



Portico E-Book Submission Guidelines

Portico does not impose strict requirements for publisher content submissions; however, we do have some baseline needs for publishers to meet so that we can successfully ingest content into the archive.

- Portico requires both metadata and rendition files (typically PDF) for all content (note: if you are providing EPUB files, additional metadata is not required)
- PDF renditions must be accompanied by metadata files (ONIX or XML are preferred)
- There must be a clear way to identify which metadata belongs to which book/chapter rendition files (through file references in the metadata, naming convention, packaging structure, etc.)
- The minimum metadata fields that we expect for each book supplied are:

Technical Data

Publisher
PDF

Mandatory Minimum

Book title
ISBN*
PublicationDate**

Preferred Minimum

Author(s)
DOI, & other identifiers
Subjects
Series title (if applicable)
ISSN if part of series
Publication history
Copyright
Abstract
Keywords

* Our preference is for the metadata to include fields for all ISBNs assigned to the book; if a single ISBN is being provided, our preference is that it be an EISBN.

** We can accept multiple publication dates fields, but if a single date is being supplied, our preference is that we receive the first publication date for the intellectual content of the book.



Portico will accept bookwise or chapterwise deliveries.

For publishers making bookwise deposits, our preferences are:

One book per zip file

- Book.zip
 - Book.xml
 - Book.pdf

Multiple books per zip file, with one subfolder per book

- Publisher-date-zip
 - Book 1 Directory
 - Book1.xml
 - Book1.pdf
 - Book 2 Directory
 - Book2.xml
 - Book2.pdf
 - etc.

For publishers making chapterwise deposits, our preferences are as described for bookwise deposits, with the addition of one subdirectory for each book chapter:

One book per zip file

- Book.zip
 - Chapter 1 directory
 - Chapter1.xml
 - Chapter1.pdf
 - Chapter 2 directory
 - Chapter2.xml
 - Chapter2.pdf
 - etc.

Multiple books per zip file

- Publisher-date-zip
 - Book 1 Directory (or zip)
 - Chapter 1 directory
 - Chapter1.xml
 - Chapter1.pdf
 - Chapter 2 directory
 - Chapter2.xml
 - Chapter2.pdf
 - Book 2 Directory (or zip)
 - Chapter 1 directory
 - Chapter1.xml
 - Chapter1.pdf
 - Chapter 2 directory
 - Chapter2.xml
 - Chapter2.pdf
 - etc.

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For questions, please write to us at publisher.relations@portico.org