**Metadata**

for “Title of Paper” by Author(s)

This document describes the original and analysis data files in the Raw and Analytic folders, respectively, and provides instructions on how to update them.

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| **Raw Folder** |

1. **Metadata for ‘Filename.EXT’**

* Description of the file:

<Summary, context, interpretation, relationship to other data files, scope, size in disk.>

* Bibliographic citation:

<Paper reference(s).>

* Source of the data:

<URL address(es) or platform(s). Availability: public, restricted, licensed.>

* Instructions to download/update the file:

<Description of steps, original file name and extension, OS requirements, warnings when downloading file, considerations, (minimal) manual adjustments, color code.>

* Additional information:

<Lag in release of information, sampling methods and weights, population from which the sample was drawn, structure of the data (e.g. long vs wide format).>

* Variables in file:

|  |  |
| --- | --- |
| **Series** |  |
| **Description** |  |
| **Units** |  |
| **Initial Date** |  |
| **End Date** |  |
| **Frequency** |  |

Last update: Month Day, Year.

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| **Analytic Folder** |

1. **Metadata for ‘Filename.EXT’**

* Description of the file:

<Summary, context, interpretation, relationship to other data files, scope, size in disk.>

* Instructions to replicate/update the file:

<Software that generates the file, codes to run, considerations.>

* Additional information:

<Variables not included in file due to license restrictions, structure of the data (e.g. long vs wide format).>

* Variables in file:

|  |  |
| --- | --- |
| **Series** |  |
| **Description** |  |
| **Units** |  |
| **Initial Date** |  |
| **End Date** |  |
| **Frequency** |  |

Last update: Month Day, Year.