


## Single New Type for All Creative Works

Field Label	Type of Field/	Mandatory?	Explanation (help text)
<b>Item Type</b> <b>dc:type</b>	set: <b>Book, Book Chapter, Conference Item, Conference Paper, Creative Work, Journal Article, Other, QUT Thesis, Report, Review, Thesis, Working Paper</b>	Mandatory	
<b>Title</b> <b>dc:title</b>	longtext	Mandatory	The title of the work (mandatory)
<b>Creative Work Sub-type</b>	set (visual Art Work, Design/Architectural Work, Textual Work, Exhibition/Event, Web-based Exhibition, Festival, Film/video, Performance, Inter-arts, Digital Creative Work, Website, Live performance (Music), Live Performance (Play), Live performance (Dance), Other)	Mandatory	Select one subtype from the set that best describes the work.
<b>Description</b> <b>dc:description</b>	longtext	Mandatory	A description of the work or the context of the work. No complicated text formatting is possible.
<b>Date</b> <b>dc:date</b>	date YYYY	Mandatory	The date this work was published or first made public (for non-text items)
<b>Authors/Creators</b> <b>dc:creator</b>	compound	Mandatory (if no organisational authors/creators)	Those primarily responsible for the creation of this work. If there are more than four creators, click on the [More input rows] button.  If the work has been created by a named group rather than individuals, please fill in the "Organisational creators" instead.
<b>Organisational authors/ Creators</b> <b>dc:contributor</b>	text	Mandatory (if no personal authors/creators)	Companies, organisations, research centres/groups, or collaborative partnerships that have created this work. Example: Education Queensland. Please put funding bodies and

<b>Other Contributors</b> <b>dc:contributor</b>	compound, set for role (Actor, Actress, Animator, Author of screenplay, Calligrapher, Choreographer, Cinematographer, Composer, Conductor, Conference organiser, Costume designer, Curator, Dancer, Designer, Director, Exhibitor, Film editor, illustrator, Instrumentalist, Librettist, Lighting designer, Lyricist, Musician, Performer, Photographer, Printmaker, Producer, Production personnel, Programmer, Recording engineer, Researcher, Set designer, Singer, Translator, Videographer, Vocalist)	Optional	The names of others who have contributed to the production of this work and the role they have played, such as director, curator or photographer.
<b>Copyright Holders</b> <b>dc:rights</b>	text	Optional	Enter the name of the person, firm or corporate body which holds the copyright for the work
<b>Funders</b>	text	Optional	The sponsoring bodies who contributed funding for the creation of this work.
<b>RM Number</b>	text	Optional	Insert the Research master number if known
<b>Material</b>	text	Optional	If you are describing a physical object(s), state the media, Example: Oil on Canvas, Example:Silk, Example: 3 Screen Video.
<b>Measurements or Duration</b>	text	Optional	If you are describing a physical object(s), state its dimensions. If you are describing a video, film, audio work or performance, state its duration.
<b>Published source</b> <b>dc:source</b>	text	Optional	Provide publication details for published creative writing (eg poems).
<b>Publisher</b> <b>dc:publisher</b>	text	Optional	Provide publisher name for published creative writing (eg poems).
<b>Locations/venues</b>	Compound: "Location" (text), "from date" (date) "to date" (date)	Optional	If this item is an exhibition or performance, fill in the locations/venues where it has taken place. Put in the most recent locations/venues first. You can also use this field to specify the location of installations, site-specific, or public art works.

