**Metadata Required for Datasets**

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| **Basic Information** |
| **Status** | Stage of a resource’s lifecycle and how tDAR treats its content |
| *Draft* | The resource is under construction and/or incomplete |
| *Active* | The resource is considered to be complete |
| *Flagged*  | This resource has been flagged for deletion or requires attention |
| *Deleted* | The item has been “deleted” from tDAR workspaces and search results and is considered deprecated |
| **Title** | If a formal title is given for the resource (as with a report) use this. If no title is supplied, the suggested formula is 'Content, Investigation Type or Site Name, Site Name or Specific Geographic Location'. |
| **Year** | Four digit year, e.g. 1966 or 1995. The publication year for a document or the year a photograph was taken. Otherwise, the year a resource was created. |

**Choose an Account to Bill From**

Select the billing account you wish to use. Must have a billing account set up.

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| **Dataset Creators**Credit individuals and institutions for their contribution to the resource. Can enter multiple contributors. |
| **Person** | Last name, first name, editor or author (select one), email (optional), institution name (optional). |
| **Institution** | Institution name |

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| **Additional Citation Information** |
| Document Type | book, chapter, article, thesis, conference, report, other (select one) |
| Publisher | Institution or entity that published the item |
| Publisher Location | Location of the publisher |
| Language | The language that the document is in |
| Series Information | Series title, series, edition |
| Copy Location | Location where physical copy of the item is stored  |
| ISBN | The International Standard Book Number |
| DOI | Digital object identifier |
| URL | Stable URL for objects available elsewhere online |

**Abstract/Description**

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| **Individual and Institutional Roles**  |
| **Person** | Last name, first name, contact (contact, contributor, translator, field director, lab director, principal investigator, project director, landowner, sponsor), email (optional), Institution name (optional) |
| **Institution** | Institution Name, contact (contact, contributor, collaborator, landowner, sponsor, permitting agency, repository, prepared by, submitted by) |

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| **Document Specific or Agency Identifiers**Names or numbers specific to the document, project, or institution that would be used to identify the resource (e.g. a museum catalog number or archive call number) |
| Name | Description of the following agency or image identifier |
| Value | Number, code or other identifier |

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| **Spatial Terms** |
| **Geographic Terms** | Enter geographic keyword |
| **Geographic Region** | Enter coordinates of geographic location of dataset, or use the map to draw a bounding box around the region |

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| **Temporal Coverage** |
| **Temporal Terms** | Enter temporal keyword |
| **Coverage Dates** | Enter date type (calendar date or radiocarbon date), start year, end year, and description of date |

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| **Investigation Types**(check all that apply) |
| Archaeological OverviewArchitectural DocumentationArchitectural SurveyBioarchaeological ResearchCollections ResearchConsultationData Recovery / ExcavationEnvironment ResearchEthnographic ResearchEthnohistoric ResearchGeophysical SurveyGround Disturbance Monitoring | Heritage ManagementHistoric Background ResearchMethodology, Theory, or SynthesisReconnaissance / SurveyRecords Search / Inventory CheckingRemote SensingResearch Design / Data Recovery PlanSite Evaluation / TestingSite StabilizationSite Stewardship MonitoringSystematic Survey |

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| **Material Types**(check all that apply) |
| BasketryBuilding MaterialsCeramicChipped StoneDating SampleFaunaFire Cracked RockGlassGround StoneOther (enter keyword) | HideHuman RemainsMacrobotanicalMetalMineralPollenShellTextileWood |

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| **Cultural Terms** (Check all that apply) |
| Pre-ClovisPaleoIndian  Clovis Folsom DaltonArchaic Early Archaic Middle Archaic  Late ArchaicHopewellWoodland Early Woodland Middle Woodland  Late WoodlandPlains VillageMississippianAncestral PuebloanHohokamMogollonPatayanFremontHistoric African American Chinese American Euroamerican Japanese American Historic Native American SpanishOther (enter a keyword) |

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| **Site Terms** |
| **Site Information** | Site name/number |
| **Site Type**(Check all that apply) |
| Domestic Structure or Architectural Complex Settlements Encampment Hamlet/village Town/city Domestic structures Brush structure Cave House House Mound Wattle & Daub (Jacal) structure Longhouse  Pit house/earth lodge Room block/compound/pueblo Rock Shelter Shade structure/ramada Tent ring/tipi ring Platform mound Wigwam/wetu Plank houseResource extraction/Production/Transportation Structure or Features Agricultural or Herding Agricultural Field or Field FeatureCanal or canal feature Corral Reservoir Terrace Water control feature Commercial or industrial structures Factory/workshop Mill Fish trap/weir Hunting/trapping  Butchering/kill site Hunting blind Large game jump Mine Mine Tunnels Mine-related structures Quarry Road, trail, and related structures or features Bridge Causeway Linear Feature Railroad Road Trail Funerary and Burial Structures or Features Cemetery Burial Mound Charnel House Isolated Burial Ossuary Burial Pit Tomb Non-domestic structures Ball court Church/religious structure  Ancient church/religious structure Historic church/religious structure Communal/Public structure Ancient communal/public structure Historic communal/public structureGreat house/big houseGovernmental Structure Ancient governmental structure Historic governmental structureKiva/great kivaMilitary structureMound/earthwork Building substructure Ancient earthwork Military earthwork  Geometric/effigy/zoomorphic moundPalacePalisadePlazaPyramidStairwayStructure Ancient structure Historic structureSweat house/sweat lodgeTemple Archaeological Feature Artifact scatterCairnFenceHearthIsolated artifactIsolated featureKilnMiddenBurned rock middenSheet middenTrash middenMilling FeatureBedrock grinding featureMilling binPitRefuse pitRoasting pit/oven/hornoStorage pitPost hole/post moldRock alignmentRock Art Intaglio/geoglyph Petroglyph PictographWater-related Shipping-related structure Shipwreck Submerged aircraft |

**General Keywords**

Enter general keyword

**Notes**

Enter type of note (general, redaction, rights & attribution, administrative)

Enter note

**Museum or Archive Collections**

Enter source collection

Enter related or comparative collections