Specifications for Citebank contributors
dated 2011/1/25

Introduction

This document provides a minimum specification for the supply of content files and metadata to Citebank.

To submit citations for inclusion in Citebank, read this document, and then contact Trish Rose-Sandler, trish.rose-sandler@mobot.org Data Analyst, Biodiversity Heritage Library (BHL).

Content File Requirements

We accept any file that represents a simple, self-contained digital object (i.e. comprised of a single content file that does not need to be viewed within page turning software and can be displayed in any online browser). Examples would include PDFs or Word documents.

Metadata Requirements

In order for content to be indexed and made searchable, we also need descriptive information about the content, or metadata (e.g. title, author, date, etc). Metadata is the equivalent of the citation for the content. What type of metadata is needed depends on the publication type of the citation (e.g. an article, book, conference paper, thesis). Publication types in Citebank are defined below along with their required and optional fields. Note: If you have content that does not fit into the publication types articulated below please contact the Collections Coordinator, Bianca Crowley (crowleyb@si.edu) for further discussion.

Publication Type	Definition	Fields Based on Publication Type R – required O – optional

Book	Published monograph	R:
		      Publication Type
		      Author(s)/Editor (s)
		      Title
		      Publisher
		      Year of Publication
		
		O:
		
		      Edition
		      Place Published
		      Language
		      Keywords
		      Date Published

Book Chapter	Section of a published	R: Publication Type

	monograph	Author(s) Title (title for Chapter), Original Publication (title for Book) Publisher Year of Publication O: Pagination Edition Place Published Language Keywords Date Published
Journal Article	A single article from a periodical	R: Publication Type Author Title (this is for the article) Original Publication (this is the journal title) Year of Publication O: Volume Issue Pagination Keywords Date Published
Conference Paper	A single article presented at a conference	R: Publication Type Title (title of talk) Author(s) Year of Publication (year of publication not year of presentation) Original Publication (title of publication resulting from the conference) O: Pagination Keywords Date Published
Conference Proceedings	All articles presented at a conference	R: Publication Type Title (title of publication resulting from the conference) Year of Publication O: Keywords Place Published Date Published
Newspaper Article	A single article from a published newspaper	R: Publication Type Title (for the article) Author (s)/Editor (s) Original Publication (title of newspaper) Year of Publication

		O:
		Pagination Keywords Date Published
Web Article	A single article whose publication is not in printed form but only on the Web	R: Publication Type Title Author URL or DOI Year of Publication O: Access Date Keywords Date Published
Thesis	Can be either a master's thesis or PhD thesis	R: Publication Type Title Author Publisher (this would be the institution awarding the degree) Year of Publication O: Degree Keywords Date Published
Manuscript	A document or book transcribed by hand	R: Publication Type Title Author O: Year of Publication Keywords Date Published
Map	Visual representation of a geographic area	R: Publication Type Title Original Publication Year of Publication O: Keywords Date Published
Chart	Visual representation of a dataset	R: Publication Type Title Original Publication Year of Publication O: Keywords Date Published
Government Report	A pamphlet, booklet or book	R: Publication Type

	printed by a city, state, municipality or government	Title Author (name of government office) Year of Publication O: Keywords Date Published

Filenames

In order to match the citation information to the correct content file, the metadata records must include the name of the file with which it is affiliated (e.g. Smith123.pdf). This information is required before we can incorporate the content into CiteBank.

Metadata record examples

Publication Type	Author(s)	Title	Original Publication	Year of Publication	Publisher	Filename
Article	Smith, B	The Long Branch	Bulletin of Trees	1889		Smith123.pdf
Book Chapter	Bernal, M.E.; Drake, T.	Birding in Ibague	Birds of Colombia	1955	UB Press	Bernal99.pdf
Conference Paper	Thomas, E.	Summary of Nematode studies	Nematode Research	1878		ThomasE.pdf
Book	Powell, D.; Ross, M.; Stanton, A.B	Patagonian Exploration in the 19th Century		1922	Greene	Pata19.pdf

Smith123.pdf

Bernal99.pdf

ThomasE.pdf

Pata19.pdf

Data value guidelines for specific fields

Certain fields will benefit from having their data values submitted in standard forms as it will make the records more interoperable with other records in Citebank, and ultimately improve search results for end users. For example, entering the author's name as LastName, FirstName will allow it to properly sort in the Author Browse along with the other citation records within Citebank. We recommend data value standards for the following fields:

Author (s)
Enter value as LastName, FirstName (e.g. Smith, Leonard) or LastName, FirstNameInitials (e.g. Grupta, BJ) Mutiple authors should be clearly separated either in separate cells of a spreadsheet

Author1	Author2
Mitchell, CJ	Monath, TP

Or, if all author values are within a single cell, submit them with consistent punctuation between each author so they are easily parseable into separate fields.

Author (s)
Mitchell, CJ;.Darsie, RF; Monath, TP; Sabattini, MS

Dates

Enter a single date into the Year of Publication field in the form of YYYY. Date ranges, approximate dates, and more specific dates (e.g. 1912-1932; circa 1932; 2002/11/1) can be entered into the Date Published field. Year of Publication will be used for browsing by year.

Publication Type

If all the records that will be submitted are the same publication type (e.g. Journal Articles, Book Chapters) then that information does not need to be submitted as a separate field within each record but can be communicated to BHL and we will automatically add the information upon ingest of your records. If the submitted records contain a mix of publication types (e.g. Book, Journal Article, Government Report) then the Publication Type must be included within each citation record that is submitted.

Delivery options for citations and content files

The preferred delivery method for citations and their related content files is either via external hard drives or ftp. Multiple DVDs, if properly labeled, are an acceptable alternative. For external hard drives, it is the responsibility of the contributor to ship the drive to BHL, but BHL will pay to return the drive. Though BHL will take care of the drives, it does not take responsibility for the handling in the mail.

If you want to ftp the files, go to - ftp://cissus.mobot.org

Type in -
    username: garfile
    pwd: garden2003

Deposit files in
    /incoming/BHL

Notify BHL you have deposited the files. (For security purposes the ftp site is cleaned off every 5 days. Contact Trish Rose-Sandler, trish.rose-sandler@mobot.org as soon as files are deposited so that they can be moved to a more permanent location).