**Metadata Guide**

for “Paper’s Title” by Author

This file documents the data sources used in the study. All the data files used are in the Data folder, which contains four subfolders: Raw, Analytic,Supp and Metadata (where the current file is located). The Raw folder contains the original data files downloaded from different sources. The Analytic folder contains files created to do the analysis in the paper. The Supp folder may contain supplementary files. This guide describes the data files in the Raw and Analytic folders.

Only Raw and Analytic

|  |
| --- |
| **Raw Folder** |

Each time you obtain a new *original data file*, add an entry for that file here right away.[[1]](#footnote-1) For each of those files, this guide is intended to provide the kind of information typically found in a codebook accompanying a dataset a user would need to know to work with and interpret the data appropriately.

1. **Metadata for ‘Filename.EXT’**

* Bibliographic citation:

Paper reference.

* Accessing the data:

Data was downloaded from XXXX website under: Menu -> Submenu.

Link to website.

Last update: Month Day, Year.

|  |  |
| --- | --- |
| Series: |  |
| Description: |  |
| Units: |  |
| Period: |  |
| Frequency: |  |

* Additional information:

1. **Metadata for ‘Filename.EXT’**

* Accessing the data:

Instructions to update the dataset.

Last update: Month Day, Year.

|  |  |
| --- | --- |
| Series: |  |
| Description: |  |
| Units: |  |
| Period: |  |
| Frequency: |  |

* Additional information:

|  |
| --- |
| **Analytic Folder** |

Matlab generates the data\*.mat files and the data\*.xlsx files.

Stata generates the data\*.dta files.

1. **Metadata for ‘Filename.EXT’**

* Accessing the data:

The data file named XXXX was generated on Month Day, Year.

|  |  |
| --- | --- |
| Series: |  |
| Description: |  |
|  |  |
| Units: |  |
| Initial date: |  |
| End date: |  |
| Frequency: |  |

* Additional information:

list of variables

Contents of the file.\\

Variable name:

Description:

Source:

Values:

Summary statistics:

Chart:

1. The additional information part may include sampling methods and weights, a description of the population from which the sample was drawn, or the structure of the data (e.g. long vs wide format). [↑](#footnote-ref-1)