Stage 4 *Metadata* Checklist

This checklist attempts to serve those ensuring the quality and consistency of the **metadata** in Transcript files in their kind efforts on the *RNS Project Transcribe:* https://www.radhanathswami.com/project-transcribe/

Goal

The goal of ST4 is to read the lecture in its entirety (it should already be to quality standard of transcription), and after absorbing the content, be very selective in what tags are included in the metadata table.

All tags should indicate the **essence of the lecture** based on what Maharaja has emphasized, **i.e.** only the *most important* places as tags; only the *most important* pastimes as tags; only the *most important* persons as tags; and only the *most important* themes as tags.

We are going to use AI to help speed up this process.

Complete Metadata Table

Ensure that every transcript file starts with a **metadata** table at the top. This table should be clearly distinguishable from the main content of the transcript (as per the Sample File 1 and Sample File 2 (with Q&A) or examples below.

If the version of the **metadata** table is **less than v9** - there is **no** need to swap out the table itself - instead just change the text from **vX** to **v9** and complete each row with all the expected data in **v9** (see below):

Event Name/Title	Science of Bhakti
Event Date	02 May 1993
Event Location	India, Mumbai, Chowpatty
Event Type	Temple - Festival
Transcriber	Your Name Here
Completed	19 Jan 2021
Source Audio	http://www.radhanathswamimedia.com/Lec/1993/93-074-Science%20Of%20Bhakti%20(Mumbai)-BG_12_16-dt_93_05_02.mp3
Source Video	NA
Verse	Bg 12.16
Places	Govind-kund, Remuna, Vrindavan, Govardhan hill, Jagannath Puri, Aniyor
Pastimes	Chandan Yatra, Lifting Govardhan Hill, Kheer stealing pastime
Persons	Gopal, Gopinath, Ksira-cora-Gopinath, Madhavendra Puri, Lord Chaitanya, Indra, Surabhi, Brahma, Brihaspati
Themes	Maha-prasad, faith, service, humility, reciprocation

Steps to using ChatGPT to Assist with Metadata Tagging

The below provides volunteers with a practical method to generate high-quality tag suggestions using the **RNS Transcripts ChatGPT** tool.

1. **Log into ChatGPT**
   Go to https://chat.openai.com and log in with a free or paid account.

2. **Open the RNS Transcripts GPT**
   Visit: https://chatgpt.com/g/g-4w45bHGqh-rns-transcripts

3. **Select the Prompt**
   Click the button titled **"Create metadata tags for attached lecture."**

4. **Upload the Transcript File**
   Click the "+" icon to upload your completed **ST4 transcript file** (.docx or PDF).

5. **Send the Prompt**
   Click the **Send** button (white arrow) to start the analysis.

6. **Review the Suggested Tags**
   The GPT will return metadata suggestions in this format:
   [Tag Name] (X% of lecture, mentioned Y times)
   Categories will include:

   - Tags – Places
   - Tags – Pastimes
   - Tags – Persons
   - Tags – Themes

7. **Update the Lecture Google Doc**
   Use the suggestions to edit the metadata table at the top of the lecture document. Make sure the tags are relevant, refined, and accurate.

8. **Mark the Lecture as "Stage Complete"**
   Open the "Submissions" tab in the project spreadsheet:
   RNS Transcription Submissions Tracker
   Mark the relevant row as **"Stage Complete."**

Avoid Unsubstantial Tags

Please <u>avoid</u> listing any places, pastimes, persons or themes as tags, that are **only** *mentioned in passing* **i.e.** they were <u>only</u> spoken about for a short time in the lecture. In such cases, these unsubstantial places, pastimes, persons or themes should <u>not</u> be included as tags.

Places	If Maharaja mentions that he is 'giving this lecture in Juhu' - as 'Juhu' is only referred to once in the lecture - then "Juhu" should <u>not</u> be listed as a *place tag* as the lecture is focused on different places.
Pastimes	If Maharaja mentions that "yesterday's class and verse was about 'Brahma-vimohana Lila'" - then 'Brahma-vimohana Lila' should <u>not</u> be listed as a *pastimes tag* as today's lecture is focused on a different pastime.
Persons	If Maharaja mentions 'Sumati Morarji' in a lecture that is focused on Srila Prabhupada's time in the early days of ISKCON - then 'Sumati Morarji' should <u>not</u> be listed as a *person tag* as the lecture focused on different persons.
Themes	Practically speaking - Maharaja mentions the "trinad api sunicena" verse on humility at the end of every lecture - this does <u>not</u> mean that 'humility' should not be listed as a *theme tag*, as the lecture focused on different themes.

Guidance on Tags

Places	1. List <u>only</u> the most important places or locations mentioned in the lecture transcript. 2. Ensure that the names of places are spelled correctly and consistently across files. 3. Avoid abbreviations unless they are universally recognized. 4. Remove any placeholder **e.g.** "Click here to enter text" from the cell before entering the actual tags.
Pastimes	1. List <u>only</u> the most important pastimes mentioned in the lecture transcript. 2. Ensure that pastimes are described in a consistent manner across files. 3. Remove any placeholder **e.g.** "Click here to enter text" from the cell before entering the actual tags.

Persons	1. List <u>only</u> the most important persons mentioned in the lecture transcript. 2. Ensure that names are spelled correctly, consistently and in English phonetic form **e.g.** "Krishna", not "Krsna" or its diacritic equivalent. 3. Use full names wherever possible to avoid ambiguity. 4. Remove any placeholder **e.g.** "Click here to enter text" from the cell before entering the actual tags.
Themes	1. List <u>only</u> the main themes mentioned in the lecture transcript - these should each be 1-3 words in length. 2. Limit yourself to 5 most prominent themes (for lectures shorter than one hour) and for longer lectures (longer than one hour), up to 10 themes may be added. The theme tags can be informed by the sub-headings given throughout the transcript. Remember, *less is more*. 3. Remove any placeholder **e.g.** "Click here to enter text." from the cell before entering the actual tags.

General Guidelines

1. Ensure that all tags are relevant and connected to only the most essential content from the lecture.
2. It might be helpful to think of these tags as, "What would I search for in Google to find this lecture?"
3. Avoid using overly generic tags that do not provide specific information about the lecture's content **e.g.** devotional service, humility, bhakti, etc (which could well describe every lecture).
4. Whilst you are reading the file through, if you notice that the transcript has some quality issues **e.g.** poorly worded subheadings, verses missing, typos, missing formatting, etc. - then please do the needful and fix them.
5. Rename your completed st4 file in line with the current naming convention:
   Filename Structure:
   YYYY_MM_DD-Event_Country-Event_City-Event_Location-Event_Title-**st4**-**vr01**.docx

   Examples:
   2018_12_31-UK-London-Buckingham_Palace-New_Years_Eve_Address-**st4**-**vr01**.docx
   2015_01_15-India-Mumbai-ISKCON_Chowpatty-Initiation_Address-**st4**-**vr02**.docx
   2011_10_23-USA-New_York-The_Bhakti_Center-SB_10_14_8-**st4**-**vr04**.docx

6. Submit your completed **st4** file using the usual web form (selecting **Proofreader** and **Stage 4** when prompted):

   https://www.radhanathswami.com/submit-your-transcription/

Thank you for your kind efforts on this project.