# Jornada Metadata Template (2020)[[1]](#footnote-1)

*This template supplies the metadata that will describe data packages 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 this metadata and accompanying data files should 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 (datamanager.jrn.lter@gmail.com).*

## Study and dataset ID

(Fill out the blue columns if known, IM will fill in red columns. Study IDs are assigned during the research notification phase, Dataset ID will be assigned if new):

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

## 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)

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

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

## 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](http://vocab.lternet.edu/vocab/vocab/index.php). If possible, please choose appropriate location and project keywords from the [JRN keyword thesauri](https://github.com/jornada-im/jrn_metadata_standards/blob/master/keyword_thesauri.xlsx). This helps 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

(Enter start and end date and indicate if data collection is ongoing or completed.)

* Begin date
* End date
* Data collection ongoing/completed

## Geographic location

(Give locations for all sites associated with the project if there are multiple. Point locations or bounding boxes are acceptable.)

* Verbal description:
* North bounding coordinates (decimals)
* South bounding coordinates (decimals)
* East bounding coordinates (decimals)
* West bounding coordinates (decimals)

## Taxonomic species or groups

(If research is specific to taxonomic groups, please identify them here in a way that can be tied to a generally-accepted taxonomic authority. For plant data, the Jornada uses USDA Plants database codes, see plants.usda.gov)

## 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. 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

(Add a description for the data table below, including the filename, then fill in the column attributes table. If there are multiple tables in the dataset add additional descriptions and tables.)

**Table description:**

|  |  |  |  |
| --- | --- | --- | --- |
| Column name | Description | Unit or  code explanation or date format | Empty value code |
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## Articles

(List articles citing this dataset)

|  |  |  |
| --- | --- | --- |
| Article DOI or URL (DOI is preferred) | Article title | Journal title |
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## 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 |
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## 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) |
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## 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)