

Style Guide for Deposits to GW ScholarSpace

Author

Should always be entered in the following format:

- Last Name, First Name MI.
- Ex: Smith, John R.

If the first name was not provided in full, you may use the initial. For example:

- Smith, J. R.

Title

The Title should be the title of the work, not the filename. Titles should be entered in title case.

For example:

- The Title of the Article is Right Here

In the case of a Series of works, please make sure to include the series or report number (as provided by the depositor) after the title. For example:

- This Work is Important, Working Paper 001
- This Work is Important, Working Paper 002

OR

- This Work is Important, Report 51
- This Work is Important, Report 52

Additionally, if the work(s) are part of a volume or set of volumes, please indicate this after the title and include the year the volume was published (if possible). For example:

- This Work is Important, Volume 4, Issue 2, 2003
- This Work is Important, Volume 5, Issue 3, 2004

Date Created

Currently, GW ScholarSpace only requires the year for the date. The date should always been entered in the following format:

- YYYY

Abstract/Summary

While the Abstract/Summary is not required on the Deposit Form, it is still an essential piece of metadata that provides users more information about a work they may be interested in. If possible, include the abstract/summary provided within the work. If there is no easily identifiable abstract/summary in the work and one was not provided, you may skip over this section.

Keywords

If the patron supplies keywords to be used, we definitely want to use them; however, we also want to ensure consistency across the repository. It is recommended that you verify the keyword has not been used before in GW ScholarSpace by looking at the facets available on the side of the [Browse page](#). If you do not see the keyword, please enter it in the following format:

Keyword = hospice

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- Ex: Hospice
Keyword = welfare system
- Ex: Welfare system
Keyword = united states
- Ex: United States

As a general rule, the first word should always be capitalized. If it is a proper noun, then it should be capitalized as such. If the keyword entered is a sentence, please parse this down into a phrase or pull out the important keywords. If there is any confusion on your part, you may contact the depositor via Desk.com for clarification. Additionally, feel free to speak with a [Scholarly Communications Committee](#) member.

(Note: Please make sure there is no space after the keyword when typing it into the field)

Identifier

If the depositor provided an identifier such as a DOI, ISSN, or ISBN, please enter it in this field as provided.

Contributor

The contributor is a person or group the depositor wants to recognize for playing a role in the creation of the work, but not the primary role. If there is a specific role the depositor wants noted, include it in parentheses. For example:

- Jones, Mary G.(Advisor)

Publisher

The publisher is the entity responsible for the manufacturing and printing of the final product. This could include a journal publisher, a research project, or the university that houses the center. Since this will be a proper noun, it should be capitalized as such and never abbreviated. Before filling in this field, see if a previous entry in ScholarSpace has been entered with the same publisher information. This is to ensure that the entry is consistent across records and no one has abbreviated anything. An example:

- Journal of Information Science and Technology
- The George Washington University

Language

This is the language of the work being deposited. Please capitalize this entry. For example:

- English
- Japanese

Location

This field should be related to a place name that the work's contents are about. It will be provided by the depositor. If it is not, you may skip this field. For example:

- An article about urban development in Sudan could have the location field entry of 'Sudan'.

Related URL

If the work has been deposited into another repository or can be linked to additional works or related materials outside of GW ScholarSpace, please provide the URL(s) in this field. Make sure they are complete URLs and include the 'http://'.

Previous Publication

If the depositor provides additional publication information in this field, make sure to enter it exactly as it was provided. This information could include a citation, project website, online blog, or language required by the publisher in order for the work to be deposited in an institutional repository.

Questions

If you have any questions about this Style Guide, please contact the [Scholarly Communications Committee](#) and we will be happy to assist.