Terms Metadata Guide

> ⓘ **How to use this guide**
>
> This is a complete list of metadata fields for Terms 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.

General Information

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

Field	Description	Type
Term ID	A unique identifier assigned to the term. This can't be changed and helps you distinguish the term from others with the same name.	short text (cannot be changed)

Public?	Sets whether the term is visible to the public. You can uncheck this box if you aren't ready to share the term.	checkbox

Make a Term Private

To hide a term from the public:

1. Click the **pencil icon** next to General information
2. Uncheck **Public?**
3. Click **Update**

Delete a Term

Caution: this deletes a term and all the metadata (including definitions) permanently! We can't recover deleted terms.

1. Click 🔴 next to "General information"
   - You'll see a confirmation popup
2. Click **OK** to delete the term permanently

Names

Alternate spellings for a term. The name for a term can change across languages or time: you can track those changes here. You can also list popular names for a term.

Field	Description	Type
Term	An alternate name for the term.	short text
Name Type	This field sets whether the name is official or popular.	controlled vocabulary
Language	The language of the name. This field is independent of the 'writing system,' which you can learn more about below.	controlled vocabulary
Writing System	The alphabet or symbol system used to represent the language. For example, English uses the Latin script.	controlled vocabulary
Primary for Popular Romanization View?	*Popular romanization* 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 term. The caption appears in term previews throughout Mandala. It should be under 140 characters. Make sure it's general and clear enough to identify the term from a list.

Field	Description	Type
Language	The language of the caption. Each caption should only have one language. If you need to include a translation, add a new caption.	controlled vocabulary

Caption	The text of the caption. This field should be shorter than 140 characters. Make sure it's general and clear enough to identify the term from a list.	WYSIWYG
Author	The author of the caption. By default, this is set to your username.	controlled vocabulary

Summaries

A summary of the important aspects of the term. 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
Language	The language of the summary. Each summary should only have one language. If you need to include a translation, add a new summary.	controlled vocabulary
Summary	The text of the summary. This should be shorter than 750 characters.	WYSIWYG
Author	The author of the summary. By default, this is set to your username.	controlled vocabulary

Illustration

A single image that is representative of the term. It appears next to the summary on the main page for the Knowledge Map. Other images, including those that relate to the term 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
Picture Type	The type of source for the file. Unless you work for the Tibetan and Himalayan Library, this will always be "External."	controlled vocabulary
URL	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 Images in Mandala. You would then paste that image's URL in that field.	short text
Caption	A short description of the image.	short text
Place (Places Dictionary FID)	A place associated with the image. This field uses Knowledge Maps.	kmap
Is Primary	If this is checked, the image will show up before any other illustrations, including in Knowledge Map previews.	check box

Term Codes

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

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

Term Relations

Related Guide: Add Term Relationships

This section lets you define relationships between terms.

In Terms, new terms get placed automatically on the tree. For example, if you add the term **apple** in English, **apple** will automatically get filed under **A** in the terms tree. In the Terms Relations section for **apple**, you would then see "is beginning of **A**."

> ⚠ We don't recommend modifying the term's position in the tree manually. If you want ontologies where the relationships aren't purely linguistic, and instead reflect conceptual organization, we recommend you use Mandala Subjects.

You might, however, what to associate terms with others outside of the tree context. For example, **hot** "is an antonym of **cold.**" You can also connect specific definitions. In this case, use the instructions at Add Term Relationships.

Field	Description	Type
Term	The name of the new term (if you're creating a child term.)	short text
Name Type	This sets whether the name is official or popular.	controlled vocabulary
Language	The language of the name. This is independent of the 'writing system,' which you can learn more about below.	controlled vocabulary
Writing System	The alphabet or symbol system used to represent the language. For example, English uses the Latin script.	controlled vocabulary
Etymology	The etymological origin of the name.	WYSIWYG
Primary for Popular Romanization View?	Popular romanization is an easy-to-pronounce version of names in Roman script, which is intended for audiences around the world.	checkbox
Term Relation Type	The type of relationship between the original term and the related term (whether new or existing).	controlled vocabulary

Perspective	This corresponds to the language for your term.	

Passages

Related Guide: Add Passages

A **passage** is a quote from a text that explains the term, or shows how the term is used.

You can add passages to a definition or an entire term. Passages can also include citations from Mandala Sources.

Field	Description	Type
Content	The passage you want to add. This can be any length.	WYSIWYG

Essay

This is a legacy option. You should use Texts in Mandala if you want to add a longer essay to your Knowledge Map.

Definitions

To add relationships between definitions, see Add Term Relationships.

Some definitions were imported from external dictionaries: you'll see these under **Other Dictionaries**. Click the pencil icon next to these imported definitions to edit them.

