Wikidata Records for Penn's Deep Backfile – Quick Reference

. **Establishing serial Wikidata records for Penn's Deep Backfile – Consult often!:**
https://onlinebooks.library.upenn.edu/cce/wdprocess.html

. **Penn Libraries deep backfiles:** http://onlinebooks.library.upenn.edu/webbin/backfile/penn-serials

. **Wikidata:** https://www.wikidata.org/wiki/Wikidata:Main_Page

. **Wikidata:WikiProject Periodicals:** https://www.wikidata.org/wiki/Wikidata:WikiProject_Periodicals

. **Wikidata:Tours (tutorials):** https://www.wikidata.org/wiki/Wikidata:Tours

. **ISSN Portal:** https://portal.issn.org/

. **WorldCat:** https://www.worldcat.org/

. **Wikipedia**: https://en.wikipedia.org/wiki/Main_Page

1. Sign into your Wikidata account. If you need an account, create one.

2. Go to the Penn Libraries deep backfiles page.
Find a serial title with no entry in the "Wikidata" column and either "Pending" or "Unknown" in the adjacent "First renewal" column. **"Pending" serials are higher priority than "Unknown" ones**.

3. Go to Wikidata.
Search for the serial title. If no result, search for the ISSN of the serial.

4. Wikidata record found for the serial.
If you find a record for the serial title, verify the Wikidata record refers to the same serial as found in Franklin. To retrieve the Franklin record, click the serial title in the Penn Libraries deep backfiles page listing.

In Wikidata, scroll down to the **Identifiers** section and look for an ISSN statement.
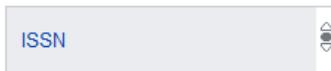
. If no ISSN is listed, follow the instructions below to add a statement for the ISSN property.
. If an ISSN does appear but it does not match the ISSN in the Franklin record, see the "**Complications**" section below.

5. Create a Wikidata Record and Property Statements
If you do not find a Wikidata record for the serial, create one. Select the **"Create a new Item"** link on the left side of the Wikidata window.

Read the instructions at the top of the page! Fill in the form as follows:

Create a new Item

Language:

en

Label:

enter a label in English

Description:

enter a description in English

Aliases, pipe-separated:

enter some aliases in English

Create

. Language: Leave the "en" that should appear.

. Label: Enter the serial title in English if there is an English title. Otherwise, enter in the title in Latin/Roman script. Include initial articles as they appear in the title.

. Description: Enter a phrase to distinguish the serial from other things that might have that title or label (e.g., "British literary quarterly"; "Baltimore literary monument"). Do not include an initial article. If the title is unique and not likely to be confused with anything else, you can leave this blank.

. Aliases, pipe-separated: Enter any other titles or phrases the serial is commonly known by. If there is more than one, use a pipe character ("|") to separate them. In most cases, you don't need to put anything here. Other title statements may be entered in the title property field of the record.

6. Click the "Create" button at the bottom of the form.
A new record for the serial appears, containing the label information you entered and the Wikidata ID that has been assigned to the title. Record IDs in Wikidata consist of the letter "Q" followed by a series of digits. (e.g., (Q98390406))

7. Click the "Add statement" link to add statements about the serial.

Statements

+ add statement

You will be prompted for a property name and a value. After entering the value, click ✓ publish

8. Add applicable property statements from the list below if you know their values. Begin typing a word/phrase to select it from the list of properties or values. Adding references for your statements is not required but can be added if there is something you would like to cite.

. instance of (required for our purposes): This will prompt for a controlled value that indicates the class of the item being described. Appropriate values include "serial", "periodical", "scientific journal", "academic journal", "monographic series", "magazine", and "newspaper"). There may be others. Select the most specific value you can

reliably state for the serial. If in doubt, select a general value (e.g., "periodical" is more general than most of the other classes; "serial" is even more general).

. **ISSN (required for our purposes):** This will prompt for a free-text string. Enter the ISSN we have on record for the serial, including the hyphen in the middle (e.g. "0278-0968"). Do not include quotation marks, spaces, or other characters. Once you enter/publish a value, the string will be made into a link that you can follow to verify your ISSN at the ISSN Portal.
Optionally, add a qualifier to the ISSN. The usual qualifier is "distribution format". The standard value for print ISSNs is "printed matter". If there is more than one ISSN in the record, you will be prompted to add a qualifier.
Click + add qualifier
Enter/select: distribution format
Enter/select: printed matter
For online serials, "online publication" has been used.

. **language of work or name (not strictly required, but once an ISSN is present, there may be an ⨁ icon asking that this be provided):** This will prompt for a controlled value that indicates the language used in the serial (e.g. "English", "French", "Japanese"). One value is sufficient but multiple values are acceptable if appropriate.

. **title (not strictly required, but once an ISSN is present, there may be an ⨁ icon asking that this be provided):** This will prompt for a free-text string. Include initial articles as they appear in the title. Once you enter the string, you will be required to select a language from a controlled set of values (e.g. "English"). The language should be the language of the title, which is often, but not always, the same as the main language of the serial. (exception e.g., titles like "Acta Botanica Croatica" that are in Latin but the contents of their journals are not in Latin.). When the title statement is published, the language will appear in parentheses following the title.

If the language uses a non-Roman script, use that script in the title string, rather than a Roman transliteration. While multiple title values are allowed, Wikidata may produce an ⨁ icon if more than one title value is present. It may still make sense to have multiple values when a serial has different official titles in different languages. Add additional title values by clicking + add value
There does not seem to be a strong consensus on whether to use title case or sentence case in Wikidata titles, so either can be used.

. **inception (optional):** Can be used for the start date, if known. It prompts for a year or other date. This is the property recommended on the Wikidata:WikiProject Periodicals documentation page. The value should be the start date for the serial under this title and/or ISSN, not the start date of any of its predecessors.

. **dissolved, abolished or demolished (optional):** Can be used for the end date, if known. It prompts for a year or other date. This is the property recommended on the Wikidata:WikiProject Periodicals documentation page. The value should be the end date for this title and/or ISSN, not the end date of any of its successors.

. **replaced by (optional):** Can be used to refer to the immediate successor to this serial, if there's a record for it in Wikidata. You will be prompted for that serial's record. You can either enter its Wikidata ID if known, or start typing in the label of the record in question. Either way, if the record exists with that ID or label, you'll be given the option to select it as this property's value. That record should then be given a **replaces** statement referring back to this record, if it doesn't already have one.

. **replaces (optional):** Can be used to refer to the immediate predecessor to this serial, if there's a record for it in Wikidata. You will be prompted for that serial's record. You can either enter its Wikidata ID if known, or start typing in the label of the record in question. Either way, if the record exists with that ID or label, you'll be given the option to select it as this property's value. That record should then be given a **replaced by** statement referring back to this record, if it doesn't already have one.

Other statements as recommended in the [Wikidata:WikiProject Periodicals documentation page](#) can be added but don't take too much time doing this.

9. Choose another serial in the [Penn Libraries deep backfiles](#) without a Wikidata record, and repeat.

<u>**Complications**</u>

If you encounter any of the following situations, follow the instructions in the "**Complications**" section of the "**Establishing serial Wikidata records for Penn's Deep Backfile**" document.

. The ISSN Portal indicates that the Franklin ISSN is cancelled, or incorrect (e.g., is for a different journal than the one we catalog under that ISSN).

. The ISSN Portal indicates that the Franklin ISSN is a "legacy" or unconfirmed ISSN.

. Wikidata has "lumped" or "split" the serial differently than we do in Franklin.

. Wikidata has two (or more) records for the exact same serial (and not for different titles or time periods of the serial).

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