*
  + *Peer-reviewed publication*
* *Legislation & Policies*
  + *Agreements & Contracts*
  + *Constitution*
  + *International Conventions or Treaties*
  + *Jurisprudence*
  + *Legislation*
  + *National Policies*
  + *Other*
  + *Regulations*
  + *UN Resolutions*
* *Manuals & Guidelines*
* *Multimedia*
  + *Videos*
* *Policy Papers & Briefs*
* *Reports & Research*
  + *Conference Papers & Reports*
* *Training Resources & Tools*

The **Publication date (YYYY/MM)** field MUST follow the pattern YYYY/MM (also, you could include the day if you have it). If you only know the year, follow the patter YYYY.

The **Language** fieldshould separate multiple values with a semicolon (;) character and without any spaces, so that they can be imported separately. The preferred values for them are the ISO 639-1 code (en, es, fr, pt…).

The **Geographical focus** fieldshould separate multiple values with a semicolon (;) character and without any spaces, so that they can be imported separately. The preferred values for them are the ISO 3166-1 alpha-3 code for countries and UN M49 code for areas/regions. **Geographical focus** is a field for selecting areas and countries related to that resource.

The **Related Overarching Categories** fieldshould separate multiple values with a semicolon (;) character and without any spaces, so that they can be imported separately. **Related Overarching Categories** is a field for selecting areas and countries related to that resource. The possible **Related Overarching Categories** values are the following:

* *Land Use, Management & Investment*
* *Land Policy & Legislation*
* *Access to Land & Tenure Security*

The **Related Themes** fieldshould separate multiple values with a semicolon (;) character and without any spaces, so that they can be imported separately. **Related Themes** is a field for selecting areas and countries related to that resource. The possible **Related Themes** values are the following:

* *Forest Tenure*
* *Indigenous & Community Land Rights*
* *Land & Food Security*
* *Land & Gender*
* *Land & Investments*
* *Land Conflicts*
* *Land Stakeholders & Institutions*
* *Land, Climate change & Environment*
* *Rangelands, Drylands & Pastoralism*
* *Socio-Economic & Institutional Context*
* *Urban Tenure*

The **Related Concepts** fieldshould separate multiple values with a semicolon (;) character and without any spaces, so that they can be imported separately. **Related Concepts** is a field for selecting areas and countries related to that resource. The possible **Related Concepts** are available at:

<http://landportal.info/voc/landvoc/concept>

In that case, you can use the label (e.g. “land tenure”) or the URI (e.g. “http://aims.fao.org/aos/agrovoc/c\_12069”) of the concept

The **Link to the original website** field MUST be a link, normally from the data provider partner's website.

The **Link to the publication** field MUST be a link, normally the direct link to the PDF file.

The **Image/thumbnail** field MUST be a link, normally the direct link to the image of the cover (or a selected image).

The possible **License** values are the following (if there are not from that list, a mapping process will be needed):

* All rights reserved
* Creative Commons Attribution
* Creative Commons Attribution-NoDerivs
* Creative Commons Attribution-NonCommercial
* Creative Commons Attribution-NonCommercial-NoDerivs
* Creative Commons Attribution-NonCommercial-ShareAlike
* Creative Commons Attribution-ShareAlike
* Creative Commons Zero (Public Domain)

The **Copyright details** field storages the Copyright details (like the organization / person that owns the copyrights or a specific copyright statement).

^^**NOTE FOR CONSTRUCTING CSVs:**

If you are constructing a CSV for import, please make sure your records’ individual fields are encapsulated within quotes, especially if they contain spaces, commas or multiple values separated by commas. Microsoft Excel does this for you when saving as CSV, but if you are constructing the CSV manually or with other tools, please confirm the proper use of quotation marks to separate out each field.