MIT OA Articles collection metadata project
Policy sheet #1: Works with many, many, many authors (WwMMMAs)

Principles:

1. We want to capture as much information as we can about each *MIT related author* who contributed to the work.
2. We want to make the work identifiable
3. We want Google Scholar to represent the works and its *MIT related authors* accurately
4. We want to do as little typing as possible

Policy: In cases where there are more than 30 MIT authors and/or more than 100+ non-MIT authors for an item,[1] the ordered author field should be used instead of the author field where each author name is entered individually. In cases where the author field is already populated, it is not efficient to delete the individual entries.

1. Determine what metadata already exists in the record. Some articles are auto-deposited through sources such as APS, the author field and/or the ordered author fields may be pre-populated with metadata. If the record is already populated with authors just leave it as is, and only add the relevant affiliations.

2. If the work is by a named scientific collaboration (which shows up in the by-line) we will record it as an author. The entire name of the collaboration goes in the underline surname field. Examples: CMS Collaboration, IceCube Collaboration

3. Next, we want to look at the submitted and published versions to determine which MIT affiliations are related to the work. Record the correct form of the affiliation(s) using the MIT Affiliations Lookup tool.

4. For WWMMMAs that do not have prepopulated authors, we only want to record the ones related to MIT. This means, for each author you find in the collaboration, you want to look them up using the author lookup in DSpace. If the author does not appear in the lookup check the MIT directory or the website for the DLC they are affiliated with.

5. For the citation: If the WWMMMA is from a collaboration, use the name of the collaboration as the author, followed in parentheses by the first-named author, in index order. E.g.:

   > CMS Collaboration (Sirunyan, A.M., et al.) "A search for pair production of new light bosons decaying into muons in proton-proton collisions at 13 TeV" …

   Otherwise, if it's not a named collaboration, just record the first name (in index order) followed by "et al." as normal.

---

[1] This should be regarded as a rule of thumb, and it is up to the individual cataloger to determine when a work has "many many many authors" and should be treated according to this policy.

Last revised: 5/29/2020