

## **GOVERNANCE OF THE THEAURUS ARCHEOINDEX**

### **PREAMBLE**

Archeoindex [www.archeoindex.org](http://www.archeoindex.org) is a hierarchical controlled open vocabulary on Quaternary Archaeology and Human Evolution created by IPHES-CERCA, and usable by all its scientific related community.

The thesaurus is designed to enrich metadata in digital objects as papers and datasets in terms of FAIRness, making these digital resources more accessible -for machines and humans-, gaining in interoperability. It provides additional information about terms used in the metadata, as definitions, hierarchical relationships and alternative ways of naming terms, obsolete nomenclature or definitions in different languages.

The first version has been based on the keywords used by the IPHES-CERCA members in their indexed scientific publications between 2011 and 2021.

### **ADMINISTRATION AND MAINTENANCE RESPONSIBILITY**

Xavier Sopesens, Data Steward at IPHES-CERCA, is in charge of the development of the thesaurus and the application in which the data is visualised.

The maintenance and changes due to the extension or update of terms,, shall be done by the administrator of the application.

### **ADDITION OF NEW TERMS**

On a scheduled basis, every 6 months a bibliometric query will be made of the keywords used by the IPHES-CERCA members in their scientific publications.

If there are new terms, they will not be introduced automatically, but their validity and suitability to the thesaurus will be checked by the administrator and by the IPHES-CERCA's OSWG (Open Science Working Group).

When entering terms, the pre-existing thematic hierarchy will be followed whenever possible. In general, these terms will only have hierarchy, preferred term and, where appropriate, nomenclature in other languages. Aspects such as the definition of the term, alternative form of being called or non-recommended nomenclatures are excluded from this programmatic addition, unless it was considered necessary in specific cases.

Only terms that are already in the list and an alternative use is proposed, will be added manually.

## **EDITING OF EXISTING TERMS**

To edit existing terms, you must contact the administrator of the application ([isopesens@iphes.cat](mailto:isopesens@iphes.cat)).

In a general way, a user can suggest adding a new term, a definition to an existing term or an alternative way of calling it. Even to propose a reorganization of the terms. This suggestion must provide a significant change expanding or improving the existing content. If the administrator does not see clearly the proposed changes, they will transfer the query to the IPHES-CERCA's OSWG and/or to research staff specialized in the specific subject.

Therefore, they will consider, in common agreement with the person who proposed the change, the suitability of introducing it or not. If so, it would not be necessary to wait for the pre-programmed 6 months to make the change.

Finally, with an annual or ad hoc periodicity if deemed appropriate by the administrator, the OSWG will carry out an annual evaluation of the existing terms in the thesaurus, in order to revise the hierarchy of the terms, which are the most used or if there are definitions that should be modified or update, among others.