**Metadata**

for “Title of Paper” by Author(s)

This file describes the data files in the Raw and Analytic folders to document the data sources and the variables used in the paper, as well as to provide instructions on how to update the files. The information for each file serves as a codebook for a user to work with and interpret the data appropriately.

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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.