Field	Description	Type
Is Public	Check this to make the definition available to the public.	checkbox
Is Primary		checkbox
Content	The definition for the term. This can include styling, including bold, italics, paragraphs, and lists.	WYSIWYG
Numerology		short text
Tense	This will depend on your language; in English, the tense associated with a verb expresses the time in which the action is occurring.	short text
Language	The language of the definition. Each definition should only have one language. If you need to include a translation, add a new definition.	controlled vocabulary
Author	The author of the definition. Contact mandala@virginia.edu if you need to add people to this list; any Terms editor can be assigned as an author.	controlled vocabulary

Recordings

Recordings let you add audio files of your term being spoken. To add a recording:

1. Click **Add recording**
   - Metadata fields for recordings will open

2. Enter the dialect name, or click **show dialect hierarchy** to see the list of
   - If you need a dialect not on this list, contact mandala@virginia.edu

3. Click **Choose File** next to "Audio File"
   - Your operating system's file browser will open

4. Open the file you want to add
5. Click **Create**

Subject-Term Associations

Subject-term associations let you add grammatical functions, language context, literary forms, and other important information about a term (the "subject" in the subject-term association). These subjects are specific controlled vocabularies and ontologies built in Mandala Knowledge Maps.

For ease of use, we recommend you use the quick links under **Subject-Term Associations** to add the appropriate information. To do this, you would:

1. Click the quick link in the section
   a. For example, if you wanted to specify the register you would click **Register association**
   b. A form will appear
2. Leave the **Branch** field alone; this default value was specified by the quick link
3. Search for the subject you want to add
   a. For example, the register
   b. You may find it easier to click **View Subject Hierarchy.** This will let you see all the controlled vocabularies available to you.
4. Click **Create**

Etymologies

Field	Description	Type
Etymology Type	The type of etymology – basic syllabic, creative, or historical.	controlled vocabulary
Content	The etymology for the term.	WYSIWYG

Controlled Vocabularies

Name Type

Value	Definition
Official	The official name for a term, as designated by the government. **Example:** French cheese names are controlled by the French government. 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.
Popular	A popular name for the term, used in speech or non-official documents. **Example:** 'Camembert' is the popular name for "Camembert de Normandie," a cheese protected by the French government (see the example above.)

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

Terms Relation Type

Value	Definition
Is Related To	
Is Beginning Of	
Heads Is Headed By	
Has A Conjugation Is A Conjugation Of	to be **has a conjugation** am am **is a conjugation of** to be
Is A Full Synonym Of	For two terms that mean the same thing. **Example:** buy **is a full synonym** of purchase
Is A Partial Synonym Of	For two terms that are similar in meaning, but not exact.
Is An Antonym Of	For terms that are opposites. **Example:** hot **is an antonym of** cold
Is A Literary Correlate Of Is A Colloquial Correlate Of	This relationship is primarily used in the Tibetan language dictionary. It designates a literary equivalent of a colloquial Tibetan term. **Example:** In spoken Central Tibetan, *tshang ma* is used to mean "all." Traditionally, *thams cad* has been used to mean the same thing in literary contexts. *thams cad* is a literary correlate of *tshang ma* *tshang ma* is a colloquial correlate of *thams cad*

is a dialectical correlate of	Designates two terms from different dialects that have the same meaning. **Example:** The word for sweet carbonated beverages can vary across United States dialects. These include: *soda* (Northeast, Greater Milwaukee, Great St. Louis, California, and Florida), *pop* (Inland North, Upper Midwest, and Northwest), *coke* (South), and *tonic* (Eastern New England possibility) **pop** is a dialectical correlate of **soda**
is paired with	For two terms that are paired in a general, categorical way, or that seem to be used together often. You can use this as a catch-all if no other relationship applies.
is a gloss of is glossed by	
is a poetic synonym of is the referent of the poetic term	
is a phrase containing is part of the phrase	feeding frenzy **is a phrase containing** frenzy frenzy **is part of the phrase** feeding frenzy
is an abbreviation of is the full form of the abbreviation	tsp **is an abbreviation of** teaspoon teaspoon **is the full form of the abbreviation** tsp
is a compound term containing is part of the compound	bookstore **is a compound term containing** book book **is part of the compound** bookstore

is a numbered set containing is contained in the numbered set	
is a paired term with	
is an honorific form of has the honorific form of	
is a high honorific form of has the high honorific form of	
is a double honorific form of has the double honorific form of	
is a humilific form of has the humilific form of	
is contrasted with	
is the past tense of has as past tense	ran **is the past tense of** run run **has as past tense** ran

is the future tense of has as future tense	will run **is the future tense of** run run **has as future tense** will run
is the imperative tense of has as imperative tense	