Supplemental Electronic Material Metadata Capture Program: User's and Installation Guide

Version 1.0

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MICROSOFT WINDOWS VERSION

IEEE CONTENT ENGINEERING

Table of Contents

DOCUMENT STATUS RECORD

Release Date	Status	Version	Amendment / Purpose
29 December 2008	Final	1.0	Initial release. Supports Microsoft Windows only.

1.   Introduction

This document describes the purpose and how to use the Supplemental Electronic Material Metadata Capture program provided by IEEE. The program is used only with supplemental electronic material using Method 2. *This version of the program is for **Microsoft Windows only.***

If submitting files using Method 1 please see the online information regarding the packing list. For an overview of the new interface see "Submission Guideline for IEEE Xplore® PDF Files with Supplemental Electronic Material". The rest of the document below does not apply.

The purpose of the application is to capture information (metadata) about any supplemental electronic material provided with an article or paper. This is necessary so that IEEE Xplore® and/or CrossRef can use this information. This metadata is required in addition to the rest of the submission (i.e., PDF files and packing lists).

IEEE supports two interfaces for supplemental electronic material (SEM). *For a single proceedings, journal issue, or magazine issue only one of the two methods may be used.*

For instructions on how to install and the requirements to run this program please refer to Section 6.

2.   Program Features

The supplemental electronic material metadata capture program accepts input from both files and the keyboard. The specific file formats supported are:
1. Tab Text –Text with tabs between each element.
2. Excel Spreadsheet-A file stored in .xls format.

These formats are supported to allow a broad range of other applications to export data into the program. To do so the metadata must be arranged exactly in the order given below in Section 2.1. **Optional metadata if not available must be included as blank data in the tab text or Excel file.** *It is preferred but **not required** that the recommended formats in section 2.2 are used.*

2.1 Metadata Order for Method 2

For Method 2 the data must be ordered as follows[1]:

Metadata	Description	Required?	Example
Name of paper or article[2]	Must be a PDF. Name of the file associated with the supplemental electronic material includes ".pdf".	REQUIRED	D02_01.pdf
Summary of supplemental electronic material (SEM)	A brief summary of all the supplemental electronic material associated with a paper or article.	REQUIRED	This movie is composed of two short sequences: 1) In order to catch the red object, Humanoid Robot takes a hold with his left hand to keep its balance. 2) The ground pitches downwards. The goal of the HR control is to keep robust balance when the environment changes thanks to grasp holds. This behavior is based on the computation of stability margin which gives a good characterization of balance breakdown.
SEM file name	The full file name of the supplemental electronic material. Excludes file path info.	REQUIRED	0493_VI.mpg[3]
SEM file size	The file size to the nearest KB or MB. Round up if in doubt.	REQUIRED	1.77MB
SEM format	The format of the supplemental electronic material. Normally one of the formats given in the table in Section 2.2.	REQUIRED	MPG

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[1] If the article or paper has more than one supplemental electronic material file than a separate entry of all the metadata is required.

[2] The article or paper must be a PDF file. Other formats are not supported.

[3] The supplemental electronic material file name could be similar to the paper or article name. For example the supplemental electronic material could be named D02_01_VI.mpg.

Metadata	Description	Required?	Example
Platform	The platform the SEM is intended to run on. Can be specific or ALL.	REQUIRED	All
SEM description	A description of a specific SEM file.	Optional	Movie showing improvements madet to robot balance by taking stability margin into consideration. Contains two short sequences.
SEM title	A title for the SEM file	REQUIRED	Humanoid Robot balance movie.
SEM author list[4]	A list of authors who created the SEM file. This list might not be the same as the paper's authors.	Optional	Smith, John; Anderson, Joan

2.2 Recommended Supplemental Electronic Material Formats

Format	Typical File Ending or Extension	Description
Audio	.aiff	Older but still common Audio Interchange File Format
	.au	Unix audio
	.midi	Musical Instrument Digital Interface
	.mov	Quicktime audio
	.mp3	
	.ra	Real Audio
	.wav	Windows audio
Video	.asf and .wma	Microsoft Media Player
	.avi	Microsoft's Audio-Video Interleaved
	.gif	Animated GIFs
	.mpeg	Moving Picture Expert Group
	.mov	Quicktime
Graphics	.jpg	Joint Photographic Expert Group

3. Before Using the Supplemental Electronic Material Metadata Capture Program

Before starting the program it is *strongly* recommended that a copy is made of each article or paper that has supplemental electronic material in a **new folder**

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[4] Author names are stored "surname, given-name". If more than one author is listed each complete author name, except the last, ends in a semicolon ";".

or directory. Also copy all the supplemental electronic material to this location. *Doing so greatly simplifies the submission process as described in Section 4.1.1 under "Prepare For Submission" and Section 5.*

4. Using the Supplemental Electronic Material Metadata Capture Program

The program is typically started by double-clicking on **Run.jar**. Please see Section 6 for the installation requirements and detailed instructions regarding how to start the program.

