

# Optional Metadata and XML Tags for Submittal of AN 241.1 Information via Batch Upload

The following is a list of optional fields for Batch Upload of AN 241.1 information. Your use of these optional fields, especially fields such as the Abstract/Description, is highly encouraged, however. The text in abstracts and keywords, along with the inclusion of the appropriate subject categories, will greatly increase the chance that your record and STI product will be retrieved in a search.

## OPTIONAL

	<b>Field Name</b>	<b>XML Tag</b>	<b>Comments</b>
1	Author(s) Email Address(es)	<author_emails/>	Admin info only; it will not be displayed in public databases.
2	Related Document Information	<related_doc_info>	Provide additional useful information related to the STI Product that should be included in the published announcement notice, but does not fit elsewhere.
3	Availability	<availability/>	Normally used to provide the name of an organization, a division within a lab, a specific employee's title, etc. to which a request for further information may be made.
4	R&D Project ID(s)	<rd_project_ids>	Enter the unique and permanent Project ID assigned to the project itself by the DOE Field Office, Program Office, lab, or other installation to identify a particular research project. Separate multiples with a semicolon and a space. Sample formats: P/ORNL--2533; TTP/RL439005
5	Work Proposal Number	<work_proposal_number>	Enter the unique seven-character identifier specific to the document that was used for proposing work to the program office. Multiple numbers are separated with a semicolon and a space.
6	Work Proposal Revision Number	<proposal_revision_number>	If the initial proposal is changed, enter the assigned sequential number of the work proposal revision.
7	Work Authorization Number	<work_authorization_number>	Enter the unique, standardized seven-character identifier assigned by the issuing organization, specific to the work authorization. The standard format is two characters identifying the issuing DOE organization code, four-digit sequential number assigned by the issuing organization, and one digit signifying the last digit of fiscal year. Multiple numbers are separated with a semicolon and a space.
8	Work Authorization Revision Number	<authorization_revision_number>	If the initial authorization is changed, enter the assigned sequential number of the work authorization revision.
9	Other Identifying Numbers(s)	<other_identifying_nos/>	Any other numbers that users might wish to retrieve on or need to recognize. If there are multiple values in this field, separate them with

			a semicolon followed by a space.
10	Subject Categories	<subject_categories_code/>	Use the complete value (numerical code and spelled-out category title) as shown in the Subject Category Authority at <a href="https://www.osti.gov/mlink/authorities.jsp">https://www.osti.gov/mlink/authorities.jsp</a> . As many multiples as needed are allowed in this tag set; separate them with a semicolon and a space. List the primary subject category first.
11	Keywords	<keywords/>	
12	Description/ Abstract	<description/>  4000 character limit	Though not required, this field is highly encouraged. Including it will greatly enhance the retrieval of the STI Product.
13	DOI	<doi/>	Sites may include the DOI of a journal article in their metadata or may leave this information out. If it is left out, OSTI will query CrossRef for the correct DOI and insert it into the record. This latter approach is recommended.
14	Product Size	<product_size>	Provide information that gives an indication of the size of the STI Product. (i.e., 3500 kilobytes; 100 pages; etc.)
15	Publisher Name and Location	<publisher_information>	Provide the publisher name and location when the originating research organization is not the organization that issued the document for dissemination.