

[International Conference] Metadata Specification

2019/04/01

International Conference	1. Metadata specifications (Common)	Update date	Editor
		2019/04/01	IEICE

[File format]

- One record is written in one line, that is each record end with line break.
- The line break code is CRLF (0x0D0A).The line break at the end of the file can be omitted.
- Each item in one record is separated by a single-byte comma.
- The number of items specified in each record of the session file and the article file is the same throughout the files. If the value of an item does not exist, describe only the comma and do not specify anything. Commas are written even when there is no required item value.
Ex) There is no value for the second item ⇒ aaa ,, ccc
- Do not add a comma after the last item in the record.
If there is no value for the item at the end of the line, end it with a comma separating it from the previous item.
Ex) There is no value for the last item ⇒ aaa, bbb,
- If the file does not follow the above format, the file will be rejected as unsuitable.

[Data types]

Defined the following types for the items.

1) Text type

Character string of up to 10,000 characters. Content can include commas and line break (enter as
).

- If the value of an item contains single-byte commas, enclose the item in single-byte double quotation marks "" (0x22).
Ex) Including a comma in the value of the second item ⇒ aaa, "bb, bb", ccc
- If the value of an item contains a line break, enclose the item in single-byte double quotation marks "" (0x22).
Ex) Including a line break in the value of the third item ⇒ aaa, bbb, "ccc CRLF ddd" * CRLF: Line break.

However, since the line break code is removed at the time of registration, replace the line break with
 in order to display the line break in the text.

If the value of an item contains single-byte double quotation marks " (0x22), arrange two single-byte double quotation marks in order to escape the mark effect, and enclose the item in single-byte double quotation marks.

Ex) A double quotation mark is included in the first item ⇒ "aa" "aa", bbb, ccc

- HTML tags other than
 cannot be specified in the Text type. They will be eliminated if specified.

The format of the excluded html tag is "<" + half-width alphanumeric or half-width symbol + ">".

2) URL type

URL format starting with http: // or https: //

3) Date type

Date in "YYYY-MM-DD" or "YYYY / MM / DD" format

- YYYY specifies a 4-digit year (AD).
- MM specifies a two-digit month (01 to 12). The leading 0 of 01 to 09 can be omitted.
- DD specifies a two-digit day (01 to 31) . The leading 0 of 01 to 09 can be omitted.
- Specify all in single-byte characters. A year / month / day separator specifies a single-byte hyphen "-" (0x2D) or a single-byte slash "/" (0x2F) .

Ex) 2012-1-4

4) String type

String of up to 1000 characters

- Line breaks cannot be included in the item value. If a line break is included, it will be deleted.
- If the item value contains a single-byte comma, enclose the item in single-byte double quotation marks "" (0x22).

Ex) Including a comma in the second value item ⇒ aaa, "bb, bb", ccc

-If the value item includes single-byte double quotation marks "" (0x22), arrange two single-byte double quotation marks and escape.

Enclose the item in single-byte double quotation marks.

Ex) Double quotation marks are included in the first value item ⇒ "aa" "aa", bbb, ccc

- For items with multiple values, separate the values with a single-byte semicolon ";" (0x3B).

However, the maximum number of multiple values separated by a half-width semicolon ";" is 100.

If the value exceeds the maximum value (100), the first 100 items are used as the value of the data item, and the remaining input values are ignored. If a value contains a half-width semicolon, replace the half-width semicolon with another symbol, such as a full-width semicolon. It is because not treated as a different value before and after the half-width semicolon.

Ex) The second item has multiple values ⇒ aaa, b1; b2; b3, ccc

- If the data item has multiple values and the value contains a half-width comma, separate the values with a half-width semicolon. Enclose the entire data item in single-byte double quotation marks "" (0x22).

Ex) The second item is multi-valued and the value contains a comma

Correct Ex) ⇒ aaa, "b1a, b1b; b2a, b2b; b3a, b3b", ccc

Wrong Ex) ⇒ aaa, "b1a, b1b"; "b2a, b2b"; "b3a, b3b", ccc

- The html tag cannot be specified in the character string. If an html tag is specified in the character string, it will be excluded. The format of the excluded html tag is "<" + half-width alphanumeric or half-width symbol + ">".

[File type]

1) Common file

[Description] File for setting common items for international conferences

[File name] "COMMON_INTER_CONF_" + International Conference Abbreviation + "_" + Year.csv

[Character code] UTF-8 ("UTF-8 (without BOM)" (BOM: Byte Order Mark) or "UTF-8N")

[File format] CSV

2) Session file

[Description] File for storing session information of international conference

[File name] "SESSION_INTER_CONF_" + International Conference Abbreviation + "_" + Year.csv

[Character code] UTF-8 ("UTF-8 (without BOM)" (BOM: Byte Order Mark) or "UTF-8N")

[File format] CSV

3) Article file

[Description] File for storing bibliographic information of international conference

[File name] "ARTICLE_INTER_CONF_" + International Conference Abbreviation + "_" + Year.csv

[Character code] UTF-8 ("UTF-8 (without BOM)" (BOM: Byte Order Mark) or "UTF-8N")

[File format] CSV

[Check items]

Please confirm the following points before submitting the international conference registration metadata file (common file / session file / article file).

-Except for the data items that are clearly stated as "* determined in consultation with the secretariat", data must be set by the person in charge of the international conference.

- Check that the file identifier is CSV and character code is UTF-8 (without BOM).
- Please confirm that the first record (first line) of each file is a copy of the header in the first record (first line) of the corresponding sample file.
- In the session file and the document file, is only company name or university name, etc. entered chair or author's affiliated institution name? (If an organization name, department name, city name, etc. is entered, delete it.)