The opening screen appears below.
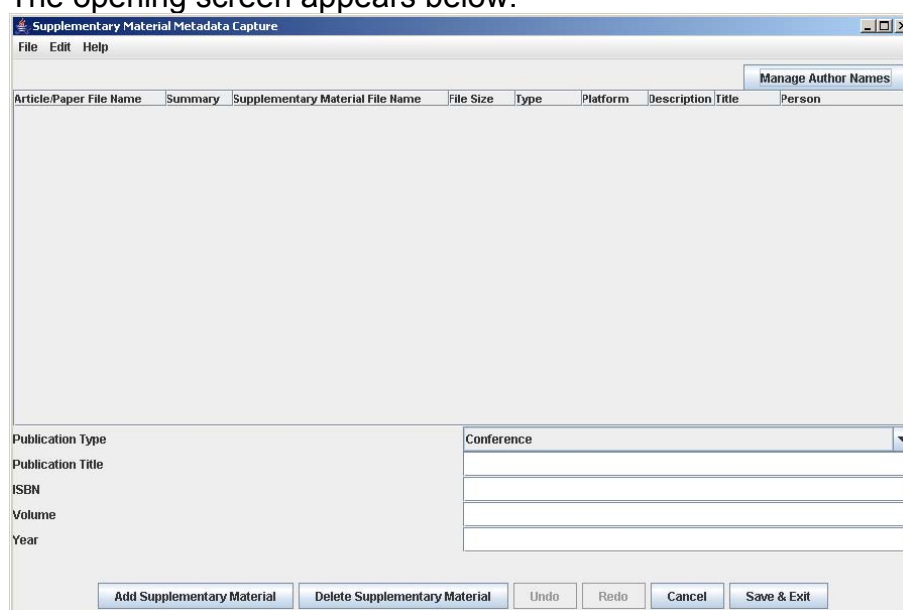
There are two parts to the screen. The top box allows importing or manual entry of supplemental electronic material. The bottom box captures required publication level information and has additional options for managing the supplemental electronic material.

4.1 Menu Bar Choices
The menu bar choices are the same for each method. The following sections show the menu bar options and briefly describe each option's function.

4.1.1 File Menu
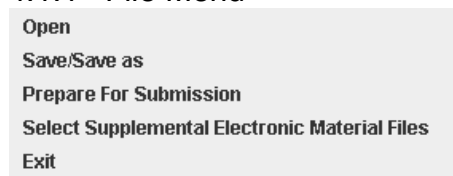
Open-Opens one of the supported file types (tab-text, XLS, or XML). For the first two types the order of the metadata must be as previously specified in Section 2.1. XML files will only work if they were previously created with this program.

Save/Save as-Saves the results of the program in the chosen folder or directory.

Prepare For Submission-Prepares the files for submission to IEEE. When the navigation window appears navigate to the folder containing the PDF files and supplemental electronic material as described in Section 3[5]. *If any other file arrangement is used the option will not work and no errors appear. If the "Prepare For Submission" option works the output will match that described in Section 5.* The results are stored at the same level as the folder navigated to. The name of the folder is the text "output-" and the ISSN or ISBN with dashes of the publication. For example, "output-1-4244-1307-9"

Select Supplemental Electronic Material Files-If there is a folder or directory containing *only* the supplemental electronic material this option will add the SEM file name, SEM file size, and SEM type*. The rest of the metadata is entered manually*.

Exit-Exits the program with a confirmation dialog box. It also asks to save the files if they haven't already been saved.

4.1.2 Edit Menu

Find

Find-Finds a text phase within the top part of the main screen.

4.1.3 Help Menu

About Supplementary Material Metadata Capture
Metadata Definitions

About Supplementary Material Metadata Capture-Displays the current version of the program. This information may be helpful when reporting errors or determining the program's functionality.
Metadata Definitions-Displays the definitions of the metadata. It also displays whether the metadata is required or optional. *Optional metadata must be blank if an actual value is not given.*

4.2 Publication Information
Publication information is captured so that the supplemental electronic material is properly matched with the corresponding article or paper when processed by IEEE. Please make sure to choose either "*Conference*" or "*Journal/Magazine*". This is necessary so all the required information is captured.

If the files are arranged as suggested in Section 3 this additional information will travel with the XML output without requiring additional steps (See Section 5)*. Otherwise it will need to be manually copied along with other files.*

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[5] If the instructions in Section 4 have not been followed, please follow them now. Then navigate to the just created folder.

4.3 Main Screen Buttons

Remember to save any changes so the metadata files on disk are updated.

