# EDI Metadata Template (2022)**[[1]](#footnote-1)**

## Purpose of this document

This template can help you organize your metadata for a data package submission. To submit data to EDI, consider using ezEML (<https://ezeml.edirepository.org>). For more information, contact [support@edirepository.org](mailto:support@edirepository.org) .

## Introduction

Data packages can include data tables, images, documents, code, raster/vector, and more. In all cases, data entities should be in an open access format commonly used in the research field. Examples are: csv, pdf, GeoTIFF, shapefile, R code, zipfiles.

**Tabular data:** Submit data tables as .csv files. If data were used in a database and major table linking is necessary to analyze, please de-normalize into a flat file, not just database table exports.

## Dataset Title

(Include **what, where,** and **when** in the dataset title. An example of a good title is: “Monthly Water Quality Data from Horsetooth Reservoir, Colorado: 2010-2019”)

## Abstract

(Include **what, why, where, when,** and **how.**)

## Creators

**(These are the people who will show up as authors in the dataset citation.** These are the individuals who have provided intellectual or other significant contributions to the creation of this dataset, much like the authors of a research paper.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First Name | Middle Initial | Last Name | Organization | e-mail address | ORCID ID (optional) |
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|  |  |  |  |  |  |

## Other personnel names and roles

(Who should a data user contact with questions about these data? You **must** enter a person or organization name to serve as the **contact** for this dataset. You may also list other personnel who participated in the project (such as field crew, lab tech, data entry etc.) in this table with optional fields e-mail addresses, organization and ORCID ID.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| First Name | Middle Initial | Last Name | Organization | e-mail address | ORCID ID (optional) | Role in project |
|  |  |  |  |  |  | Contact |
|  |  |  |  |  |  |  |

## License

(Select a license for release of your data. We have 2 recommendations: [CCO – most accommodating of data reuse](https://creativecommons.org/publicdomain/zero/1.0/), & [CCBY – requires attribution](https://creativecommons.org/licenses/by/4.0/)).

## Keywords

(**List keywords below and separate with commas.** Using keywords from a controlled vocabulary (CV) will improve the future discovery and reuse of your data. The LTER CV is a good source for keywords. [Access the LTER CV here](http://vocab.lternet.edu/vocab/vocab/index.php). Also, please determine one or two keywords that best describe your lab, station, and/or project (e.g., Trout Lake Station, NTL LTER).)

## Funding of this work:

List only the **main PI of a grant** that supported this project, starting with the main grant first. Add rows to the table if several grants were involved.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PI First Name | PI Middle Initial | PI Last Name | PI ORCID ID (optional) | Title of Grant | Funding Agency | Funding Identification Number |
|  |  |  |  |  |  |  |

## Timeframe

* Begin date:
* End date:
* Data collection ongoing/completed:

## Geographic location

(Use **decimal degrees** to define a point or a bounding box. Use a negative symbol (-) to indicate a west longitude. Copy this block to add multiple points or areas.)

* Verbal description:
* North bounding coordinate:
* South bounding coordinate:
* East bounding coordinate:
* West bounding coordinate:

## Taxonomic species or groups

(Does your data focus on particular taxa? If so, please list them here.)

## Methods

(Be specific about the study design and field and lab methods for collecting and processing the data. Include instrument descriptions and protocol citations.)

## Data Provenance

(Were these data derived from other data? If so, you will want to document this information so users know where these data came from. Please specify the source datasets used in the below **provenance table**, preferably with their DOI or URL. An example of a dataset derived from several others is [here](https://portal.edirepository.org/nis/mapbrowse?packageid=edi.101.3).)

|  |  |  |  |
| --- | --- | --- | --- |
| **Dataset title** | **Dataset DOI or URL** | **Creator (name & email)** | **Contact (name & email)** |
|  |  |  |  |

## Data Table

(Provide a Table Name and Table Description. Each row in the below table describes one column in your data table. Complete each row as follows:

* **Column name**: This name must be exactly as it appears in the dataset. Please avoid special characters (like & or \), dashes and spaces. Underscores are permissible. Do not begin a column name with a number.
* **Description**: Please give a specific definition of the column name. This can be lengthy.
* **Unit:** Identify units for all numeric variables. Please avoid special characters and describe units in this pattern: e.g. microSiemenPerCentimeter, microgramPerLiter, absorptionPerMolePerCentimeter
* **Code explanation**: If you use codes in your column, please explain in this way: e.g., LR=Little Rock Lake, A=Sample suspect, J=Nonstandard routine followed
* **Date format**: Please tell us exactly how the date and time is formatted: e.g. mm/dd/yyyy hh:mm:ss plus the time zone and whether or not daylight savings was observed. ISO date format of YYYY-MM-DD or YYYY-MM-DD hh:mm:ss is preferred.
* **Missing value code**: If a code for ‘no data’ is used, please specify: e.g., -99999

**Table name:** (A short name for this table)

**Table description:** (Add brief description of table contents)

|  |  |  |  |
| --- | --- | --- | --- |
| **Column name** | **Description** | **Unit or**  **code explanation or date format** | **Missing value code** |
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(Copy this table to document more than one data table.)

## Spatial data objects

(List any geospatial data objects you would like to archive. Organize spatial data into .zip directories

and describe each.)

**Directory name:** (A short name for the data)

**Directory description:** (A brief description of the data)

|  |  |
| --- | --- |
| **Attribute** | **Value** |
| Horizontal Coordinate System Name (e.g. WGS\_1984\_UTM\_Zone\_12N) |  |
| Horizontal Accuracy Report |  |
| Vertical Accuracy Report |  |
| Cell Size X Direction |  |
| Cell Size Y Direction |  |
| Raster Origin (e.g. Upper Left) |  |
| Number of Rows |  |
| Number of Columns |  |
| Number of Verticals |  |
| Cell Geometry (e.g. pixel) |  |

## Scripts/code (software)

(List any software scripts/code you would like to archive along with your data. These may include processing scripts you wrote to create, clean, or analyze the data.)

|  |  |  |
| --- | --- | --- |
| **File name** | **Description** | **Scripting language** |
|  |  |  |

## Other objects (misc.)

(List any other objects (e.g. .zip, .pdf, etc.) you would like to archive.

|  |  |  |
| --- | --- | --- |
| **File name** | **Description** | **Data type** |
|  |  |  |

## Articles

(List articles citing this dataset)

|  |  |  |
| --- | --- | --- |
| **Article DOI or URL (DOI is preferred)** | **Article title** | **Journal title** |
|  |  |  |

## Notes and Comments

1. This document liberally borrows from similar documents at SBC and GCE [↑](#footnote-ref-1)