Care with tagging: metadata for HumBox resources.

The list of tags in the HumBox browse menu has grown significantly as the project has developed. Whilst this is a reflection of the variety of resources uploaded, it is important to remember that the purpose of tagging is to help users find the resource, not to supplement or duplicate description information. Tagging is important for the longer term searching and visibility of resources, but it is wise to be selective and clear in our choices to ensure we avoid an unwieldy and confused browser list. If you browse the HumBox site by keywords/tags you will see that a number of very individual tags, along with similar terms/duplications and even typo's are included in the list: this could put off new users of the repository.   The browser page is currently being revised to offer more relevant options (including subject disciplines) that will make browsing more user-friendly if we have clear and relevant keywords.

It would be helpful to consider the following simple points when tagging new resources, and revisit your existing resources to improve the metadata:

- Focus your tagging on what is most important about the resource: themes and disciplines.
    - Avoid using more than ten tags.
    - Ukoer is set as an automatic tag and cannot be deleted.
    - At the very least, select the relevant Subject Centre tag (Oerhist, Oereng, Oerprs or Oerllas), plus discipline tags relevant to the resource from the list below, to help build a useful selection of key subjects:

History	Languages	Philosophy	English literature
Classics	Linguistics	Theology	English language
Archaeology	Area studies	Religious studies	Creative writing
		Hps	

- When adding tags take the time to view the predictive text that appears and select a keyword that already exists if it is suitable. Admittedly the existing options don't appear until after you've typed in the whole keyword, but an extra couple of seconds could avoid unnecessary duplications and errors ... and please check spellings!
- In terms of formatting: HumBox automatically capitalises the first letter of each word and puts the rest in lower case; it is not necessary to hyphenate or underscore between words in a single tag.
- Select tags that sum up the main content of the resource: it is not necessary to set up tags for terms, dates, names, etc that already appear in either the title or description of the resource: all this metadata is picked up in free text searching.

Below is an example of how the metadata for a resource has been set up to give the user the information they need effectively and efficiently.

*The **title** clearly outlines the form and content of the resource.*

*The **description** expands on the title, giving relevant detail about origin and usage.*

Video demonstrating plagiarism detection using the Turn It In online service (Resource)

Description

A short video demonstrating the use of the Turn It In (JISC) source matching service to detect cases of plagiarism. Originally created for University of Warwick academics. It is relevant to anyone using Turn It In (using its web interface), or considering tools to assist in plagiarism detection. It was originally shown to students as a deterrent. The video was created using Screenflow on an iMac.

Resource Metadata

From	Mr Robert O'Toole
Added	21 Jun 2009 22:54
Keywords/Tags	Ukoer, Warwick, Oerhist, Plagiarism, Academic Integrity, Cheating, Writing Skills, Academic Writing
Attribution/ Acknowledgements	Robert O'Toole, University of Warwick
Downloads	61
Copyright	

plagiarism.mp4
Other

Resource metadata ... the keyword tags list the necessary project words (Ukoer and Oerhist), plus the terms that best describe the themes of the resource. Only the word 'plagiarism' is repeated, but this is the main emphasis of the resource and important for browsing.
The author AND institution have been cited in attribution/acknowledgements ... if relevant, you may also consider including your department