

# Subject Metadata Guide



## How to use this guide

This is a complete list of metadata fields for Subject Knowledge Maps.

You can use these tables to guide your data entry. We've listed fields in the order they appear in the editor. Each section in the editor has its own table.

For certain fields, you have a restricted list of options called **controlled vocabularies**. We've listed the controlled vocabularies for those fields at the bottom of the page.

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## General Information

This section contains the identifier for the Knowledge Map, and lets you make the place private or public.

Field	Description	Type
<b>Subject ID</b>	A unique identifier assigned to the place. This can't be changed and helps you distinguish the place from others with the same name.	short text (cannot be changed)
<b>Public?</b>	Sets whether the place is visible to the public. You can check this box if you aren't ready to share the place.	checkbox

## Names

Names for the Knowledge Map. The name for a subject can change across languages or time: you can track those changes here. You can also list popular names for a subject.

Field	Description	Type
<b>Subject</b>	An alternate name for the subject.	short text
<b>Name Type</b>	This field sets whether the name is official or popular.	<a href="#">controlled vocabulary</a>
<b>Language</b>	The language of the name. This field is independent of the 'writing system,' which you can learn more about below.	<a href="#">controlled vocabulary</a>
<b>Writing System</b>	The alphabet or symbol system used to represent the language. For example, English uses the Latin script.	<a href="#">controlled vocabulary</a>
<b>Etymology</b>	The etymological origin of the alternate name.	long text (WYSIWYG)
<b>Primary for Popular Romanization View?</b>	<i>Popular romanization</i> is an easy-to-pronounce version of names in roman script, which is intended for audiences around the world.	checkbox

## Caption

A brief, "tweet-sized" description for the KMap. The caption appears in KMap previews throughout Mandala. It should be under 140 characters. Make sure it's general and clear enough to identify the feature from a list.

Field	Description	Type
<b>Language</b>	The language of the caption. Each caption should only have one language. If you need to include a translation, add a new caption.	<a href="#">controlled vocabulary</a>
<b>Caption</b>	The text of the caption. This field should be shorter than 140 characters. Make sure it's general and clear enough to identify the feature from a list.	WYSIWYG
<b>Author</b>	The author of the caption. By default, this is set to your username.	controlled vocabulary

## Summaries

A summary of the important aspects of the subject. This should be less than 750 characters long. If you want to translate your summary into multiple languages, each language needs its own summary. You can add more than one summary.

Field	Description	Type
<b>Language</b>	The language of the summary. Each summary should only have one language. If you need to include a translation, add a new summary.	<a href="#">controlled vocabulary</a>
<b>Summary</b>	The text of the summary. This should be shorter than 750 characters.	WYSIWYG
<b>Author</b>	The author of the summary. By default, this is set to your username.	controlled vocabulary

## Illustration

A single image that is representative of the subject or place. It appears next to the summary on the main page for the Knowledge Map. Other images, including those that relate to the subject or place but do not illustrate it, can be added using Images in Mandala. Learn more about this feature with [Add Illustrations to KMaps](#).

Field	Description	Type
<b>Picture Type</b>	The type of source for the file. Unless you work for the Tibetan and Himalayan Library, this will always be "External."	<a href="#">control led vocabulary</a>
<b>URL</b>	The URL of your image, which is the source for the file. Unless you work for the Tibetan and Himalayan Library, this will always be "External." If your image is on your computer, you can host it using <a href="#">Images in Mandala</a> . You would then paste that image's URL in that field.	short text
<b>Caption</b>	A short description of the image.	short text
<b>Place (Places Dictionary FID)</b>	A place associated with the image. This field uses Knowledge Maps.	kmap
<b>Is Primary</b>	If this is checked, the image will show up before any other illustrations, including in Knowledge Map previews.	check box

## Subject Codes

You can add codes to identify the subject here. Every subject also has its own unique identifier in Knowledge Maps.

Field	Description	Type
<b>Subject Code Type</b>	The type of code. We don't currently have a set list of code types for Subjects: email <a href="mailto:mandala@virginia.edu">mandala@virginia.edu</a> to request a type.  <b>Example:</b> The 'Library of Congress Subject Area' designates broad subject areas using a specific letter.	controlled vocabulary
<b>Value</b>	The actual value of the code.  <b>Example:</b> For the subject 'Education' and a subject code type 'Library of Congress Classification', the value would be 'L'	short text

## Subject Relations

You can assign related subjects here. This is also used to create child subjects. We've included some of the fields you'll need here.

