



# README File Checklist

Make your dataset easy to use and understand

A good README file is like a map that helps others navigate your data. Use this checklist to make your README clear, complete, and user-friendly, enabling others to make the most of your hard work. This checklist provides general guidance but may need to be adjusted to fit the specific requirements of your research.

## GENERAL INFORMATION

- ☐ **Title of Dataset:** Clearly state the name of the dataset.
- ☐ **Author(s)/Contributor(s):** Include names, affiliations, corresponding author and its contact information.
- ☐ **Date of Creation/Release:** Specify when the dataset was created or made publicly available.
- ☐ **Dataset Version\*:** Indicate the version number (e.g., v1.0).
- ☐ **DOI or Persistent Identifier:** Provide a unique identifier if available (depend on the repository).
- ☐ **Funding Information:** Mention any funding sources or grant numbers.
- ☐ **Acknowledgments\*:** List individuals or organizations that contributed.

## DATASET OVERVIEW

- ☐ **Summary/Abstract:** Provide a brief description of the dataset.
- ☐ **Purpose/Objective:** Explain why the dataset was created and its intended use.
- ☐ **Directory Structure:** Describe the organisation (list) of files and folders
- ☐ **Dataset Description:** Describe clearly the content of dataset including folders and file with their file format
- ☐ **Data Dictionary:** Provide a data dictionary or table describing each variable/column.

## METHODOLOGY

- ☐ **Ethical Approvals:** Mention any IRB or ethical board approvals if applicable.
- ☐ **Data Collection Methods:** Explain how the data was collected, including tools, devices and protocols.
- ☐ **Data Processing\*:** Describe any cleaning, transformation, or preprocessing steps.
- ☐ **Data Analysis :** Specify the software and their versions used to analyze the datasets.

## USAGE AND ACCESS

- ☐ **Licence:** Specify the licence under which the dataset is shared (e.g., CC BY, MIT).
- ☐ **Access Restrictions\*:** Indicate if there are restrictions (e.g., embargoes, required permissions).
- ☐ **Usage Instructions:** Provide guidance on how to open and use the files.
- ☐ **Citing the Dataset:** Include a citation format or example.
- ☐ **Related Publications/Protocol\*:** Cite any papers, articles, protocols or posters related to the dataset.

\*These steps should be included where relevant.

What would you want to know if you were encountering this dataset for the first time?

**Think as a Consumer of your Data not the Producer!**

Anticipate questions users might ask and address them upfront.

Remember, a well-documented dataset is more likely to be used and cited!

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