Add Supplementary Material Adds a blank row of supplemental electronic material at the bottom of the list.

Delete Supplementary Material Deletes the selected row. Prior to the deletion a prompt appears asking for confirmation.

Undo Cell Edit Undoes the edit. Pressing the button multiple times will repeat the process. Initially this button appears inactive as "*Undo*".

Redo Cell Edit Redoes the edit. Pressing the button multiple times will repeat the process. Initially this button appears inactive as "*Redo*"

Cancel Cancels all changes made to the metadata.

Save & Exit Saves the XML and exits the program. Before submitting the files to IEEE it is necessary that the "*File/Prepare For Submission*" is run. This button is a faster way to initiate "*File/Exit*".

4.4 Metadata Entry

Metadata can be entered by either opening one of the supported file types (See Section 4.1.1 under "Open") or manually as described in this section (Also see Section 4.3). To manually enter data, choose the cell to edit. This method works for all cells except those in the "Person" column.

In order to edit the author list *("Person"* the last column*)* both *the first column ("Article/ Paper File Name") and the third column ("Supplementary Material File Name") must contain metadata*. This metadata is used to choose which author names are edited.

To edit the author list click on **Manage Author Names**. Then the window below appears after clicking on the left drop-down box:

Choose one of the papers listed in the left drop-down box (. Then click on the right drop-down box (shown on the next page). Choose the supplemental electronic material file that matches the one where the author names will be added.

Now click on the "Add" button to add a row for each name. The rows are added at the end of the list. Click on the "Given Name" and the "Surname"[6] cells to add a name.

The "Delete" button will delete the currently selected row. Use this to delete any rows that are wrong. *If all authors need to be removed each row must be deleted.*

Click "Done" to save the list of names.

## 5.	Submitting the PDF Files and the Metadata

In addition to the other files submitted for the publication the submission must also include a separate folder or directory containing the supplemental electronic material and the metadata files. The specific arrangement of the files is shown below.

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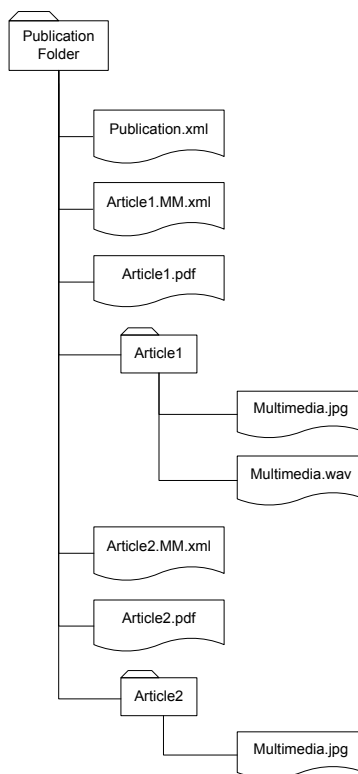
[6] Surname is the same as family name.

Please note that in the figure on the previous page:
1. Article1 and Article2 represent the first two articles or papers in a publication.
2. When either of these names is used without an extension it means it is the name of the file without the extension. This means the supplemental electronic material files are stored in a folder that has the same name as the PDF file but without the extension. For example, if the PDF file is named "jones.pdf" the supplemental electronic material files are stored in a folder called "jones".

If the files are organized as described in Section 3 the supplemental electronic material files and the metadata files will be saved as shown above when the "Prepare For Submission" menu option is selected. The output folder is at the same level as the folder navigated to. It is named "output-" followed by either the ISSN or ISBN, depending on the type of publication, with dashes. For example, "output-1-4244-1307-9"

If the files are not in this order it is the submitter's responsibility to organize them to meet the requirements of this section.

In order to process the supplemental electronic material the following files must be submitted in a folder or directory separate from the rest of the submission:
1. **The PDF files with links to the supplemental electronic files. Files that do not have supplemental electronic material are not re-submitted.**
2. **The supplemental electronic material files.**
3. **The article or paper metadata created by the supplemental electronic material metadata capture program. There is one XML file for each article or paper.**
4. **One copy of the "publication.xml" as created by the supplemental electronic material metadata capture program.**
5. **All files must be arranged as described at the beginning of this section.**

6.   Installation Instructions

6.1   Requirements
The program requires:
1. Java version 1.5 or later
2. Microsoft Windows
3. IEEE_SEM_Metadata_Capture.zip

6.1.1 Additional Information
The latest Java release can be obtained at http://java.sun.com/javase/down loads/index.jsp.

The file IEEE_SEM_Metadata_Capture.zip is available online. Once the zip file is downloaded extract the contents. Make sure the settings used preserve the folders.

6.2   Starting the Supplemental Electronic Material Metadata Capture Program on Windows
Once Java is installed the application can be started by *double clicking* on **Run.jar**.