



How to add a Publication Metadata Guidelines

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About ICARDA

Is a treaty-based international organization, established in 1975, the International Center for Agricultural Research in the Dry Areas (ICARDA) is an autonomous non-profit, international institute governed by a Board of Trustees and, under the auspices of the CGIAR System in accordance with the provisions of the Charter, ICARDA focusses on delivering innovative solutions for sustainable agricultural development in the non-tropical dry areas of the developing world. ICARDA provide innovative, science-based solutions to improve the livelihoods and resilience of resource-poor smallholder farmers. ICARDA is developing that through strategic partnerships, linking research to development, and capacity development, and by taking into account gender equality and the role of youth in transforming the non-tropical dry areas.

Monitoring, Evaluation and Learning (MEL)

Monitoring, Evaluation and Learning (MEL) is a multi-center and multi-CRP online platform for integrated management, monitoring, and reporting of projects, from planning to budgeting, risks' assessment, knowledge sharing and more. MEL creates synergy between research and development partners, bridging competencies in a results-oriented platform. MEL allows saving resources and time, reducing paperwork, facilitating administrative steps, quickening project-related communications and enabling near real-time data collection to inform decision-making.

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Revision History

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Introduction

Each organization has its own rules and procedures when adding publications' metadata to the information products. MEL has created this brief guideline to guide and facilitate the process of adding metadata when uploading publications into its own platform.

As a general rule before uploading any publication, please look for the publication on the publisher's website, if available.

Journal Articles, Books, and Book Chapters

File: Upload the publication in both Word and PDF formats, if both of them are available. The final uploaded version should be saved and uploaded as PDF.

Human images: Verify if the uploaded publication contains any human images and reply to the question "*Does this information product contain image/video of a human subject(s)?*" with "Yes" or "No".

Date: Insert the publication's online and/or in print date.

Title:

1. Check the title and make sure it matches the one of the uploaded publication. Add the title in the language of the uploaded publication.

For example, if the publication is written in Arabic, title, abstract/summary, and keyword(s) should be added in Arabic. The title in English can be added on the first line of the Abstract/Summary section as well as the in keyword(s) field. Alternatively, keyword(s) in Arabic and English can be added within the same Keyword(s) section.

2. Format the title capitalizing each letter if the original title is all in capital letters.

Type (or Report file type): Make sure the correct type of publication is selected.

Authors: Add all the authors contributing to the publication with their correct affiliations and make sure that the authors are entered in the same order as in the publication. Separate First Author from the Co-Author(s), as suggested in the form.

Partners: Add the partners involved in the publication. More than one partner can be selected.

SDG(s)²: Select the relevant Sustainable Development Goals (SDGs) covered in the uploaded publication.

² The Sustainable Development Goals are a universal call to action to end poverty, protect the planet, and improve the lives and prospects of everyone, everywhere. The 17 Goals were adopted by all United Nations (UN) Member States in 2015, as part of the 2030 Agenda for Sustainable Development which set out a 15-year plan to achieve the Goals. <https://www.un.org/sustainabledevelopment/development-agenda/>

Keyword(s): *For Journal Articles*, add the keyword(s) as specified in the publication. *For Books and Books Chapters*, follow the same rule. If no keyword(s) is/are present, add the appropriate ones and select [AGROVOC](#)³ when possible. Two or three keywords per publication would be desirable.

Commodity(ies): Add all the commodities listed in the publication, more than one option can be included.

Description (Abstract/Summary): *For Journal Articles*, add the abstract/summary as it is written in the original publication. *For Books and Book Chapters*, follow the same rule if an abstract/summary is present, otherwise include one when missing.

URL: Add the publication DOI and the web link, when available. *The DOI should be added as in the following example: 10.3389/fgene.2020.00626.*

Journal Title: *For Journal Articles*, add the journal's title, that is the name of the journal in which the publication has been published. When typing within this field, the system automatically suggests a list of available options. Click on the correct one.

ISSN and ISBN: *For Journal Articles*, when the journal title is manually added or selected, the system adds automatically the journal ISSN and the publisher's name. *For Books and Book Chapters*, add the ISBN, when available.

ISI Journal?: Confirm whether it is an ISI journal or not and add the impact factor, if available.

Publisher: *For Journal Articles (if an accepted, online or in print publication date has been specified)*, the publisher name is added automatically once the journal title is selected.

Publisher Country: Add the publisher country and *make sure that the publisher headquarter country is added when adding the publisher country.*

Access status: Check the publication's copyright from the publisher's website/or [Sherpa Romeo](#)⁴ for Journal Articles, Books, and Book Chapters. *Make sure to always check the journal access status rules from Sherpa Romeo as it is sometimes allowed to upload the pre-print copy or the authors manuscript copy as open access after a certain embargo date.*

Licence: If the publication is open access, check the Creative Commons rules mentioned in the publication and/or from the publisher's website. Select "Timeless limited access" when the publication is restricted and choose the licence "All right reserved" from the drop-down list.

Citation: The citation is generated automatically or manually as per the user's preference.

³ AGROVOC is a controlled vocabulary covering all areas of interest of the Food and Agriculture Organization (FAO) of the United Nations, including food, nutrition, agriculture, fisheries, forestry, environment, etc.
<http://aims.fao.org/vest-registry/vocabularies/agrovoc>

⁴ Sherpa Romeo is an online resource that aggregates and analyses publisher open access policies from around the world and provides summaries of publisher copyright and open access archiving policies on a journal-by-journal basis. <https://v2.sherpa.ac.uk/romeo/>

Other publication types such as Reports, Brochures, Briefs, Presentations, etc.

In general, all the above-mentioned rules apply to all publication types. However, some types such as Reports and Briefs, for example, have some additional metadata:

Date:

- Draft Publications: The publication date should be added in the “Creation/Submission Date” box.
- Final publications published online: Add the date in the “Online Publication Date” box. *Additionally, add the publication URL link when choosing the “Online Publication Date”.*
- Final printed publications: The publication date should be added in the “In Print Publication Date” box.

Is this an ICARDA Product?: Reply “Yes” if it is an ICARDA product, otherwise state “No”. When selecting “Yes” the following fields will appear:

Is it part of series? Reply “Yes” if it is part of an ICARDA series, otherwise state “No”.

Series Name: Add the series’ title such as Annual Report, CARAVAN, Factsheets, etc. Select the series title from the drop-down list.

Series Number: Add the series number.

Access status: Check the document access status from the publisher’s website or ask directly the authors if there is no copyright mentioned in the publication.

Important to remember

- All the publications related to Capacity Development & Knowledge Sharing Activities, such as Presentations, Conference Papers, Posters, Thesis related to Individual Degrees, Individual Non Degrees, Training, Workshops or Conference participation, should be added as a “*Capacity Development & Knowledge Sharing Activities*”.
- Do not upload several publications under one single metadata form as each publication should be added separately. The only exception is trials, where publications, images and the datasets related to it can be combined in one metadata form.
- Multiple images, e.g. photos from a Workshop or a Training activity, can be uploaded under one metadata form.

Additional Resources

- For further information on how to upload a publication, please visit MEL [online user guide](#).
- Read the [MEL Depositing and Publication Process](#) to learn more about the process followed by the staff involved in MEL workflow.
- Browse the [Guidelines on Production and Dissemination of Information Products](#) to learn more about ICARDA’s information product types, branding, and intellectual assets.
- Consult the [General Dataset Curation Guide \(GDCG\)](#), a short guide on how to develop structured and curated datasets.