Guideline for Submitting Databases
Content

Introduction: how to add a database to the platform ................................................................................................. 3

1. Start by logging into socialprotection.org .................................................................................................................. 3
   2.1 Option 1: through the ‘Share’ button .................................................................................................................. 3
   2.2 Option 2: directly through the feature ................................................................................................................ 5

Databases Form ................................................................................................................................................................. 7
Introduction: how to add a database to the platform

1. Start by logging into socialprotection.org
   - If you don’t have an account yet, create one by clicking on the ‘Join’ button.

2. You can add a database in two different ways:
   
   2.1 Option 1: through the ‘Share’ button
   
   - Mouseover the 'Share' icon on the menu toolbar and choose the option 'Database' from the dropdown menu. You can also simply click on the ‘Share’ icon.
If you chose to click on the ‘Share’ column, you will be redirected to the page below to select the content you wish to add:

- Add Publication
- Add Programme
- Add Stakeholder
- Add Community
- Add Event
- Add News
- Add Webinar
- Add Survey
- Add Online Course
- Add Blog post
- Add Job
- Add Legal and Policy Framework
- Add Database
- Add Multimedia
- Add Academic Opportunities

2.2 Option 2: directly through the feature

- Click on ‘Discover’.
Click on ‘Databases’.
Then click on the ‘Add Database’ button that will appear on the top of the page.

Databases
Explore different databases on social protection

Databases Form

General Remarks:

- Please be aware that the socialprotection.org team will review your submission before it is published. Once your content has been approved and published, you’ll receive a notification.
- All fields in the submission form that are marked with an asterisk are required; as for those that are not, try to fill as many as possible.

<table>
<thead>
<tr>
<th>1. Title</th>
<th>Type the title of the database.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title *</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>2. Language</strong></td>
<td>Select the language of the database.</td>
</tr>
<tr>
<td><img src="image" alt="Language" /></td>
<td></td>
</tr>
<tr>
<td><strong>3. Description</strong></td>
<td>Insert a brief description of the database.</td>
</tr>
<tr>
<td><img src="image" alt="Description" /></td>
<td></td>
</tr>
<tr>
<td><strong>4. Year</strong></td>
<td>Select the year the database was launched.</td>
</tr>
<tr>
<td><img src="image" alt="Year" /></td>
<td></td>
</tr>
<tr>
<td><strong>5. Sources</strong></td>
<td>Insert the page and the document URL in their respective fields.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6. Document Image

Links are preferable over the file itself, but this is not a mandatory requirement.

7. Classification

Take a screenshot of the page. It should be as large as possible.

All the content in socialprotection.org must be about social protection.

To classify content, the platform uses a comprehensive taxonomy, which lists a wide range of categories divided by four main
To understand the taxonomy, please refer to the [Content Classification Guidelines](#).

It is not necessary to fill all these four fields (in case the database does not address all these components). However, if you are not able to mark any category within the fields Social Protection Programmes, Social Protection Building Blocks or Social Protection Approaches, it is likely that the content is **not** related to social protection. Likewise, if you are only able to relate the content to categories within the Cross-cutting Areas filed, the content is...
When classifying your content be as specific as possible. Do not mark all words used in the content but analyse what are the main topics and subjects of the content.

Select the country or countries the database is about.

If instead of a specific country the database covers a region or a group of countries from the same region, select the corresponding region(s).

Two steps:
1. Select the Author/Publisher type (multiple boxes can be ticked).

2. A field will appear at the bottom. As you fill it, the name of the registered institutions will appear, and you will be able to select the one you want.

If the institution you are looking for is a ministry or government body, write first the name of the country followed by ‘– Government Profile’.

Please also add individual author(s) when applicable.

<table>
<thead>
<tr>
<th>10. Population Group</th>
<th>Select the population group the database is about (not to be confused with the target group of the possible programme(s) the database deals with).</th>
</tr>
</thead>
</table>
11. Save

Save your form and wait for the socialprotection.org team to approve it.