

## Guidelines on Submitting Metadata

### Submitting Instructions:

1. To submit a resource, you must first create an account and log in.
2. On the right menu bar in the grey area, click on "Add New Resource".
3. Fill out all metadata fields completely. You can save your submission and edit it later.

Please complete / update your personal information. This allows ESA to learn about our users and authors to report to funders and to the community.



### 1. Resource Description

Click on the  icon for more info

The screenshot shows the 'Add New Resource' form with the following fields and annotations:

- Title:** A text input field. Annotation: "This should be a short paragraph describing the resource and the distinctive contribution it makes to the EcoEd Digital Library."
- Description:** A large text area. Annotation: "Provide a link to an external webpage associated with your resource or the link to the resource if it is located on an external website."
- Associated files:** A section with a 'Browse...' button and 'No file selected.' text. Annotation: "Upload files, other than images, that are necessary for or associated with your resource."
- Image:** A section with a 'Browse...' button, 'No file selected.' text, and an 'Upload Image' button. Annotation: "Upload visual files that are associated with your resource."
- Temporal and geographic description:** A text area. Annotation: "Provide information about time and place of any photograph associated with your resource."
- Format:** A list of file formats with radio buttons: doc, exe, gif, html, jpeg, mpeg, pdf, ppt, tiff, video, xls, zip.

Additional annotations include: "Click on the  icon for more info" pointing to a help icon in the top left, and "(required fields are circled)" pointing to the Title and Description fields.

## 2. Resource Information

If your resource is part of a resource group, please create a title that will serve as a label for the group of resources e.g. Effects of frost on wildflowers: an unexpected consequence of climate change [resource group]

Choose one that best fits your resource. This allows us to map your resource to the BioSciEd Network and National Science Digital Library for broader dissemination.

Provide the text for the legend and include the table or figure associated with your resource.

Leave blank. If your resource is associated with other submissions, e.g. a collection of images on a topic, ESA will create the URL that will provide an advanced search output for that resource group.

## 3. Resource Information continued

You may add multiple resource types appropriate to the resource you are submitting.

Select 1-3 core concepts that best fit your resource. These concepts are used to improve search results for your resource.

Please note that there are General Biology core concepts and competencies for both K12 and college audiences. Click on drop down menu arrow and select only items that apply to your resource and intended audience.

Click on the  button to see the full list of concepts and competencies. You can assign the relevant items to your resource from the lists.

#### 4. Searchable Resource

The form includes the following fields and options:

- Keywords:** Text input field.
- Key taxa:** Text input field.
- Audience:** Checkboxes for "Grades 6 - 8", "Grades 9 - 12", "Undergraduate lower division 13-14", and "Undergraduate upper division 15-16".
- Intended End User Role:** Radio buttons for "Author", "Learner", "Manager", and "Teacher".
- Language:** Checkboxes for "English", "Japanese", "Polish", and "Spanish".
- Educational Language:** Radio buttons for "English", "Japanese", "Polish", and "Spanish".
- Pedagogical Use Description:** Text area.
- Uniqueness:** Text area.
- Full Name of Primary Author:** Text input field.
- Primary Author Controlled Name:** Text input field.
- Primary Author Affiliation:** Text area.
- Primary Author email:** Text input field.

Enter keywords separated by commas that describe the essence of the resource content.

Provide a brief description of how educators can use this resource effectively in their courses.

Briefly describe how your resource brings a unique aspect to EcoEdDL

Leave blank. An EcoEdDL administrator will add the controlled name.

#### 5. Author/Submitter's Information

The form includes the following fields and options:

- Secondary Author Email(s):** Text input field.
- Submitter Name:** Text input field.
- Submitter Email:** Text input field.
- Rights:** Text area.
- Publisher:** EcoEd Digital Library
- Review Status:** Unreviewed
- Editorial Feedback:** Section with "Editorial Feedback Files" (no files uploaded).
- Author Comments:** Text area.
- Author Submission Status:** Radio buttons for "Save for Later", "Submit Revisions", and "Submit for Review".
- Resource Status:** (no options selected)
- Date Of Record Submission:** 0000-00-00
- Release Flag:** Not Yet Published

If applicable, provide the name of the individual, publication, institution or organization that holds the copyright for this resource.

If you hold copyright, you can state: Copyright is retained by author(s).

Click **Add** to Save/Submit your resource. You can edit your resource before you "Submit for Review".