# Metadata Instructions: Affiliation, Rank, Email

**Overview/Coverage**
In this week's metadata assignment, you will be gathering data for the following fields:

- Affiliation
- (Academic) Rank
- (Author's) Email
- transfer of Author's Names & DOIs

**Cross-References**
Please refer to the handouts "Metadata Project Description Sheets [English 354]" to help you determine what the above fields refer to. This instruction sheet will give you details on how to find and input the data into the Excel spreadsheet.

**Spreadsheet Tab**
In this week's assignment, you will be working with the **Webtext and Affiliation tabs** in the spreadsheet.

**TERMS**

**Names & DOIs (on Affiliation tab)**:
The information for these two columns on the Affiliation tab will be duplicated from the DOI and Authors columns on the Webtext tab, with the small change in that, in the Affiliations tab, each author will need to be listed on hir own row instead of in one cell within one row.

    (1) In the Webtext tab, select all of the cells you've filled out in the DOI and Author columns. Copy that selection.
    (2) In the Affiliation tab, paste that selection into the DOI and Names column.
        a. If there are multiple authors in the Names column, place them into separate rows so that each author has hir own row.
        b. Make sure to copy the correct DOI for that new row.

Done. :)

**Affiliation, Rank, Email**
The purpose of this spreadsheet tab is to keep track of **who** publishes in Kairos and **when** they do in their academic careers. This will help the journal make arguments about its experimentality, pension for publishing young academics, and its focus on "unheard" (new) voices, as well as having a fair gender balance (which the editors will compile based on your information). To complete the affiliation, rank, and email columns, you will need to do some searching. Go back to the webtext that these authors are listed on (there are a number of ways to do this: cross-ref it with the info on the Webtext tab; use the TOC from your volume.issue and fill in the info on the spreadsheet as you come across it in the issue; etc.) If the information is contained in the webtext, you can just copy and paste it (removing any hyperlinked formatting after pasting). There is no one way to do this part of the assignment correctly. But here's what you are looking for:

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- **Affilation** is the name of the author's school. Copy it exactly as it's listed on the webtext. (Indicate in the notes column where they've moved if they've changed schools since publishing their webtext.)
- **Rank** corresponds to a specific taxonomy of academic rank/status that you should copy exactly when filling in the spreadsheet (see Table 1).
- **Email** is the author's **current** email address.

| RANK<br>(use in spreadsheet) | description |
|---|---|
| **Graduate student** | student in a masters or PhD program (or equivalent) |
| Undergraduate student | student in an undergraduate program (or equivalent) |
| **Assistant Professor** | faculty member pre-tenure |
| **Associate Professor** | faculty member post-tenure |
| **Full Professor** | faculty member with full promotion (highest faculty rank, in most cases) |
| Endowed Chair | faculty member (usually Full) who has a "named" position (e.g., Cross Chair of Scholarship of Teaching and Learning) |
| Instructor | Full-time, non-tenure-track teaching appt at one university |
| Adjunct | Part-time, non-tenure-track teaching appt at one or more universities |
| Independent Scholar | Scholar not affiliated with a university |
| Administrator | Dean, Vice-President, Vice-Provost, etc. |
| Administrative Professional | Full-time (non-tenure-track) staff |
| K-12 Teacher | K-12 teacher |
| Other | anything not covered above |

**Table 1. Rank taxonomy for Kairos metadata project. Those in bold indicate the ones you'll use the most.**

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Sometimes this information is listed on the index or credits page of the webtexts, but that doesn't guarantee that the information will be up-to-date. For our purposes, we want **current email** accounts, so in ALL cases, you'll need to do a little Googling:

(1) Perform a Google Search using the author's name (e.g., "Cheryl Ball" or "Cheryl E. Ball" if the author uses their middle name/initial in the webtext). Use the quotes because it will make the search results more accurate. Also, if you were able to find *any* information about the author's affiliation, include that in your search as well (e.g., "Cheryl E. Ball" Utah State University).

(2) Find a current CV or academic/personal website of the author in the results list.

(3) Scan the CV/website for a category (usually at the top) called Academic Affiliations, or Positions, or Jobs, etc. It should list all the universities/schools an author has worked at, and when they worked there. (Academics move around.) If you cannot find an up-to-date CV (e.g., one that seems like it's been updated sometime in the last 3-4 years), find an university website for them that does seem up-to-date. If all else fails, use the info you can find on the webtext and leave cells blank, as necessary (e.g., if no email is listed and you cannot find any Google results, then leave the Email cell for that author blank).

(4) Based on the CV, record the following information into the spreadsheet:

   a. **Affiliation:** Find the author's affiliation **in relation to when** they published the webtext/volume you're working on and copy or type that information into the Affiliation column of the spreadsheet. (If the author has since moved to another university, note the new affiliation in the Notes column.)

   b. **Rank:** Located in the same area of the CV should be the author's academic rank. List their rank **in relation to when** they published in Kairos, not their current rank. (For older issues, some authors will have been grad students, but now they are tenured, etc. We want to know what rank they were when they originally published the piece.) Only use the ranks listed in the taxonomy in Table 1 when inputting this data into the spreadsheet, under the Rank column.

   c. **Email**: If you've successfully found the most recent CV of the author, then the email address listed on that document should be the most current. Copy & paste it into the Email column of the spreadsheet.

See Figure 1 for an example of a googled CV and how to find the above information.

