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Harmonized metadata scheme

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METADATA EXPLANATION 3

Metadata explanation

The standards used in this project for the metadata structure and controlled vocabulary are the *Dublin Core Metadata Standard* (DC)[1], the *Bibiographic Ontology* (BIBO)[2] and the *Friend Of A Friend Ontology* (FOAF)[3]. Every clipping

- necessarily includes a written part. This section will be ingested in the Omeka environment as HTML-code.
- may contain different media types in various formats beyond its written content (e.g. images – for example in .jpg, .png or .pdf file formats –, video/audio resources, YouTube URLs, additional written content, etc…).

For this reason, two templates were created in order to ascribe the appropriate metadata tags to the clipping and to its media. The principal source for video and audio material in this project will be YouTube. This video hosting service has its own metadata file format and delivery system and therefor needs no further metadata description. Additionally Omeka offers an automatic embedding feature that allows inserting the URL of the resource and directly display it as media attached to the clipping.

The following table is a terminology scheme of the terms used in the project and its corresponding "translation" in Omeka terms:

Retopea	**Definition**	**Omeka**
Dataset	*All **clippings** contained in all **item sets**.*	—
Collections	***Source** and/or **contextual clippings** grouped in specific topical focuses.*	**Item Sets**
Topical focus	*Abstract thematic classification of project-relevant focus points.*	**Item Set**
Clipping	*Piece of information about a specific subject, possibly containing different media types and formats.*	**Item**
Source clipping	*Original clipping in English*	**Item**
Contextual clipping	*Explanation of the context of a related **source clipping***	**Item**
Clipping Bundle	*Bundle of clippings containing the **source clipping, contextual clipping(s) and** all **its translations**.*	—

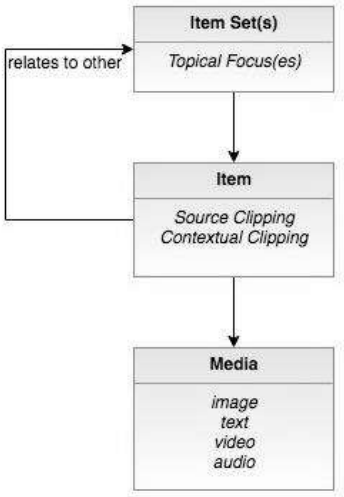
[1] http://dublincore.org
[2] http://www.bibliontology.com
[3] http://xmlns.com/foaf/spec/

Media	***Resources** attached to a **clipping**.*	**Media**
Resource	*A file with a determined type in a specific format.*	**Media**

The topical focuses were elaborated by both work package 2 and 3 to create a common list of focus points in which all the clippings can be indifferently grouped. On the website, each topical focus will display a collection of clippings, yet the same clipping can appear in more than one collection – depending on how many relations the researcher associated to the clipping. Every clipping must belong to **at least one** topical focus – though more than one connection is recommended – from a list of twelve topical focuses:

1. Family life
2. Gender and Sexuality
3. Clothing and dress
4. Religious practice
5. Places and buildings
6. Migration, trade and travel
7. Law, police and public order
8. Peace and conflict resolution
9. Ideas about toleration
10. Discrimination and being different
11. Propaganda, stereotyping and communication
12. Memory and heritage

This type of association is considered a **strong relation** (or **main connection**) between the clipping and its topical focus. The clippings that have a strong relation to a collection will be shown on the website as part of that collection (meaning that if you click on a topical focus on the RETOPEA website you will see the clipping and all other clippings related to that particular topical focus). Beyond this type of relation, there is a **weak relation** that can be described in the metadata tag <Relation>. The weaker relations will not be displayed in the collection itself but only by clicking on the clipping (meaning that one has to open the clipping to reveal its connection to another topical focus or clipping). This will create a hierarchical structure where the clipping has a strong relation to one (or more) topical focuses and a weaker relation to other ones. The following diagram shows the structure of the relation between topical focus (i.e. item set) and clippings (i.e. item):



For example, if a clipping were about a law discriminating some kind of religious ritual, it would strongly belong to "*Religious practice*" and "*Discrimination*", and weakly belong to "*Migration, trade and travel*" and "*Propaganda, stereotyping and communication*". If a clipping were about a law suspending the discrimination of some kind of religious ritual than it would strongly belong to "*Religious practice*" and "*Peace and conflict resolution*" and weakly belong to "*Discrimination*" and "*Propaganda*". The category "*Law, police and public order*" may apply as weak or strong relation to both cases. The ultimate decision on which category a clipping should belong to is up to the researchers working on the clipping. This structure builds a second layer of connection between the clippings, with the result that students viewing a particular clipping find a thematic affinity they can use for the creation of the docutubes bordering the main topic they are viewing.

Moreover, clippings will be clustered into **subjects**, which differ from the topical focuses. Topical focuses have a broader thematic range and apply to an indefinite number of clippings from both WP2 and 3 indistinctively, whereas the intent of the subject's list is to group a relative small number of clippings into specific topics divided by the work package's subject matter. This way clippings on the

same subject will be displayed as a cluster on the RETOPEA website. The following is the list of subjects for respectively work package 2 and 3:

WP2:

- Peace of Augsburg
- Warsaw Confederation
- Edict of Saint-Germain
- Religioensvrede
- Edict of Nantes
- Peace of Westphalia
- Declaration of the rights of men
- Constitution of Medina
- Stipulations of Umar
- Sultan's Decree
- Charter of Rhode Island
- US First Amendment
- Ashoka's Edicts
- Akbar the Great's Settlements
- Vienna Congress
- Paris Peace Treaties
- League of Nations Minority Protection
- EU Convention of Human Rights
- EU Charter of Fundmental Rights
- Northern Ireland
- Ohrid Framework Agreement

