EDI Metadata Template (2020)[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

(dataset creators & contact, 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

License

(Select a license for release of your data. We have 2 recommendations: CCO – most accommodating of data reuse, & CCBY – requires attribution)

[1] This document liberally borrows from similar documents at SBC and GCE

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. Try this text mining service to extract LTER CV keywords from your abstract or methods. Additionally, please determine one or two keywords that best describe your lab, station, and/or project (e.g., Trout Lake Station, NTL LTER). This will help others discover your data by site/project).

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

Table description: Add a description for each table

Column name	Description	Unit or code explanation or date format	Empty value code

Articles

(List articles citing this dataset)

Article DOI or URL (DOI is preferred)	Article title	Journal title

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

Data provenance

(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)

Notes and Comments