

# GFZ Metadata Editor

How to navigate through the form

- The metadata obtained through this form follows different metadata standards (Datacite 3.1, ISO 19115, NASA DIF).
- In addition to the few **obligatory fields in red**, we strongly **recommend to fill as many fields as possible**, especially for **data discovery**
- The metadata form uses **cookies** that automatically save and **retrieve the latest status** of your entries when you go back to the website
- Use the „**save**“ button to save an **xml file** to your computer
- You can **upload** any **xml file** using the „**load**“ button

**When you are ready, please create an xml file (→ save) and send it to [kelger@gfz-potsdam.de](mailto:kelger@gfz-potsdam.de) for review.** Please don't hesitate to contact me if you have any questions (Kirsten Elger)

# GFZ Metadata Editor for data publications - overview

The screenshot displays the GFZ Metadata Editor interface, which is divided into three main sections: DataCite Metadata, ISO19115 Metadata, and Files & Versions.

- DataCite Metadata:** Contains a table for Resource Information with columns for Resource Type, Title, and Language of dataset. The Resource Type is 'Dataset', the Title is 'GFZ German Research Center for Geosciences', and the Language of dataset is 'eng'. A red arrow points to the Title field with the label 'mandatory field'.
- ISO19115 Metadata:** Contains a table for Licenses and Rights with a column for Rights. The Rights are 'CC BY 4.0'. A black arrow points to the Rights field with the label 'optional field (recommended)'.
- Files & Versions:** Contains a vertical sidebar with three buttons: 'Clear', 'Load', and 'Save'. A red box highlights these buttons, and a red arrow points to them from a callout box.

Annotations and callouts:

- A red arrow points to the 'Title' field in the DataCite Metadata section, with a callout box containing the text 'mandatory field'.
- A black arrow points to the 'Rights' field in the ISO19115 Metadata section, with a callout box containing the text 'optional field (recommended)'.
- A red box highlights the 'Clear', 'Load', and 'Save' buttons in the Files & Versions sidebar. A red arrow points to this box from a callout box containing the text 'Clear entries', 'Load a previous version', and 'Safe your actual version'.
- A blue arrow points to the first row of the Authors table, with a callout box containing the text 'A new line will automatically appear when filling the first line'.
- A blue arrow points to a minus sign icon in the Authors table, with a callout box containing the text 'Click here to delete an entry'.

A new line will automatically appear when filling the first line

Click here to delete an entry

# GFZ Metadata Editor - Information on field definition

Resource Information		
DOI	Publisher	Year
10.5880/GFZ.	GFZ German Research Center for Geosciences	2015
Resource Type	Title	Language of dataset
Dataset	The DOI is a unique string that identifies a resource. Format should be 10.5880/GFZ.	eng

Resource Information		
DOI	Publisher	
10.5880/GFZ.	GFZ German Research Center for Geosciences	
Resource Type	General	Title
please choose		
Audiovisual		
Collection		
Dataset		Collection: An aggregation of resources of various types. If a collection exists of a single type, use the single type to describe it. (A collection of samples, or various files making up a report.)
Event		
Image		
InteractiveResource		
Model		
PhysicalObject		
Service		
Software		
Sound		
Text		
Workflow		

drop-down menus appear when clicking at the arrow

Stopping the mouse pointer over (or clicking into) a field or a drop-down parameter shows explanatory information or definitions

# Selecting keywords via a thesaurus

**Thesaurus Keywords (Choose at least one keyword from each thesaurus)**

Keyword	Scheme	Scheme URI	Language
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**Thesaurus**

GEMET Thesaurus (INSPIRE)

NASA GCMD Science Keywords

Filter on keyword:

**Name**

- Science Keywords
  - SPACE SCIENCE
  - EARTH SCIENCE
    - ATMOSPHERE
    - OCEANS
    - HUMAN DIMENSIONS
    - SOLID EARTH
      - GEOCHEMISTRY
      - EARTH GASES/LIQUIDS
      - GEOMAGNETISM
      - GEOMAGNETIC INDICES
      - REFERENCE FIELDS
      - ELECTRICAL FIELD
      - GEOMAGNETIC FORECASTS
      - MAGNETIC FIELD
      - PALEOMAGNETISM
    - ROCKS/MINERALS/CRYSTALS

**Annotations:**



- Opens →** (points to the Thesaurus window icon)
- select a thesaurus** (points to the radio buttons)
- search a thesaurus for a keyword** (points to the filter input)
- explore the hierarchy of a thesaurus** (points to the tree structure)
- select keyword (multiple selection is possible)** (points to the selection icons)
- Please select at least one keyword from each thesaurus!!**
- Additionally you may enter your own keywords at the „Free Keywords“ box below**

