# Metadata Template (modified from [EDI](https://environmentaldatainitiative.org/) template 2020)[[1]](#footnote-1)

Note: Table column titles denoted by \*\* are optional.Please add rows as needed within tables.

## Dataset Title

(be descriptive, more than 5 words: e.g. Annual Point Count Breeding Bird Survey at Pepperwood Preserve in the California Coast Ranges 2007-2019)

[INSERT TEXT HERE]

## Abstract

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

[INSERT TEXT HERE]

## 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. Note: If a URL is provided, remove automatic hyperlinking from text.)

[INSERT TEXT HERE]

## 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/>). **PI** (optional) Principal investigator associated with the data package. **Contact** Data package contact. Can be an organization or position (e.g. data manager). **Creator** Data package author. **Names associated with the Role of “creator” appear in the author list for the package citation and author order is assigned by order of appearance here.** Note: One person can serve multiple roles, just enter their name for each role. Also, an organization can be a “contact”, just enter the organization name in the First Name column and leave Middle Initial and Last Name columns blank.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| First Name | Middle Initial\*\* | Last Name | Organization | e-mail address | ORCID ID\*\* | Role |
| [INSERT TEXT HERE] |  | [INSERT TEXT HERE] | [INSERT TEXT HERE] | [INSERT TEXT HERE] |  | **PI** |
| [INSERT TEXT HERE] |  | [INSERT TEXT HERE] | [INSERT TEXT HERE] | [INSERT TEXT HERE] |  | **Contact** |
| [INSERT TEXT HERE] |  | [INSERT TEXT HERE] | [INSERT TEXT HERE] | [INSERT TEXT HERE] |  | **Creator** |

## Other personnel names and roles (optional)

(e.g. field assistant/crew leader, data entry, graduate student, collaborator, etc.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| First Name | Middle Initial \*\* | Last Name | Organization | e-mail address\*\* | ORCID ID\*\* | Role in project |
| [INSERT TEXT HERE IF NEEDED] |  | [INSERT TEXT HERE IF NEEDED] | [INSERT TEXT HERE IF NEEDED] |  |  | [INSERT TEXT HERE IF NEEDED] |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

## Funding of this work (optional):

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PI First Name | PI Middle Initial \*\* | PI Last Name | PI ORCID ID \*\* | Project Title | Funding Agency | Funding Identification Number |
| [INSERT TEXT HERE IF NEEDED] |  | [INSERT TEXT HERE IF NEEDED] |  | [INSERT TEXT HERE IF NEEDED] | [INSERT TEXT HERE IF NEEDED] | [INSERT TEXT HERE IF NEEDED] |
|  |  |  |  |  |  |  |

## License(s)

(Select a license for release of your data. EDI recommends 2 license options: [CCO – most accommodating of data reuse](https://creativecommons.org/publicdomain/zero/1.0/), or [CCBY – requires attribution](https://creativecommons.org/licenses/by/4.0/). Other licensing [options](http://opendefinition.org/licenses/), but not recommended by EDI. List one license below.)

[INSERT TEXT HERE]

## Keywords

(List keywords 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 effective at describing ecological and environmental data. [Access the LTER CV here](http://vocab.lternet.edu/vocab/vocab/index.php). [Try this text mining service to extract LTER CV keywords from your abstract or methods](http://vocab.lternet.edu/keywordDistiller/)).

[INSERT TEXT HERE]

## Timeframe

Please use YYYY-MM-DD format

* Dataset begin date: [INSERT TEXT HERE]
* Dataset end date: [INSERT TEXT HERE]
* Data collection, ongoing or completed: [INSERT TEXT HERE]

## Geographic location (optional)

Bounding box coordinates. **Must be in decimal degrees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Verbal description | North bounding coordinate | South bounding coordinate | East bounding coordinate | West bounding coordinate |
| *Pepperwood Preserve* | *38.603943* | *38.565202* | *-122.6859974* | *-122.7418023* |
| *[INSERT TEXT HERE IF NEEDED]* | *[INSERT TEXT HERE IF NEEDED]* | *[INSERT TEXT HERE IF NEEDED]* | *[INSERT TEXT HERE IF NEEDED]* | *[INSERT TEXT HERE IF NEEDED]* |

* If providing point locations, not a bounding box, use the table below. **Must be in decimal degrees**

|  |  |  |
| --- | --- | --- |
| pointNumber | Latitude | Longitude |
| *1* | *38.565202* | *-122.6859974* |
| [INSERT TEXT HERE IF NEEDED] | [INSERT TEXT HERE IF NEEDED] | [INSERT TEXT HERE IF NEEDED] |
|  |  |  |

## Taxonomic species or groups (optional)

(Fully documented taxonomic ranks and authority IDs for each taxa enable data package discovery based on taxonomic search criteria.)

* taxa\_raw: Taxa name as it occurs in the data. Can be a single word or species binomial.
* name\_type: Type of taxonomic name. Can be scientific or common.
* name\_resolved: Taxa’s name found in an authority system.
* authority\_system: Authority system in which the taxa’s scientific name was found (e.g. ITIS).
* authority\_id: Taxa’s identifier in the authority system (e.g. 168469).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| taxa\_raw | name\_type \*\* | name\_resolved \*\* | authority\_system \*\* | authority\_id \*\* |
| [INSERT TEXT HERE IF NEEDED] |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Data Table(s)

This section captures information about each spreadsheet/data table that will be part of the data package.

