DataCite and Web site tool cheatsheet

From <https://doi.org/10.14454/7xq3-zf69>

The database is at [\\salt\e-RA\website development\datacite\DataCite Metadata database.accdb](file://salt/e-RA/website%20development/datacite/DataCite%20Metadata%20database.accdb)  
Open the List of Documents, choose one that is close enough to the one you want to add. When the form comes up, click on New (bottom of forms).

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# Mandatory properties

These fields are in **BOLD and orange/red** in the database application. They are mandatory for minting and also for the repository management and web site building

* **Identifier** (with mandatory type sub-property) – DOI
* **Creator**: Rothamsted Research for summaries or data already published, Individual persons for more involved datasets
* **Resource Title** – free text, name by which resource is known
* **Resource URL** – for a document, the URL to the actual PDF. (<http://www.era.../metadata/experiment/filename.pdf>) For a dataset, the URL to the landing page (<http://www.era.../dataset/experiment/01-ShortName> )
* **Publisher**: The name of the entity that holds, archives, publishes prints, distributes, releases, issues, or produces the resource. : **electronic Rothamsted Archive, Rothamsted Research**
* **Publication Year**: The year when the data was or will be made publicly available. If there is no standard publication year value, use the date that would be preferred from a **citation perspective**.
* **Resource type General**: Dataset or Text.
* **Resource Type**: eg Crop Yield…
* **Version**: as a numeric (1, 2, 3 )
* **Abstract**: free text with **markdown**
* **Associated LTE:** if it is a DOCUMENT that is for more than one experiment, choose (docs) otherwise chose the LTE
* **isReady:** 1 for **INTRANET**, 2 for **DOI** and **INTERNET**

# Recommended Properties

These properties are recommanded for discovery purpose.

* **Subject** (with scheme sub-property): Keywords – really specific to this dataset. (avoid Rothamsted or Long term)
* **Contributor(s):** List everyone involved in the dataset
* **Date**: **data created** is for the creation of the dataset.   
  **date Available or Accepted**: for the publication online (Published)  
  **date Updated**: form modification of metadata or data that does not change version.

See document RegardingDates for more details

* **Related Identifier**: list DOI from 10.1234…, Full URLs including http:// as URI. Please avoid URLs use DOIs insteads
* **Descriptions of different headings**: free text with markdown (md)
* **List Downloaded Files**: if Frictionless: list zip file and copy in Table of Content the text from README.txt. Richard working on tool to do that automatically. You can also list the some specific documents, and also the original spreasheet as this can be useful to users
* **Files all zipped in a single zip file**: 01-SHORTNAME.zip

# Optional Properties

* **Size:** optional for document, compulsory for datasets
* **Format:** optional for document, compulsory for datasets
* **FundingReference** (with name, identifier, and award related subproperties)
* **Shortname**: none if the document is for an experiment or a doc. Or put dataset folder. CASE SENSITIVE

# Citation

Creator (PublicationYear): Title. **Version**. Publisher. (resourceTypeGeneral). Identifier as https://doi.org/10.1234/abc

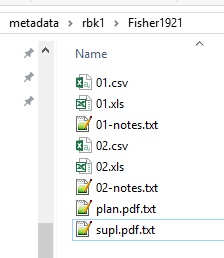
# Details

## Dataset DOI

format: 10.23637/exptCode- shortName -version

* exptCode: code for experiment as in guides and database; so rbk1 for Broadbalk as preferred to bk or bbk
* shortName: unique name for a dataset within an experiment, some human readability is preferable, name of the folder the datasets versions are kept in. eg: Fisher21- case sensitive.
* version: version number as a 2 digit value (01, 02…).

## File Names



File name for dataset: **start with version**

File name for sup data: **start with version number**, then notes or sup.txt

Supplementary material

* text files, pdf file in that folder and appended to the list of files, which has a title.
* listed as a Related Identifier with appropriate type: as DOI, or a URL.

## Identifier Types

|  |  |
| --- | --- |
| type\_value | Definition |
| DOI | Digital Object Identifier, |
| ISBN | International Standard Book Number |
| ISSN | International Standard Serial Number |
| PMID | **PubMed** reference number |
| URL | address of a World Wide Web page |

## Related Identifiers - Pairs of Relations

Assuming that Dataset (A) is the item being edited in the main form, then Dataset or Document B is the related identifier

|  |  |  |
| --- | --- | --- |
| **Dataset (A)** | **Document (or dataset (B))** | **When?** |
| IsCitedBy | Cites | B includes A in a citation |
| IsDescribedBy | Describes | B Describes A |
| IsSupplementTo | IsSupplementedBy | A is a supplement to B |
| IsNewVersionOf | IsPreviousVersionOf | B is a previous edition of A |
| IsDerivedFrom | IsSourceOf | Sub dataset |
| IsReferencedBy | References | A is used as a source of information by B |

## Descriptions:

Datacite requires free text with some markdown formatting. The website will transform markdown into the proper html codes.

