**Data management practices for field studies :**

**Before field study, provide to your friendly local data manager:**

* An **experimental protocol** which includes:
  + **Fishing details**:
    - Vessel name
    - Gear description (type and number).
    - Spatial sampling plan (e.g. maps).
  + **Sampling details**:
    - Instrument list and settings (e.g. La\*b\* setting on colorimeter).
    - Qualitative code descriptions (e.g. hepato-colour codes).

**During field study, record:**

1. Actual **sampling locations**.
2. Note and explain any **changes** to the **original sampling plan**.
3. List of field **technicians** and brief description of **duties**.
4. **Issues** encountered which may have affected the experimental design or the data.
5. **Event times** (e.g. trap setting and retrieval times).
6. Some **photos** of gear, activities, specimens.

**After the field study, have a debriefing with data managers:**

* Note any **modifications** made to the **fishing** or **sampling protocols**.
* Discuss possible **impacts** that these modifications or other issues encountered during the study.
* **Review** field and biological **data:**
  + Variable names, definitions and contents (especially qualitative variables).
  + Index key variables (i.e. those used to link different data sets) should be well-defined.
  + Comment corrections and clarifications.
  + Basic plots for variables of interest.
* Make **recommendations** for next iteration of study.