**Metadata**

for “Title of Paper” by Author

This file describes the data files in the:

* Raw folder to document the data sources and provide instructions on how to update the original data files.
* Analytic folder to document the variables used in the paper.

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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 replicate/update the file:

<Description of steps, original file name and extension, considerations, manual adjustments, color code, system requirements, warnings.>

* 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** |

* 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 replicate/update the file:

<Description of steps, original file name and extension, considerations, manual adjustments, color code, system requirements, warnings.>

* 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: |  |
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| Units: |  |
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Last update: Month Day, Year.