Your method document should describe how all of the information the dataset contains were obtained. Feel free to use the questions in this template as a starting point, or as a checklist as you write.

In general, you should spell out any acronyms and limit jargon. Use references if applicable (e.g., if you cite a published protocol). Any citation format is ok.

Note that the metadata format we use has limited capacity for special formatting (e.g. math equations, extensive chemical formulas), so it would be nice if these can be limited. If you have a table or figure in this method document, we will suggest including it as a data item.

* **What is the data collected or generated? Describe the type, format, and scale of data.**
* **When and where were the data collected or generated?**
* **How was the data collected or generated?**
* **What were the tools you used to collect or generate this data?**
* **What were your QA/QC steps in the field and/or lab? E.g. tell us about field and lab procedures you used to ensure quality data.**
* **What computational QA/QC did the data go through? E.g. tell us about scripts or procedures used to remove or reduce data errors such as numbers out of bound, do not make sense for the conditions, etc.**
* **How are the procedures (data collection, QAQC) above documented and where?**
* **Do you see these procedures changing in the future? If so, how will the changes be documented?**
* **Any additional information? These can include:**
* Tables of info
* Any notable one-off occurrences should be documented. E.g. certain instruments couldn’t be retrieved one season, someone did something a tad differently the next…
* References to established protocols or methodologies. Be explicit about any modifications to the cited technique(s).