ESS-DIVE Offline Metadata Template
For Dataset Web Form Submissions

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To prepare your dataset metadata for submission to ESS-DIVE, please download and complete this template. We recommend collaborating with your team members in Google Docs prior to creating your dataset on ESS-DIVE.

: These fields are required in order to draft and save your metadata privately on ESS-DIVE. These fields are marked with a red star on the ESS-DIVE web form.

: While these metadata fields are not initially required, they must be completed in order for your metadata to pass the metadata quality review process and be published. Your dataset will not be published on ESS-DIVE's public listing or given a DOI without passing our quality review.

Please view our Package-Level Metadata Guide (https://docs.ess-dive.lbl.gov/contributing-data/package-level-metadata) to view detailed requirements for each field, we recommend using these two resources in parallel. When ready, use the Web Submission Form or our Package Service API to submit your dataset to ESS-DIVE. For more information about your submission options, visit our Data Submission Tutorials documentation (https://docs.ess-dive.lbl.gov/contributing-data/data-submission-guidelines).

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Web Form Metadata Fields	Dataset Metadata
OVERVIEW	
Dataset Title *A brief title between 7-20 words long which contains relevant information such as the topic, geographic location, dates, and scale of data.*	*Example: Raw sapflow and soil moisture data from Jan 2016-Apr 2016 in Manaus, Brazil*
Existing DOI(s) and Alternate Identifier(s) *If this dataset has been previously published elsewhere, enter the DOI or alternate identifier. Identifiers are used to locate the dataset within your project's data management system and can provide pertinent contextual information for*	*Example: http://dx.doi.org/10.15486/NGT/XXXXXX*

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users. Enter as many identifiers as needed.	
Abstract *The abstract should be at least 100 words in length, written in full sentences, and understandable to anyone who has not seen related manuscripts. Include a statement about the purpose for why these data were generated and the research question it is intended to answer. A good abstract would provide users with adequate information to determine if the data are useful for their needs*	*Example: This dataset contains raw output from a data logger connected to 9 sapflow and 5 soil moisture sensors in Manaus, Brazil. The file xxx.dat contains raw data and the metadata file (BR-Ma2_E-fieldlog_20160501.xls) has information on locations where the sensors were installed and other sensor maintenance details. No data processing or QA/QC was done on the raw datasets. Processed data will be uploaded as separate datasets on ESS-DIVE. This research was performed as a part of the NGEE Tropics project, which aims to advance model predictions of tropical forest carbon cycle responses to a changing climate over the 21st Century.*
Keyword(s) *Add a minimum of three total keywords or data variables, choose from the*	*Example: Earth Science > Land Science > Soils*

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list of GCMD controlled vocabulary where possible. Ensure that these terms differ from words in the title to increase the findability of your dataset in searches.	
Data Variable(s) *Measurement variables present in the dataset. Add a minimum of three total keywords or data variables, choose from the list of GCMD controlled vocabulary and CF variables where possible.*	*Example: Earth Science > Land Science > Soils > Soil Moisture/Soil Water Content*
Publication Date *Specify a custom date or year when this dataset can be made publicly available. If this is not specified, it will default to the current date. The value should either be a*	*YYYY-MM-DD or YYYY*

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four digit year (YYYY) or a full date in the ISO format (YYYY-MM-DD).	
Usage Rights *Choose how you wish your data to be shared and reused. Usage rights for the metadata will always be Creative Commons Public Domain. Pick from one of the options.*	*Choose* Creative Commons Attribution *or* Creative Commons Public Domain
Project Affiliation *Enter the name of the DOE project to associate with this dataset. The project is cited as the publisher of this dataset. If multiple projects were involved, enter the project that had the largest contribution to this dataset.* *Search from the project list or write in your own.*	*Example: Next-Generation Ecosystems Experiments (NGEE) Tropics [PI: Jeffery Chambers]*

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Funding Organizations *List the organizations that funded the work. Search from the project list or write in your own.*	*Example: US.DOE. > Office of Science > Biological and Environmental Research (BER)*
DOE Contract Number *If applicable, list the numbers of any DOE contract under which the data in the dataset was funded. If the data were a result of a joint effort between two or more DOE Site/Facility Management Contractors, etc., additional DOE contract numbers may be entered. Search for a DOE Contract from the project list or write in your own.*	*Example: AC0205CH11231*

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Related Reference(s) *Include the full citations and DOIs of datasets or publications associated with your dataset, where users can learn more about the dataset, processing method, or how the data were used.*	*Example: Somebody J. (2018), Sapflow and soil moisture coupling in the Amazon, Journal. doi: xx.xxxx*
PEOPLE	
Contact *Person who should be listed as the contact for the dataset for the purposes of the DOI or for users seeking further information for the data. Only one contact is allowed per data package. If none are entered, you will be set as the contact for this document.*	*Name, email, affiliation, ORCID*

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Creator(s) *The main researchers involved in producing the data. These include authors, owners, originators and principal investigators who should be listed in the citation. At least one creator is required. If none are entered, you will be set as the creator of this document. List creators in the order they need to appear in the citation. More entries will appear as you enter information.*	*Name, email, affiliation, ORCID*
Contributor(s) *Additional contributors involved in producing the data. These could include people who assisted in creating the dataset but wouldn't be considered authors for publication. Enter as many contributors as needed.*	*Name, email, affiliation, ORCID*

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DATES	
Start Date *Earliest date of data collection included in the dataset. Provide in ISO format (YYYY-MM-DD)*	*YYYY-MM-DD*
End Date *Last date of data collection included in the dataset. Provide in ISO format (YYYY-MM-DD). Leave blank if your data set is open-ended.*	*YYYY-MM-DD*
LOCATIONS	
Geographic Description(s) *A short description of the location(s) where data was collected. This may*	*Example: Br-Ma2, Manaus, Brazil: ZF2 K34 Tower. Eddy covariance site established in 1999 on kilometer 34 of the ZF2 highway. It was later expanded into an atmospheric and soil sampling hub. It is a 1.5m x 2.5 m- section aluminum tower, 50 m tall, on a medium sized plateau (Araujo et al., 2002).*

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include the location name, known identifiers if associated with a specific project (e.g. Ameriflux site name), and ecosystem type involved. Multiple geographic descriptions can be added if necessary.	
Geographic Location Coordinates *Latitude and Longitude of the location(s) this data represents in WGS84 decimal format. Enter only one coordinate pair for a single point and bounding box coordinates for non-point locations. If the data is better represented by a shape, include a KML file in the file uploads.*	*Northwest Coordinates: Lat, Long*
	Southeast Coordinates: Lat, Long

METHODS

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Method(s) *Methods for a dataset should focus on all aspects of dataset production and should be thorough enough for your work to be reproduced. Include descriptions of the experimental design, laboratory and/or field collection methods, source data for synthesis studies, data processing and QA/QC procedures, and known issues or limitations of data where applicable. You can also provide a citation for any methods used that were published previously.*	*Step 1:* *Step 2: (Continue adding steps as needed)*