

Guidance note six: Example intake submission form (The metadata)

This is a sample of the information that you will need to submit electronically (via a web-based form), for a single piece of content which will appear on The Space. The fields are correct at the time of publication (13 January 2012), but there may be minor changes before submissions begin. Contributor fields would be repeated for each contributor to the piece - denoted below by [Performer].

Contributor code:	s0000042
Type of content:	<input checked="" type="checkbox"/> Video <input type="checkbox"/> Audio <input type="checkbox"/> Still image <input type="checkbox"/> PDF document <input type="checkbox"/> Website <input type="checkbox"/> Native application <input type="checkbox"/> Live stream
Is this item part of a series of items?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position of the item within the	3

series:	
If this is an existing series, enter its series code. If this is the first submission of a new series, leave this blank and a series code will be allocated.	c00q47k7
Title of this item (do not include the series title, if any):	Great Balls of Fire
Short synopsis:	Jerry Lee Lewis performs Great Balls of Fire in Bristol in 1983.

Medium synopsis:	An archive recording of Jerry Lee Lewis performing Great Balls of Fire in Bristol, filmed in 1983.
Long synopsis (separate paragraphs with a blank line, some HTML formatting is available):	An archive recording of Jerry Lee Lewis performing the classic hit “Great Balls of Fire” in Bristol in 1983. Originally filmed for the BBC’s Arena programme.
[Performer]:	Jerry Lee Lewis
[Performer] Website:	http://jerryleelewis.com/
[Performer] Wikipedia page:	http://en.wikipedia.org/wiki/Jerry_Lee_Lewis
[Performer] Facebook page:	http://www.facebook.com/jerryleelewis
[Performer]	@jerryleelewis

] Twitter name:	
Venue:	Colston Hall
Venue website:	http://www.colstonhall.org/
Venue Wikipedia page:	http://en.wikipedia.org/wiki/Colston_Hall
Venue map:	http://maps.google.co.uk/maps?client=safari&rls=en&oe=UTF-8&redir_esc=&um=1&ie=UTF-8&q=colston+hall+bristol&fb=1&gl=uk&hq=colston+hall+bristol&hnear=colston+hall+bristol&cid=0,0,17441035101858411166&ei=gQQPT-yxL4iphAeTxfyGAg&sa=X&oi=local_result&ct=image&ved=0CBEQ_BI
Recording date:	6th August 1983
Runtime (minutes):	2
Expected publication date:	(unspecified)
Location:	Bristol
Genre:	Music → Contemporary
External website	http://www.bbc.co.uk/programmes/b006pn88

for this content:	
Pull quote:	One of the greatest pieces of rock music in history, performed by one of the greatest artists in history.
Pull quote attribution:	Joe Smith