Explanation of metadata terms for text files deposited with the ADS

TERM	MEANING	EXAMPLE
File name	This is the name of the file.	example.doc document.pdf
Title	This is the title of the document.	Land at St. Breaca Close, Breage. Archaeological Evaluation Report.
Abstract	A brief summary of the contents of your document/file.	
Authors /editor	The individual(s) or organisation(s) responsible for the creation, editing, contributing, etc. to the document. Add the appropriate role.	Robert Plant Jimmy Page John Bonham
Page Count	Add the number of pages within the document.	
Date Published	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
Publisher	The 'publisher' of the document. This can be an actual publisher, or the organisation responsible for producing the document.	Wessex Archaeology
Place Published	The place of publication, or the location of the organisation, responsible for producing the document.	Salisbury
Volume / Issue/ Report Number	Any volume, issue and report numbers associated with report or document.	
ISBN	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
DOI	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
URL	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.	http://archaeologydataservice.a c.uk/dissemination/ pdf/wessexar1-136634_1.pdf
Language	The language(s) used within the document. 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
Software	The software that has been used to create the file.	Microsoft Word Apache Open Office Writer Adobe Acrobat
Software Version	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)				Page Count	Date Published	Publisher	Place Published	Volume/ Issue/Report Number
			Type	First Name	Last Name	Organisation					
example1.docx	Land at St. Breaca Close, Breage. Archaeological Evaluation Report.	[abstract text]	Author	Susanna	Hoffs		24	01/01/2012	Bangles Archaeology	York	153
			Contributor	Debbi	Peterson	Bangles Archaeology					
			Editor	Vicki	Peterson						
example2.pdf	St. Breaca Close, Breage. Pottery report.	[abstract text]	Author	Annette	Zilinskas		135	05/06/1976	TB Archaeology	Los Angeles	
			Editor			TB Archaeology					
example3.odt	Land at St. Breaca Close, Breage. Building Survey.	[abstract text]	Author			The Bangles Associates	5	09/10/2018	The Bangles Associates	Salisbury	

ISBN	DOI	URL	Language	Software	Software Version
978-3-16-148410-0	10.5284/1018044	http://archaeogy.co.uk/example1.docx	English	Microsoft Word	2010
978-3-16-148410-1	10.5284/1018043		English	Adobe Acrobat	11.0
			Spanish		
978-3-16-148410-2	10.5284/1018046		English	Apache OpenOffice	4.1.5