GEODE/GEEDE projects, metadata proforma: information recommended for inclusion with submission of occupational information resources to the GEODE system, or educational information resources for the GEEDE system

This page was last updated 24 July 2014 by Paul Lambert, University of Stirling.

Instructions:

Please fill out the table below as fully as possible. Please expand in any area, or provide additional notes, if it would help clarify or communicate relevant information. The higher the quality of the metadata that you can provide, the better the chances are of your resource being accessed by others and, in turn, of your own contribution being appropriately accredited.

This form is intended to be applicable either for occupational information resources submitted to the GEODE website (www.geode.stir.ac.uk), or for educational information resources submitted to the GEEDE website (www.dames.org.uk/geede). The structure and metadata requirements for resources relevant to these two related projects are the same.

- *One or more information resources?* Often, relevant information covers more than one data file (e.g., coding matrices in different software formats; data files that link four different occupational unit group schemes to the same social classification measure). You could submit a linked collection of resources as a single resource to GEODE/GEEDE (once uploaded, it would be listed, and made available to others, as a single resource with multiple data file components). Alternatively, you could submit a series of separate individual resources. Generally, the most useful format will depend upon what the likely users of the resource will be interested in: if prospective users will probably find it helpful to access all of the files at the same time, then that is a good reason to submit the data as a single resource; however, if prospective users are most likely to only wish to access one of the resources at a time, then that is a good reason to submit the data as a series of separate resources.

- *Should I be worried about specifying copyright or property rights?* GEODE and GEEDE are voluntary services running for the benefit of social science researchers in the not-for-profit sector (most users are from academic research). If you are happy to distribute your resources (or highlight resources that are already publicly available) via the service, for the prospective benefit of the wider research community, then please do so. You are welcome to include citation requests or other statements about appropriate use of the information for onward distribution. However, if you want to make money out of your resource, then you will need to find some other distribution mechanism.

Your name and institutional affiliation (you are the 'submitter' of the resource):

Your contact details (e.g. email, institutional address):

Date of submission:

Title for the occupational information resource(s) or educational information resource(s) (please provide a descriptive title that makes it easy for other users to understand what the resource involves):

Name of all authors of the resource (with affiliation if known) (include your own name again here if you are an author of the resource):

Date that the resource(s) was first released/published in their current form:

Version number of the resource (if relevant):

To which country or countries is the resource relevant?

Occupational information: Most resources are applicable to one or more specific 'occupational unit group' (OUG) schemes (e.g. 'ISCO-08', 'UK ONS SOC2010'; see also www.geode.stir.ac.uk/ougs.html). Which OUG scheme or scheme's is this resource applicable to?

Educational information: Most resources are applicable to one or more specific taxonomies of educational qualification or 'Educational Unit Groups' (e.g. 'ISCED, 1997 version'; 'the taxonomy of highest educational qualifications used in the British Household Panel Survey'). Which educational categories or taxonomy(ies) is this resource applicable to?

Does the resource apply to a particular period in time? If so, please indicate:

Are there any existing url(s) that already describe these resources :

Abstract / short description of the resources (preferably no more than 150 words):

Long description of the resources (any length):

Any suggested keywords to describe the resource:

Requested citation/acknowledgment/access conditions for anyone using the resource:

Any other bibliographic references for the resource:

Any other additional comments or metadata you are able to supply:

Please feel free to add as much information as you can to any sections of this form, or provide additional information, e.g. attached documentation files, as you see fit.