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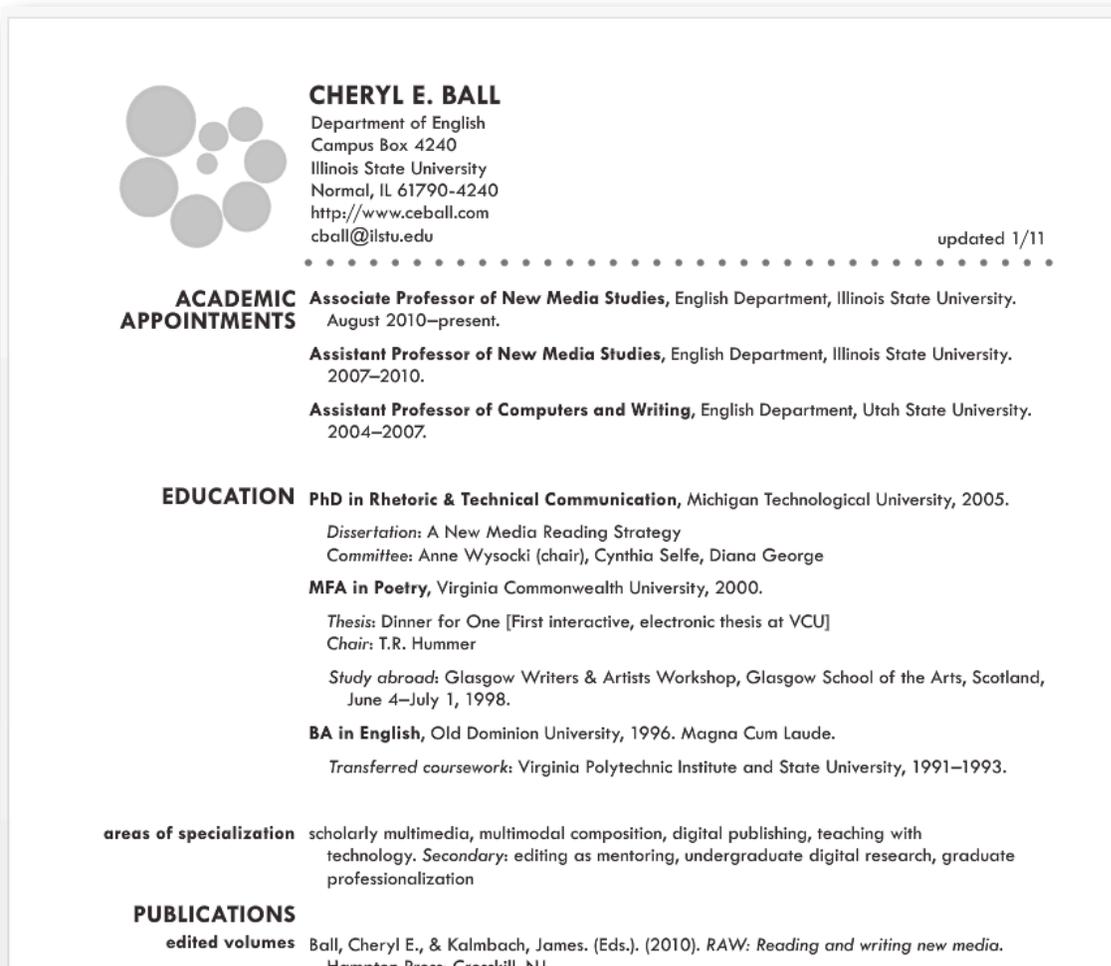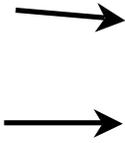
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updated 1/11

**ACADEMIC APPOINTMENTS**

**Associate Professor of New Media Studies**, English Department, Illinois State University. August 2010–present.

**Assistant Professor of New Media Studies**, English Department, Illinois State University. 2007–2010.

**Assistant Professor of Computers and Writing**, English Department, Utah State University. 2004–2007.

**EDUCATION**

**PhD in Rhetoric & Technical Communication**, Michigan Technological University, 2005.

*Dissertation*: A New Media Reading Strategy
*Committee*: Anne Wysocki (chair), Cynthia Selfe, Diana George

**MFA in Poetry**, Virginia Commonwealth University, 2000.

*Thesis*: Dinner for One [First interactive, electronic thesis at VCU]
*Chair*: T.R. Hummer

*Study abroad*: Glasgow Writers & Artists Workshop, Glasgow School of the Arts, Scotland, June 4–July 1, 1998.

**BA in English**, Old Dominion University, 1996. Magna Cum Laude.

*Transferred coursework*: Virginia Polytechnic Institute and State University, 1991–1993.

**areas of specialization**  scholarly multimedia, multimodal composition, digital publishing, teaching with technology. *Secondary*: editing as mentoring, undergraduate digital research, graduate professionalization

**PUBLICATIONS**

**edited volumes**  Ball, Cheryl E., & Kalmbach, James. (Eds.). (2010). *RAW: Reading and writing new media*. Hampton Press: Cresskill, NJ.

**Figure 1.** If you googled me (as a Kairos author), you would find the following CV (among many others, actually... sometimes you have to check the "updated" dates (see arrow on the right), if they are provided, to make sure you have the most up-to-date one. However, **most** scholars don't bother to update their CVs as frantically as I do, so you'll be lucky to find this. The first arrow on the left points to my current email address. The second arrow on the left points to my "Academic Appointments," which includes my rank, the years I held those ranks, and where I held those ranks. For the webtext I published in 2006 in Kairos, the relevant information would be for the years I worked at Utah State as an Assistant Professor. (Even tho I use the long form of my job title in the CV, for the metadata spreadsheet, ONLY include the rank as its provided in

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the taxonomy in Table 1.) The Education portion of a CV would be useful if the rank is Undergraduate or Graduate student and, thus, usually no Academic Appointments are included. If the student has both (e.g., is a graduate student AND has an academic appt, then include the "higher" rank).