To create a child subject:

1. In the "Subject Relations" metadata section, click **New Child**

- An editor for the new subject will open

2. Fill out the form using the table below to guide you
3. Click **Create**

To assign an existing related subject:

1. In the "Subject Relations" metadata section, click **New Subject Relation**
  - A list of subjects will appear
2. Click **Select** next to the subject you want to connect to the original subject
  - New fields will open
3. Fill out the form using the table below to guide you
4. Click **Create**

Field	Description	Type
<b>Subject</b>	The name of the new subject (if you're creating a child subject.)	short text
<b>Name Type</b>	This sets whether the name is official or popular.	<a href="#">controlled vocabulary</a>
<b>Language</b>	The language of the name. This is independent of the 'writing system,' which you can learn more about below.	<a href="#">controlled vocabulary</a>
<b>Writing System</b>	The alphabet or symbol system used to represent the language. For example, English uses the Latin script.	<a href="#">controlled vocabulary</a>
<b>Etymology</b>	The etymological origin of the name.	WYSIWYG
<b>Primary for Popular Romanization View?</b>	Popular romanization is an easy-to-pronounce version of names in Roman script, which is intended for audiences around the world.	checkbox
<b>Subject Relation Type</b>	The type of relationship between the original subject and the related subject (whether new or existing).	<a href="#">controlled vocabulary</a>
<b>Perspective</b>	You can ignore this field, which applies only to Places. There is only one perspective for Subjects – "General." You can <a href="#">learn more about Perspectives</a> if you're curious.	controlled vocabulary

## Homepage Texts

Homepage Texts are featured on the overview page for your subject. This lets you add longer content than summaries or captions. To add a homepage text, you'll first work in Mandala Texts:

1. Create your content in [Mandala Texts](#): use [this guide](#) for help. You can also use an existing Mandala Text.
2. Tag your text with the subject: use [this guide](#) for help. For example, if I wanted the text to appear on the **Architecture** overview page, I would tag it with **Architecture**.
3. Return to the [Subjects editorial interface](#) to add your Homepage Text

In the Homepage Texts section:

1. Click **New Homepage Text**
2. Choose your text
  - a. If you don't see the text, make sure you tagged it with the appropriate subject (see above)
3. Choose the language of the text
4. Click **Create**

## Controlled Vocabularies

### Name Type

Value	Definition
<b>Official</b>	<p>The official name for a subject, as designated by the government.</p> <p><b>Example:</b> French cheese names are <a href="#">controlled by the French government</a>. To call a cheese "Camembert de Normandie," it has to meet strict standards of production. "Camembert de Normandie" would be the "official" name for the cheese.</p>
<b>Popular</b>	<p>A popular name for the subject, used in speech or non-official documents.</p> <p><b>Example:</b> 'Camembert' is the popular name for "Camembert de Normandie," a cheese protected by the French government (see the example above.)</p>

### Language

- Arabic
- Burmese
- Chinese
- Dzongkha
- English
- French
- German
- Hindi
- Italian
- Japanese
- Korean
- Latin
- Mongolian
- Nepali
- Pali
- Polish
- Prakrit
- Russian
- Sanskrit
- Sinhalese
- Spanish

- Thai
- Tibetan
- Unknown
- Urdu
- Vietnamese

## Writing System

- Cyrillic
- Devanagari Script
- Latin Script
- Simplified Chinese Characters
- Tibetan Script
- Traditional Chinese Characters

## Picture Type

Unless you're part of the Tibetan and Himalayan Library, this should always be **External**.

- External
- MMS

## Subject Relation Type

Value	Definition
Is The Same As	A relationship in which the two subjects are the same.
Is An Instance Of	A relationship in which one subject (A) is an illustrative case, example, or concretization of another (more abstract) subject (B). A <b>is an instance of</b> B.
Is A Type Of	A relationship in which one subject (A) shares or exemplifies characteristics defined by another subject (B). Subject B is usually above the subject A hierarchically.  <b>Example:</b> A cat <b>is a type of</b> pet.
Is A Variation Of	A relationship in which two subjects share similar characteristics, but show deviations from each other. Unlike "is a type of", neither subject is above the other hierarchically.  <b>Example:</b> The <a href="#">Cesca chair designed by Marcel Breuer</a> is in the public domain, so the design has been remade and remixed by several manufacturers. Each chair <b>is a variation of</b> the original.
Is Narrower Than	A relationship in which one subject (A) has a smaller scope than the other subject (B). A <b>is narrower than</b> B.

Is Related To	A generic relationship between two subjects; use this only if no other relationship applies.
Is The Opposite Of	A relationship of opposition. This includes antonyms.