Dataset Name:

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| --- | --- | --- | --- |
| **Field Title** | **Field Name** | **Data type** | **Description** |
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**Field Title:** Common English title for the data contained in this column. Please avoid abbreviations if possible.

**Field name:** The name of the field from the data table

**Data Type:** Choose one for each named column:

* + Plain Text
  + Formatted Text (allows bold, italics, etc.)
  + Number (only use “number” if your data is meant to be added, otherwise use “plain text”)
  + Money
  + Percent
  + Dates/Time
  + Location

**Description:** Full description of the values included in the column. If the value is a date, document the time zone of recording, e.g. PDT (Pacific Daylight Time). If the column is a category, such as age group, then all categories or levels should be listed. If the values are calculated, the source of raw data and calculation method should be included.