**Table A**: Attributes table (i.e. table header definitions)

* attributeName: column name exactly as it appears in the dataset. Please avoid special characters, dashes and spaces.
* attributeDefinition: please be specific, it can be lengthy. Note: for dateTime or time attributes please specify the time zone used and whether or not daylight savings was observed and incorporated into the data set. (e.g. “PST DLS observed” for pacific standard time where daylight savings was observed and incorporated)
* class: attribute class. See <https://www.w3.org/2001/XMLSchema-datatypes> for full list.
  + Common examples:
    - ‘numeric’ for numeric variables
    - ‘categorical’ for categorical variables (i.e. nominal)
    - ‘character’ for free text character variables (e.g. notes)
    - ‘date’ for date and dateTime variables

\* Note: for attributes that contain only time (i.e. hh:mm:ss) or year (i.e. YYYY), use class ‘numeric’ but specify unit as ‘time’ or ‘nominalYear’, respectively

* unit: required for numeric fields; LEAVE BLANK for string and dateTime fields. Please avoid special characters and describe units in this pattern: e.g. microSiemenPerCentimeter, microgramsPerLiter. Use EMLassemblyline::view\_unit\_dictionary() in RStudio for list of standard units.
* dateTime Format String: please tell us exactly how the date and time is formatted: preferred standard for dateTime is “YYYY-MM-DD hh:mm:ss”, date “YYYY-MM-DD”, year “YYYY”, time “hh:mm:ss”
* Missing Value Code: If a code for ‘no data’ is used, please specify. e.g. NA, or -99999
* Missing Value Code Explanation: e.g. No data, or Sensor failed to record data

**Table B**: *Required if the attributes table (Table A) contains categorical class variables*. *Skip if your data has no categorical class variables.*

* attributeName: column name exactly as it appears in the dataset. Please avoid special characters, dashes and spaces.
* code: factor code
* definition: definition for factor code

**Table 1 filename:** [INSERT TEXT HERE]

**Table 1 name** (A short name for this table): [INSERT TEXT HERE]

**Table 1 description** (Add brief description of table contents): [INSERT TEXT HERE]

Table A)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| attributeName | attributeDefinition | class | unit \*\* | dateTime Format String \*\* | Missing Value Code \*\* | Missing Value Code Explanation \*\* |
| *PlotType* | *Ongoing fertilization or recovery subplot - see methods* | *character* |  |  |  |  |
| [INSERT TEXT HERE] | [INSERT TEXT HERE] | [INSERT TEXT HERE] |  |  |  |  |
|  |  |  |  |  |  |  |
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Table B)

|  |  |  |
| --- | --- | --- |
| attributeName | code | definition |
| *PlotType* | *R* | *Recovery - plots that are recovering from disturbance type* |
| *PlotType* | *D* | *Disturbed - plots that have experienced disturbance within past 6 months* |
| [INSERT TEXT HERE IF NEEDED] | [INSERT TEXT HERE IF NEEDED] | [INSERT TEXT HERE IF NEEDED] |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Replicate Table A and Table B in the space below as many times as there are spreadsheets/data tables in the package**

## Articles (optional)

(List articles citing this dataset)

|  |  |  |
| --- | --- | --- |
| Article DOI or URL (DOI is preferred) | Article title | Journal title |
| [INSERT TEXT HERE IF NEEDED] | [INSERT TEXT HERE IF NEEDED] | [INSERT TEXT HERE IF NEEDED] |
|  |  |  |
|  |  |  |
|  |  |  |

## Other material (optional)

(List any software scripts/code (including processing scripts you wrote to create, clean, or analyze the data), pictures, geospatial files, pdfs, etc. you would like to archive along with your data)

|  |  |  |
| --- | --- | --- |
| File name | Description | File format |
| [INSERT TEXT HERE IF NEEDED] | [INSERT TEXT HERE IF NEEDED] | [INSERT TEXT HERE IF NEEDED] |
|  |  |  |
|  |  |  |
|  |  |  |

## Data provenance (optional)

(Were these data derived from other data? If so, you will want to document this information, so users know where these data come from.)

|  |  |  |  |
| --- | --- | --- | --- |
| Dataset title | Dataset DOI or URL | Creator (name & email) | Contact (name & email) |
| [INSERT TEXT HERE IF NEEDED] | [INSERT TEXT HERE IF NEEDED] | [INSERT TEXT HERE IF NEEDED] | [INSERT TEXT HERE IF NEEDED] |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Notes and Comments (optional)

(Good place to describe if there are different timelines for the project subcomponents (e.g., if one spreadsheet was just 2016 and the others are ongoing throughout time), or any discrepancies (e.g., environmental disturbances during the data collection period (e.g., wildfire, flooding), differences in methodology (e.g., didn't sample all transects one year), etc.))

[INSERT TEXT HERE IF NEEDED]

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