

Naming Convention for Citation Title for Geospatial Metadata

The metadata citation title is the metadata element that is used for display in Geoportal search results. The chance for duplication is reduced, and the public understanding of the metadata is increased if a standard naming convention is used when naming metadata records. A metadata record name should be structured from the key topic that the metadata describes, two or three descriptive terms, and the State/region that the data set covers.

This standard will be implemented immediately on newly published metadata documents. Legacy titles of existing metadata already published to the Geoportal will be edited to conform to this new structure upon replacement through an established update cycle. Coordination may be required when new documents have similar or the same names that already exist within the portal.

Renaming of the citation title is not to be done without coordination with the originating office and other offices affected by such a change.

The convention for naming the citation consists of 6 parts, some of which are optional.

AGENCY OFFICE PROJECT SUBJECT DATEorVERSION SETTYPE

Below is a matrix explaining how to create of the Citation Tile Name.

Part	Description	Required?	Examples
AGENCY	The branding of the citation. It is the Lead Agency, Subagency, or lead administrative office that categorizes the responsible level of government for the data. This may be federal, state, an organization, county or lead agency for a multi-agency project or lead state for a multi-state project.	Required	BLM BLM DOI USDA FS DOI NPS Federal
OFFICE	For data with limited extent such as the name of the District Office, State Office, Field Office or Region.	Optional	Boise ID National OR Burns (FS) Region 6
PROJECT	The acronym of the project, when the project is an integral part of the dataset	Optional	REA RMP
SUBJECT	The concise title that conveys the subject of the data to imply use. Use standardized keywords. <ul style="list-style-type: none"> • Option to include process terms like: <ul style="list-style-type: none"> ○ “simplified” ○ “dissolved” ○ “publication” ○ “cartographic” ○ “derived” • Option to include scale if applicable, to fully describe the data, i.e. “24K” 	Required	Sagegrouse Habitat Atlantic Ocean Shore Level IV Ecoregions of the United States Grazing Allotments

Naming Convention for Citation Title for Geospatial Metadata

Part	Description	Required?	Examples
DATE or VERSION	The date of last update or version of the dataset; if the dataset is time or version specific to distinguish from older datasets of the same data. Use FGDC Date Format: YearOnly, YearMonth or YearMonthDay	Optional	2008 200802 20080215
SETTYPE	The type of map or feature that is in the dataset. Domain: <ul style="list-style-type: none"> ○ Line ○ Point ○ Polygon ○ Network ○ Route ○ Table ○ Map Service ○ Raster ○ Feature Data Set 	Required	

Other Rules:

- Be as specific as possible, and concise with citation names .
- Only use spaces between words; no underscores, hyphens or special characters; only alphanumeric.
- If an acronym is used, use all capitals, otherwise use Title Case.
- Use only abbreviations or acronyms that are universally known. The BLM standard abbreviations are available in the Corporate Metadata Repository (CMR).
- This Citation title is not an abstract and does not need to be all inclusive. Additional information may be added in the Abstract, if necessary.

Full Examples:

- BLM National Sagegrouse Habitat 2012 Polygon
- BLM ID Boise Timber Sales 2010 Feature Data Set
- BLM National Oregon National Historic Trail Line
- NPS National Oregon National Historic Trail Line
- FWS Region 1 Sagegrouse Critical Habitat 2008 Polygon
- BLM MT Grazing Allotments Polygon
- BLM National Grazing Allotment Polygon
- BLM ES Atlantic Ocean Shore Line
- NRCS National WBD Polygon
- NRCS National OR WA WBD HUC 10 Polygon