# EDI Metadata Template (2016)[[1]](#footnote-1)

Data should be in csv text file. If starting with an Excel spreadsheet, please make sure it does not contain any formulas and comments on cells. If you need comments put them in their own column. 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

(be descriptive, more than 5 words):

## Short name or nickname you use to refer to this dataset:

## Abstract

(include what, why, where, when, and how)

## Investigators

(list in order as for a paper with e-mail addresses, organization and preferably ORCID ID, if you don’t have one, get it, it’s easy and free: <http://orcid.org/>) add table rows as needed

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

## Other personnel names and roles

(field crew, data entry etc. with e-mail addresses, organization and ORCID ID)

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

## Keywords

(list and separate by comma, please check out these resources <http://vocab.lternet.edu>, ) Please determine one or two keywords that best describe your lab, station, and/or project (e.g., Trout Lake Station, NTL LTER, UW Center for Limnology).

## Funding of this work:

Add rows to table if several grants were involved, list only the main PI, start with main grant first:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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

* Verbal description:
* North bounding coordinates (decimals)
* South bounding coordinates (decimals)
* East bounding coordinates (decimals)
* West bounding coordinates (decimals)

## Taxonomic species or groups

## Methods

(please be specific, include instrument descriptions, or point to a protocol online, if this is a data compilation please specify datasets used, preferably their DOI or URL plus general citation information)

## Data Table

* Column name: exactly as it appears in the dataset. Please avoid special characters, dashes and spaces.
* Description: please be specific, it can be lengthy
* Unit: please avoid special characters and describe units in this pattern: e.g. microSiemenPerCentimeter, microgramsPerLiter, absoptionPerMolePerCentimeter
* 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
* Data 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.
* If a code for ‘no data’ is used, please specify: e.g. -99999

Please add rows as needed

|  |  |  |  |
| --- | --- | --- | --- |
| Column name | Description | Unit or  code explanation or date format | Empty value code |
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## Notes and Comments

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