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.

1. Resource Description

Upload visual files that are associated with your resource.

Upload files, other than images, that are necessary for or associated with your resource.

This should be a short paragraph describing the resource and the distinctive contribution it makes to the EcoEd Digital Library.

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.

Provide information about time and place of any photograph associated with your resource.

Click on the icon for more info
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**

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.

5. **Author/Submitter’s Information**

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 to Save/Submit your resource. You can edit your resource before you “Submit for Review”.

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