# Jornada Metadata Template (2023)[[1]](#footnote-1)

*This template supplies metadata to describe datasets published in the Jornada Basin LTER (JRN) and Jornada Experimental Range (JER) Information Management system. A new template should accompany all new datasets investigators submit to Jornada Information Managers (IMs) and we recommend that this metadata and accompanying data files be updated yearly until the data package is published.*

*All submitted tabular data should be in csv text file format. If starting with an Excel spreadsheet, please do not export 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 instead of exporting multiple database tables. For non-tabular data types, such as spatial, image, or specimen data, please contact the IM first (jornada.data@nmsu.edu).*

## Study and dataset ID

(Fill out the blue columns if known. Study IDs are assigned during the Jornada research notification phase, and the site IM can provide a dataset ID for new datasets.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Study ID | Dataset ID | Date received | New/Update | IM notes |
|  |  |  |  |  |

## Dataset Title

(Be descriptive - more than 5 words - and include **what**, **where**, and **when** in the dataset title. An example of a good title is “Monthly Water Quality Data from Horsetooth Reservoir, Colorado: 2010-2019”)

## Short name or nickname you use to refer to this dataset:

## Abstract

(Brief description of the dataset. Include **what**, **why**, **where**, **when**, and **how**.)

## 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 for ecological and environmental data, or add new rows for other CVs. Add keywords not found in a CV to the last row.)

|  |  |  |
| --- | --- | --- |
| Keyword  thesaurus | Source/URL | Keywords |
| LTER CV | <https://vocab.lternet.edu/vocab/vocab/index.php> |  |
| Other keywords |  |  |

## Creators

(List personnel with substantive creative or intellectual contributions to the study who should be listed as **authors of the dataset**. 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/.](http://orcid.org/))

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First Name | Middle Initial | Last Name | Organization | e-mail address | ORCID ID (optional) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Other personnel names and roles

(A dataset contact is required. You may also list personnel in supporting roles for the dataset, including field crew, data entry, or lab technicians, with e-mail addresses, organization and ORCID.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| First Name | Middle Initial | Last Name | Organization | e-mail address | ORCID ID (optional) | Role in project |
|  |  |  |  |  |  | contact |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

## License

(Select a license for release of your data. We have 2 recommendations: [CC0 – most accommodating of data reuse](https://creativecommons.org/publicdomain/zero/1.0/), & [CCBY – requires attribution](https://creativecommons.org/licenses/by/4.0/). More info at <https://creativecommons.org/about/cclicenses/>)

## Funding of this work:

(List any funding sources that supported this work. 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

(Enter a start and end date for the data in the dataset and indicate if data collection is ongoing or completed. If the study is ongoing, how often will this dataset be updated?)

|  |  |  |  |
| --- | --- | --- | --- |
| Begin date | End date | Data collection status | Dataset update frequency (if applicable) |
|  |  |  |  |

## Geographic location

(Define one or more bounding boxes or point locations that describe all sites associated with the study. Points should have the same E/W and N/S coordinate. Add rows to the table as needed.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Site name | Description | West bound or coordinate | East bound or coordinate | South bound or coordinate | North bound or coordinate |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Taxonomic species or groups

(If research is specific to taxonomic groups, please identify them here in a way that can be tied to an accepted taxonomic authority. For plant data, the Jornada uses USDA Plants database codes, see [https://plants.usda.gov](https://plants.usda.gov/). You may also use ITIS - [https://itis.gov](https://itis.gov/). Add rows to the table as needed.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Taxonomic provider (PLANTS, ITIS) | Taxon identifier (BOER4, 41501, etc) | Genus | species | Common name |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Methods

(Please be specific when describing the methods. Include field protocols, instrument descriptions, laboratory methods, and data QA/QC procedures if applicable. If you cite any online protocols or journal articles add the citation to the "References" table below. If this is a data compilation or synthesis please specify datasets used in the "Data provenance" section below.)

## Data Tables

For tabular data files (csv, Excel, etc.) attached to this dataset, describe the data table and file, plus the attributes of all variables (columns) in the table. More than one data table may be attached to a dataset, so you may copy and paste the templates below to describe additional data tables.

When filling out the variable attribute tables, the purposes of the columns are:

* **Column name**: The column header exactly as it appears in the data file. Avoid special characters, dashes and spaces.
* **Description**: Describe the column in a specific way. This can be lengthy.
* **Unit, code explanation, or date format**:
  + For measurement units, please avoid special characters and describe units in this pattern: e.g. microSiemenPerCentimeter, microgramsPerLiter, absoptionPerMolePerCentimeter, etc.
  + For categorical variables, list the possible values for any category or codes used in the column, then give the meaning of each category or code. e.g. LR=Little Rock Lake, A=Sample suspect, J=Nonstandard routine followed
  + For dates please specify 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.
* **Missing value code**: If a code for ‘no data’ is used, please specify: e.g. -9999, NA, NaN

**If there are multiple tables in the dataset add additional descriptions and attribute tables.**

**Table 1**

*Data table and file information*

|  |  |
| --- | --- |
| Name of table: |  |
| Filename: |  |
| Description: |  |

## *Variable attributes table - each row describes a column in the data table. Add rows as needed.*

|  |  |  |  |
| --- | --- | --- | --- |
| Column name | Description | Unit, code explanation or date format | Missing value code |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## *(Add other Data Tables here if necessary)*

## Other attachments

(List any other data files or attachments you would like to archive with this dataset. These can include spatial data files, code/scripts to create, clean, or analyze the data, images, PDF files, .zip archives, etc. Add more rows as necessary.)

|  |  |  |
| --- | --- | --- |
| File name | File format or extension | Description |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## References

(Provide a reference for any articles or other documents cited in the Methods or other parts of the dataset.)

|  |  |  |  |
| --- | --- | --- | --- |
| Article DOI or URL (DOI is preferred) | Article title | Journal title (if applicable) | Creator (name & email) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Cited by

(List articles citing this dataset)

|  |  |  |  |
| --- | --- | --- | --- |
| Article DOI or URL (DOI is preferred) | Article title | Journal title | Creator (name & email) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Data provenance

(Were the data contained in this dataset derived from another source? If so, document that information so users know where these data come from.)

|  |  |  |  |
| --- | --- | --- | --- |
| Dataset title | Dataset DOI or URL | Creator (name & email) | Contact (name & email) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Notes and Comments

1. This document liberally borrows from the EDI metadata template: https://github.com/EDIorg/MetadataTemplates/raw/master/EDI\_metadata\_template.docx [↑](#footnote-ref-1)