<b>Number of pieces</b>	text	Optional	If you were one of the exhibitors, fill in the number of your pieces that were shown in this exhibition. If you were the curator or organiser, fill in the total number of pieces in this exhibition.
<b>Related Exhibitions</b>	text	Optional	Exhibitions that this work has featured in. If there is a URL for the exhibition, please enter this in the 'Related URLs' field
<b>Contact Email Address</b>	email	Optional	The contact email address for this work. If the full content is not available to the public, then requests to view the full content will be sent to this email. The email address will not be made public.
<b>Additional URLs</b> <b>dc:relation</b>	text	Optional	URLs that are related to this work, such as an artist's website or a gallery website, eg <a href="http://www.mywebsite.com">http://www.mywebsite.com</a> .
<b>Related Publications</b>	text	Optional	Any publications relating to this work, such as an exhibition catalogue, article or review. If there is a URL for the publication, please enter this in the 'Additional URLs' field.
<b>References</b>	longtext	Collapsed ( Use + symbol to display field ) 	If any of your documents have a list of references, you are strongly encouraged to paste this list into the box below. It may be used to link your item to those it cites and to those that cite it.
<b>Additional Information</b>	longtext	Collapsed	If you think you can specify some useful information about your deposit that can't be entered anywhere else, please enter it here. This information will appear on the public summary page for this item.
<b>Subjects</b> <b>dc:subject</b>	set (ANZSRC subject Headings)	Optional	Select 1-3 subject headings from the list
<b>Keywords</b>	text	Optional	Enter salient keywords. Enter keyword phrases in separate boxes or use semi-colons as delimiters.

## Metadata for attached files:

	Type of Field	Mandatory?	Help Text
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<b>Content</b>	set (accepted version, published version, supplemental material, presentation, cover image, additional metadata, <b>catalogue, poster, programme, promotional material, review, draft version, submitted version, Updated version, other</b> )	Optional	Select an appropriate descriptor from the set for the file being uploaded. If none are appropriate, select "other" and use the 'Description' field below to enter a short description (1-2 words). Where there are multiple files attached to an eprint record, the Content/Description helps differentiate the files. Example: an eprint record for a journal article may include an open access copy of the 'accepted version' of the article plus a file containing supplementary material.
<b>Image credit</b>	text	Optional	Enter the image credit, if different from the creator of the work (who created the image of the work?)
<b>Format dc:format</b>	set (HTML, PDF, Postscript, Plain text, MS Power point, MS Word, Audio (AC3), Audio (MP3/MPEG), Audio (WAV), Image (JPEG), Image (PNG), Image (GIF), Image (BMP), Image (TIFF) Image (Photoshop), Image (PDF), Video (MPEG), Video (Quicktime) Video (Windows Media), Video (AVI), Video (Flash), Archive (Zip), Other	Optional	Please select the format of this document. If the format you are uploading is not in the set, select "other" and use the Description field to enter the file format.
<b>Description</b>	text	Optional	If content or format is 'other', add a brief description
<b>Visible to</b>	set (Anyone, Registered users only, Repository staff only)	Optional	Please indicate the required "security level" of this document. Who is allowed to download it? If you set this to anything other than "anyone" then please provide a contact email for this eprint when prompted. This will allow users to use a web form to request a copy of the document, and you can decide on a case-by-case basis.
<b>Sensitivity</b>	text	Optional	Description of how to be handled if culturally or commercially sensitive. It is also possible to restrict access to the attached file by selecting Repository Staff Only.

<b>License</b>	set (All rights reserved, Creative Commons Attribution No Derivatives, CC Attribution, CC Attribution Non-commercial, CC Attribution Non-commercial no derivatives, CC Attribution Non-commercial Share-Alike, CC Attribution Share-Alike, CC Public Domain Dedication, CC GNU GPL (Software), CC GNU LGPL (Software))	Optional	Specify an explicit 'end-user' license for this document. This repository supports Creative Commons Licenses. The default license is 'Attribution No Derivatives'. To find out more about the differences between licenses, click here. If you are depositing an image, film or audio file, and you want to prevent users downloading it, select 'All Rights Reserved'. users will still be able to preview it but will not be given the option to download it
<b>Embargo expiry date</b>		Optional	Enter the date that a publisher- or sponsor-imposed embargo expires (if known). On and after this date, this document will be made publicly accessible.

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