DATAVERSE

**TEMPLATE**

(Revised in 2018)

**Minimum Recommended**

**Metadata Fields**

Please complete the form below with the relevant metadata fields applicable for the dataset that you are archiving on the data repository. For multiple items e.g. multiple entries e.g. multiple authors please separate the entries with a comma (,).

|  |  |  |
| --- | --- | --- |
|  |  | |
| Title: | |  |
| Original Publication: | |  |
| Author(s) Name (Affiliation): | |  |
| Keywords: | |  |
| Topic Classification: | |  |
| Description: | |  |
| Producer (Abbreviation): | |  |
| Production Date: | |  |
| Funding Agency: | |  |
| Grant Number: | |  |
| Distributor: | |  |
| Related Publications: | |  |
| Related Material: | |  |
| Related Studies: | |  |
| Time Period Covered – Start: | |  |
| Time Period Covered – End: | |  |
| Date of Collection – Start : | |  |
| Date of Collection – End: | |  |
| Geographic Unit: | |  |
| Kind of Data: | |  |
| Universe | |  |

**Files to be uploaded and their descriptions**

*IMPORTANT:* It is necessary code book or variable description document in excel or word format

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Filename | Description | Restricted (Y/N) |
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**Appendix 1:**

**Description of Metadata Fields**

|  |  |  |
| --- | --- | --- |
| Meta Data Field | Description | Comment |
| Title | Full authoritative title for the work.  The study title will in most cases be identical to the title of publication if the study is replication data for the publication.  **This element is required in the cataloguing information.** |  |
| Original Publication | If the study is a replication, cite the original study (ies) in this field. |  |
| Author Name | Person, corporate body, or agency responsible for the work's substantive and intellectual content.  Repeat the element for each author, and use affiliation attribute if available. | Use – LastName, FirstName (Affiliation) |
| Author Affiliation | Organization with which the author is affiliated. |  |
| Description | A short summary describing the purpose, nature and scope of the data collection, special characteristics of its contents, majors subject areas covered and what questions the Principal Investigators attempted to answer when they are conducting the study. A listing of the major variables in the study will also be should be added here. |  |
| Keyword | Words or phrases that describe salient aspects of a data collection's content. | Use AGROVOC |
| Topic Classification | The classification field indicates the broad substantive topics that the data cover. | AGROVOC |
| Producer | The producer is the organisation or person that prepared the data i.e. brought the data into existence. | Use – Producer (Abbreviation) |
| Producer Abbreviation | Abbreviation by which the producer affiliation is commonly known. |  |
| Production Date | Production or Published Date (if the distributor date is not filled-in, this date is used for the Dataverse study citation). | The ISO standard for dates (YYYY-MM-DD) is recommended, although this form accepts YYYY or YYY-MM as well. |
| Funding Agency | Source of funds for production of the work. |  |
| Grant Number | The grant or contract number of the project that sponsored the effort. |  |
| Distributor | This is the organization designated by the author or producer to generate copies of the study including any necessary editions or revisions |  |
| Related Publications | If there are other publications that are relevant to this study, cite them in related publications. |  |
| Related Material | Any related material. |  |
| Related Studies | Any dataverse studies that are relevant to this one, such as prior research on this subject. |  |
| Time Period Covered – Start | Starting date of the time period covered by the data, not the dates of coding or making documents machine-readable or the dates the data were collected. Also known as span. | The ISO standard for dates (YYYY-MM-DD) is recommended, although this form accepts YYYY or YYY-MM as well. |
| Time Period Covered – End | This is the time period covered by the data, not the dates of coding or making documents machine-readable or the dates the data were collected. Also known as span. | The ISO standard for dates (YYYY-MM-DD) is recommended, although this form accepts YYYY or YYY-MM as well. |
| Date of Collection - Start | Starting Date when the data were collected. | The ISO standard for dates (YYYY-MM-DD) is recommended, although this form accepts YYYY or YYY-MM as well. |
| Date of Collection - End | Ending Date when the data were collected. | The ISO standard for dates (YYYY-MM-DD) is recommended, although this form accepts YYYY or YYY-MM as well. |
| Geographic Unit | Information on the geographic unit of the data – e.g. country, state, etc |  |
| Kind of Data | Type of data included in the file: survey data, census/enumeration data, aggregate data, clinical data, event/transaction data, program source code, machine-readable text, administrative records data, experimental data, psychological test, textual data, coded textual, coded documents, time budget diaries, observation data/ratings, process-produced data, or other. |  |
| Universe | A description of the population covered by the data in the study; the group of people or other elements that are the object of the study and to which the study results refer. Age, nationality and residence commonly help to delineate a given universe, but any number of other factors may be used, such as age limits, sex, marital status, race, ethnic group, nationality, income, etc. The universe may consist of elements other than persons, such as housing units, court cases, deaths, countries, etc. In general it should be possible to tell from the description of the universe whether a given individual or element is a member of the population under study |  |