Also, check that there are no multiple "institution names" entered for one person. (Even if one person belongs to multiple institutions, enter only one institution in "Affiliation Name")

- In the reference file, if multiple keywords are entered for one article, make sure that they are separated by a half-width semi-colons";", not comma ",".

International Conference	Metadata specifications (Common file)		Update date	Changer
			2019/04/01	IEICE
	Item	Mandatory	Content	Value
1	Comment		Comment	String type If the value is blank, the target record is valid. If the value starts with a single-byte character (#), the target record is commented out and invalidated.
2	International Conference Name		International Conference Name	String type No input required
3	International Conference Abbreviation	○	International Conference Abbreviation	Up to 100 single-byte alphanumeric characters
4	Year	○	International Conference Year	4 single-byte numbers in YYYY (*) For international conferences to be held multiple times a year, set "Year (YYYY 4-byte numeric characters) + 1 uppercase alphabetic character". Ex) Example of setting the year of the international conference to be held twice in the spring and fall of 2013. Spring: 2013S Fall: 2013F
5	Body base URL	○	URL of the pdf of the article	URL type * Provided by the secretariat
6	Event name	○	Event name	String type
7	Start date	○	Event start date	Date type
8	End date	○	Event end date	Date type
9	Host city		Host city of the event	String type for one value
10	Venue		Event location	String type for one value

11	Home page		Event homepage	URL type
12	Sponsor / Co-sponsor Supporter/Organization		Institution name of Sponsor / Co-sponsor/Supporter organization	String type for one value
13	Publication		Publication name	String type (*) If the publication name includes a volume number, set including the volume number. If there are multiple set values for publications, the order of arrangement is ascending by volume number. Ex) Described in the publication "Item setting values in the above setting examples".
14	Date of issue	○	Published date	Date type
15	Copyright holder		Copyright holder of the article	String type If "copyright holder" is not entered, "IEICE" is automatically set. Therefore, if the copyright holder is other than "IEICE", be sure to enter the copyright holder as a character string. If there are multiple copyright holders, as shown in the following example, (Ex 1) IEICE / IEEE ⇒ ○ (Ex 2) IEICE; IEEE ⇒ ○ (Ex 3) IEICE and IEEE ⇒ ○ (Ex 4) IEICE, IEEE ⇒ × (Ex 5) IEICE, IEEE and ACM ⇒ ×
16	Publisher		Publisher of the proceeding	String type

International Conference	Metadata specifications (Session file)			Update date	Changer
				2019/04/01	IEICE
	Item	Mandatory	Specifiable number	Content	Value
1	Comment		1	Comment	String type If the value is blank, the target record is valid. If the value starts with a single-byte character (#), the target record is commented out and invalidated.
2	Session number	○	1	Session number	Up to 100 alphanumeric characters Use only alphanumeric characters, "-" (hyphen), "." (Period), and "/" (slash)
3	Session	○	1	Session name	String type
4	Event date	○	1	Session date	Date type
5	Organizer		1	Session organizer	String type • The delimiter is one-byte @ 2 • The first name and last name are separated by half-width space, and written in the order of last name → first name
6	Institution (main)		1	Organization name of the session organizer	String type • The delimiter is one-byte @ 2
7	Chair		1	Session Chair	String type • The delimiter is one-byte @ 2 • First name and last name are separated by half-width space, and written in the order of last name → first name
8	Organization		1	Organization name of the	String type The delimiter is one-byte @ 2

	(chair)			session chair	
9	Host city		100	Host city of the event	Multiple values (string type) can be entered
10	Venue		100	Event location	Multiple values (string type) can be entered

International Conference		Metadata Specifications (Article file)		Update date	Changer
				2019/04/01	IEICE
	Item	Mandatory	Specifiable number	Content	Value
1	Comment		1	comment	String type If the value is blank, the target record is valid. If the value starts with a single-byte character (#), the target record is commented out and invalidated.
2	Title	○	1	Article's name	String type
3	Body file name	○※	1	The file name of the text pdf of the article or the specific name of the article in the URL for accessing the text file	String type (*) Required for documents with a text file. If there is no text file such as an invited lecture, it may be left blank. If there is a file whose copyright is not held by the IEICE, such as the speaker owning the copyright, or a copyright holder different from the copyright holder set in the "Copyright holder" column of the common file If exists, do not attach the text and leave the text file name blank.
4	Abstract	○	1	Article abstract	Text type (character string of up to 10,000 characters. Content can include commas and line feeds (enter as))
5	Keywords	○	100	Article Keywords	String type for one value If there are multiple keywords, be sure to separate them with a half-width semicolon ";" instead of a comma ",".
6	Start page		1	The start page of the Article	A number greater than 1

	Item	Mandatory	Specifiable number	Content	Value
7	End page		1	The end page of the Article	A number greater than 1
8	Session number	○	1	Session number of the event where the Article was presented	String type
9	Volume number		1	Blank (volume number of the publication in which the document is published)	* Automatic numbering by the system.
10	Number	○	1	Number that uniquely identifies the document (material number, lecture number, etc.)	Up to 100 alphanumeric characters. Use only alphanumeric characters, "-" (hyphen), "." (Period), and "/" (slash). * The character string used for DOI will be entered. Enter a unique character string without regard to case.
11	Award		100	The name of the award the article was awarded.	String type for one value
12	Author	○	1	Name of author of the article	String type • The delimiter is one-byte @ 2 • The first name and last name are separated by a space, and written in the order of last name → first name
13	Organization	○	1	Institution name of the author of the document	String type • The delimiter is one-byte @ 2

Enter only the company name, university name, etc. as the "affiliation", and do not enter the organization name, department name, city name, etc.

Even if one person belongs to more than one institution, only one institution should be entered in "Affiliation name".