

Controlled Vocabulary General Guidelines

- ***Singular versus Plural***
 - Preference is for singular words over plural words *unless* the pluralized version is the more commonly used version.
 - Do not include both the singular and plural versions *unless* each version is used in a different context or has a different meaning.
- ***Case Names***
 - Include the name of a case *if*:
 - The case name appears in the title OR
 - The case is discussed at length in the material
 - The case name should be in Bluebook format *unless* the Bluebook format is long or unwieldy – then use the format used typically in the literature.
- ***Names of People***
 - Include the name of a person *if*:
 - The name appears in the title OR
 - The name appears on the document if it is a flyer OR
 - The person is directly mentioned in the material, like in an obituary, rebuttal, or book review
 - Formatting names of people:
 - Remove *all* titles from the name (including “Judge,” “Justice,” “Dr.,” “Reverend,” “Rabbi,” “Professor,” and the like).
 - Include a middle initial *only if* the person typically uses the middle initial in publications and other documents.
- ***Proper Nouns***
 - Names of books, movies, and other similar media should be included in the “names” list in the controlled vocabulary.
 - Use the full title of the work if it is less than six words. If the full title is more than six words, use an appropriately shortened version of the title.
- ***Places***
 - Include a place *if*:
 - The place appears in the title OR
 - The place is heavily discussed in the material
 - If the place is a city, include either the abbreviation for the state (within U.S.) or country (outside of U.S.). Do NOT include a comma between the city and state/country (it’ll confuse the LARC system).
 - Examples:
 - New Orleans LA
 - Paris France
- ***Words from Title***
 - Include important keywords from the title *if* there is no substantially similar word or phrase already in the CV.

Decision-Making Process for New Keywords

1. Look at the keyword in context (i.e. on LARC) to see how it is being used.
2. Search the word in various platforms to see whether it is a typically used word:
 - a. Search on Google, Google Scholar for all keywords
 - b. Search on HeinOnline, SSRN, and other similar databases for scholarship

3. Consider whether the keyword is necessary:
 - a. Is the keyword a typically used word or phrase?
 - b. Is the keyword too specific or niche?
 - c. Is the keyword too broad?
 - d. Would someone think to search the keyword to find material like this one?
 - e. Are there other keywords that are very similar?
 - i. Is it necessary to have the similar words?
4. Consider whether the keyword is likely to be applied to other materials.
5. Consider whether a different word is more appropriate or could be used for the material *and* other materials.

Steps for Assigning Keywords to New Materials on LARC

1. Read the title of the material. Write down potential keywords based on the title (using the general guidelines above).
2. Read the abstract, if there is one. Write down potential keywords based on the abstract (using the general guidelines above).
3. Open the material and read/skim it (depending on length). Write down potential keywords based on the actual material (using the general guidelines above).
 - For longer pieces like law review articles, read the introduction and then subject headings for potential keywords.
4. Open the LARC Controlled Vocabulary Final spreadsheet (on Teams) and cross-reference your list of potential keywords against the spreadsheet.
 - If a keyword appears on the spreadsheet, add that keyword to the material on LARC.
 - If a keyword does *not* appear on the spreadsheet, search for synonyms of the potential keyword. If a synonym is on the spreadsheet, add that keyword to the material on LARC.
 - If no synonyms appear on the spreadsheet, consider whether to add the keyword as a proposal, using the guidelines and decision-making processes outlined above.
5. Once a substantial number of proposed keywords have been compiled in the spreadsheet, use the decision-making process for new keywords (above) to determine whether the proposed keyword should be included in the controlled vocabulary.
 - If a keyword was proposed more than three times, include that keyword in the controlled vocabulary.