Texts Metadata Fields

> ⓘ **How to use this guide**
>
> This is a complete list of metadata fields for texts in Mandala.
>
> 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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Fields

Content

Field label	Definition	Type	Allows multiples (?)
Content	The content of your text or text section. You can learn more at Add Sections to Texts.	long text (WYSIWYG)(?)	
Language	The language of the content. If the text is a translation, you can record the original language in the Catalog Data section.	controlled vocabulary	

KMap Terms

Field label	Definition	Type	Allows multiples (?)
Subject	A subject associated with the text or text section. This field uses Knowledge Maps.	kmap	✅
Place	A place associated with the text or text section. This field uses Knowledge Maps.	kmap	✅

Catalog Data

Field label	Definition	Type	Allows multiples (?)
Description	A description or summary of the text's content.	long text (WYSIWYG)(?)	
Author	The author(s) of the text.	short text	✅
Editor	The editor of the text.	short text	
Translator	The translator of the text.	short text	
Original language	The language in which the text was originally written (if the text is a translation). You can include the language of the current version in the **Content** section.	long text	
Date	The date of publication. This defaults to the current date. If you want to modify the date, use the format YY-MM-DD.	short text	
Publication year	The publication year of the current edition of the text.	short text	
Original publication year	The publication year of the first edition of the text, if the text is a later edition.	short text	
Rights	A description of the rights that apply to this text.	long text (plain text)	
Rights (CC)	The creative commons license that applies to the text. You can learn more about each license at https://creativecommons.org/licenses/	controlled vocabulary	

Collection

Field label	Definition	Type	Allows multiples (?)
Collection	The Mandala collection for this text. Collections help you group and organize your texts. The drop-down includes all Mandala collections where you have permission to add texts. Learn how to Create a Text Collection.	controlled vocabulary	
Visibility	Privacy settings for your image.	controlled vocabulary	

Admin

Field label	Definition	Type	Allows multiples (?)
status	A short phrase that describes the status of the text, like "written" or "proofread." This helps your team organize their workflow.	short text	

Revision information

Field label	Definition	Type	Allows multiples (?)
Revision log message	A message that describes any edits to the text. Other authors and editors can see this log to help them understand your edits.	long text (plain text)	

Publishing options

Field label	Definition	Type	Allows multiples (?)
Published	If this box is checked, the text will be published. Anyone who has access to the text can read a published text. If this box is unchecked, the text will save as a draft that only you can read.	checkbox	

Controlled Vocabularies

Rights (CC)

Find definitions for each license at https://creativecommons.org/licenses/.

Visibility

Controlled vocabulary term	Definition
Use Group Defaults	The privacy settings for the collection apply to the text.
Public – Accessible To All Site Users	Anyone that visits Mandala can see this text.
Private – Accessible Only To Group Members	Only members of the text's collection can see this text.

If a field **allows multiples**, you can use that field more than once. For example, you can have many contributors for a single Audio-Video asset.

A **WYSIWYG** editor, or "what you see is what you get" editor, lets you add styling to your text without special code or markup. The Mandala WYSIWYG editor also lets you embed assets from other Mandala tools using the icon in the toolbar.