Metadata sheet template

(version 1.0, May 2023)

The metadata were created 2023-xx-xx NAME | edited 2023-xx-xx NAME, …

1.   Basic information about the work/project

Image
Insert thumbnail image here(film still, photograph, book cover, etc. to illustrate the work/project)
Title
XXX
Date(s)
Date of beginning
Date of publication
Date of production (if applicable)
Location
Location of publication
Location of production (if applicable)
Format
Text, film, image, performance, etc.
Dimensions, size, material
XXX
Language(s)
XXX

2.   Information about the content, process and context of the work/project

Description of the work/project
Short abstract on the form and content of the project (e.g. form project website)
Authors / collaborators / participants
Who was/is responsible for or part of the work/project
Context
In which or for which context was it produced? What is the project background?
Process
Description of collaborative work Description of the process of production and publication
Disciplinary context
xx

3. Personal reflection on why we chose it

xx