# Spatial Domain – visual control via map

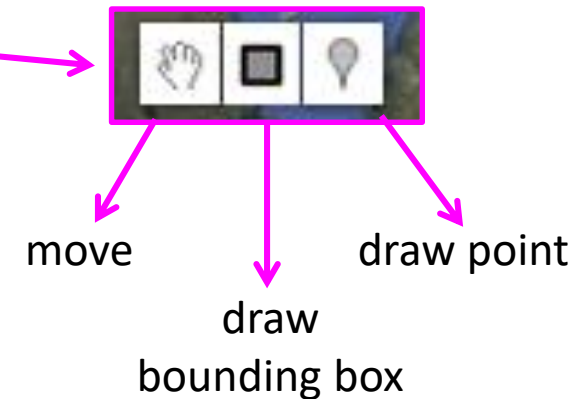
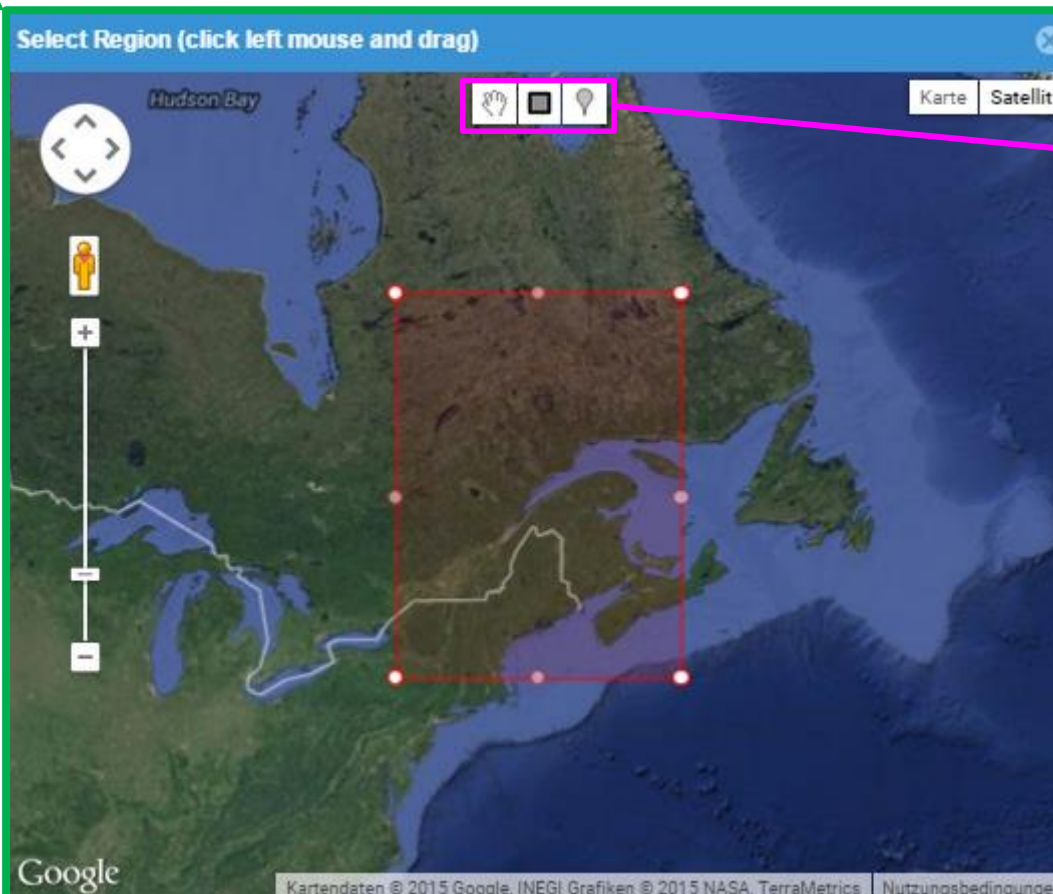
**Enter coordinates manually** (decimal degree with at least 4 decimal digits, DD.dddd)

or **Select from map**

Spatial Coverage (The EDIT-symbol to the left provides visual se

	Min Latit...	Max Lati...	Min Long...	Max Lon...
	42.21993...	54.61626...	-75.8386...	-61.9519...
				

Opens:



- Manual changes of coordinates will be immediately displayed in the bounding box and vice versa
- You may define the acquisition time of each spatial element in the same line