WP3:

- School textbooks
- Museums and exhibitions
- YouTube channels
- TV Series
- Political speeches
- Organizations and initiatives

In Seafile (under *RETOPEA → WP4 → Templates*), you will find an Excel-File ("metadata_temp") that the researchers will use to insert the metadata keywords. This file contains two sheets: one for the clipping itself, one for other media types (e.g. further textual resources or images). If a clipping does not have any other media beyond its written content (e.g. images, audio/video resources, etc.), only the metadata template for the clipping has to be filled, leaving the other sheet blank. English will be used for describing the metadata of the clipping, following the template – the single words will be automatically translated in the eight project's languages by *Babelnet*, whereas longer sentences (i.e. <Title> and <Description>) will be translated by the Language Reviewers. To maintain a certain level of consistency, correctness and structure, every clipping needs to be defined separately and uniquely. Thus, every clipping[4] and its attached media will have one template, which will be named after the clipping's file name.



The following metadata tags will be used to define the clippings, based on the official standard description given in the Omeka environment:

Label name	Official description	Is required?
Title	A name given to the resource.	Required
Description	An account of the resource.	
Content	This property is for a plain-text rendering of the content of a Document.	Required
Spatial Coverage	Spatial characteristics of the resource.	
Temporal Coverage	Temporal characteristics of the resource.	

[4] This also applies to contextual clippings.

Relation	A related resource.	
Subject	The topic of the resource.	Required
Is Part Of	A related resource in which the described resource is physically or logically included.	
Audience Education Level	A class of entity, defined in terms of progression through an educational or training context, for which the described resource is intended.	
Source	A related resource from which the described resource is derived.	(Required)
Bibliographic Citation	A bibliographic reference for the resource.	
transcript of	Relates a document to some transcribed original.	
translation of	Relates a translated document to the original document.	
Creator	An entity primarily responsible for making the resource.	Required
Contributor	Entity responsible for making contributions.	

A "required" implies that the field cannot be blank, thus must necessarily be filled, otherwise the clipping will not be uploaded in Omeka. The <Source> is required only in non-contextual clippings; contextual clippings that are completely elaborated by the Clipping Holder do not require this tag. The fields <Source>, <Bibliographic Citation>, <transcript of> and <translation of> can be used to describe further the resources and quotations in the clipping. The researcher has to choose the appropriate tag wisely and avoid redundancies. Fields that are not required can be left blank, depending on the clippings and researchers needs. A comma can be used to separate multiple values in the same field.

The following table explains the above list of tags further, according to the project and researchers needs[5]:

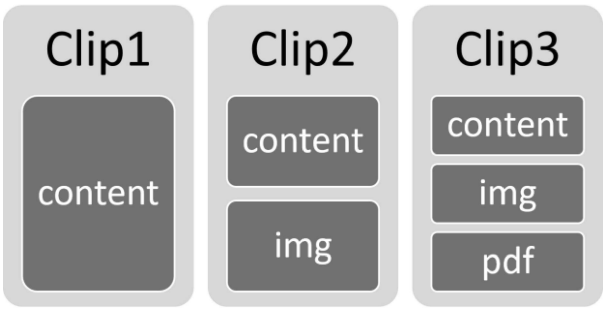
Label name	Notes
Title	Title of the clipping, as displayed on the website.

[5] Red shading indicates a required field, as mentioned in the previous table.

Content	Content (i.e. textual part) of the clipping. Will be ingested as HTML-code.
Description	Introduction or small clarification about the clipping, max. 1-2 sentences long.
Spatial Coverage	Relevant geographical area.
Temporal Coverage *	Relevant temporal range in century.
Relation *	Weaker relation to other topical focuses. Insert the number related to the topical focus from the list above.
Subject *	Select from the above list of subjects, depending on your work package.
Is Part Of	Relation to other clippings of the same type (e.g. relation between the contextual clipping and clipping). Simply type the title of the related clipping.
Audience Education Level	Based on the Flesh-Kinkaid grade level.
Source	Primary or main source.
Bibliographic Citation	Secondary literature or resources, cited works.
transcript of	Transcription of a specific resource used in the clipping.
translation of	Translation of a resource used in the clipping.
Creator	Complete name of Clipping Holder(s).
Contributor	Person or institution that collaborated to the creation of the clipping.

* Dropdown menu in the template.

A clipping can have more than one type of media attached to it (e.g. an image and a .pdf manual) or more than one same media of the same type (e.g. three images). Copy the media sheet in the same template as much as needed.



The following is the list of metadata tags for media resources:

Label	Notes
Title	Title of the resource.
Alternative Title	An alternative name for the resource.
Description	Description of the resource.
Creator	An entity primarily responsible for making the resource (e.g. author, speaker).
Date	A point or period of time associated with an event in the lifecycle of the resource. Possibly in this format: dd.mm.yyyy.
Temporal Coverage	Temporal characteristics of the resource.
Spatial Coverage	Spatial characteristics of the resource.
Type	The nature or genre of the resource (essay, treaty, handbook, thesis, etc…).
Language	The original language of the resource.
Format	The file format, physical medium, or dimensions of the resource.
Extent	The size or duration of the resource.
References	Clipping to which it is attached.
Source	A related resource from which the described resource is derived.
Publisher	An entity responsible for making the resource available.
Rights	Information about rights held in and over the resource.
Rights Holder	A person or organization owning or managing rights over the resource.

License	A legal document giving official permission to do something with the resource.