**Abstract:** A brief description of the resource and the context in which the resource was created.

**Methods**: The methodology employed for the study or research.

**Table Of Contents:** A listing of the Table of Contents (for a document, if available)

**Technical Info:** Detailed information that may be associated with design, implementation, operation, use, and/or maintenance of a process or system.

**Resource Provenance:**

This dataset is derived from measurements made by the Analytical Chemistry Unit, Rothamsted Research, Harpenden. The data presented is mean data from selected plots and sections only. The complete data set, including the raw data used to derive the mean values, is available from the e-RA curators [last sentence if appropriate].

**Resource Quality:**

The Analytical Chemistry Unit follows the Joint Code of Practice (JCoPR) and participates in European Quality Assurance programmes. All performance is strictly monitored using certified external standards alongside in-house standard materials. Standards and check samples are monitored and recorded.

**Other:** Other description information that does not fit into an existing category:

note: our database has two more fields: Resource provenance and Resource quality to allow for more granular tagging

## Things missing?

If a needed keyword, or person, or experiment is not in the suggested list:

* Close the forms that are open
* Open the table “Subjects”, or experiment, or person, add the record
* Reopen the form
* Run the DKeywords.exe in C:\Users\USER\Rothamsted Research\e-RA - Documents\datacite\updateApp

# A very short guide to Markdown

See more at <http://mdcheatsheet.com/>

Normal text - \*\*text in bold\*\* - \*italic\* - \*\*\*Bold and italic\*\*\*

# Header one

## Header two

### Header three

#### Header four

##### Header five

###### Header six

Hyperlink: This is an [example link](<https://www.makeuseof.com>)

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

Image ![Alt Text](http://example.com/image/path.png)

- Bullet list item  
- Bullet list item  
- Bullet list item  
  - Use a two-space indent for nested lists

1. Bullet numbered list item  
2. Bullet numbered list item  
3. Bullet numbered list item  
  1. Ordered lists can also be nested

<sup>3</sup> for superscript, <sub>3</sub> for subscript

# Editing the Site?

## Experiment information

- Enter it into GLTEN (live website [**https://glten.org/**](https://glten.org/) ) (*RO to approve and copy across to live site*)

- when creating a new experiment in GLTEN, remember to also enter the information in the datacite access database (experiment table) : also add the KeyRef code

* Run the BExpts.exe in C:\Users\USER\Rothamsted Research\e-RA - Documents\datacite\updateApp
* Then run C:\Users\USER\Rothamsted Research\e-RA - Documents\datacite\updateApp\copy.bat to upload your changes to both the intranet and internet sites.

## Datasets

- Save the data files in the Datadocs repository/metadata (**sharepoint** **e-RA - Documents\Data-docs repository\ metadata** ) (*NCB copies to somewhere else*)

- if data needs to be packaged: please inform NCB

- put all the data files in one zip file and name **the zip file NN-FolderName.zip**  (NN is the version number) so for example 01-Nitro1843.zip which is saved in : \\Rothamsted Research\e-RA - Documents\Data-docs repository\metadata\rbk1\Nitro1843 (select all the files, right click and select menu option send to Compressed (zipped) folder)

- ensure that the extension for the image file is in the same case (lower or upper case) as listed in datacite Access db

- Update the metadata for the dataset displayed using Datacite Access database **(sharepoint e-RA - Documents\datacite)**

- if DOI needs reminting, please delete the DOIcreated date . Datasets or Documents that have a 2 rating and no date are minted automatically



* Run the CData.exe in C:\Users\USER\Rothamsted Research\e-RA - Documents\datacite\updateApp
* Then run the copy.bat tool in same folder to update the datasets

## Documents that have DOIs

Enter the relevant information in the datacite database

Put the pdf file in the proper folder in the datadoc repository (NCB will move the files at update)

The URL for the DOI will be metadata/pathtofile

## Images

* Save in 2018-new >images>metadata>relevant folder (**era2018-new**) Nb USE HYPHENS IN NAMES NOT GAPS

To edit names showing in website: eRA-Documents>General>Website development>access tools>timeline **(sharepoint e-RA – Documents**)

*(NCB then runs a tool to name them*)

## Any HTML page

The html pages go on the era2018-new intranet server.

* An HTML page is written either for an experiment (‘information..’ page)  , or met, or for the general web site, any page that can be called by the URL /info/NameOfPage or info/expID/NameOfPage
* Write the page in the relevant folder: metadata\exptCode\page.html or metadata\default for any page that is for more than one experiment
* When creating a new file, and adding KeyRefs, please update the spreadsheet intranet-server/era2018-new/metadata/default/infofiles.csv
* When the html file is ready to be published, set the isReviewed tag to 1