

# Pre-Review Data Release Checklist for Authors

August 2, 2017

This checklist provides authors with a list of actions that need to be taken before data are reviewed, approved, and moved forward through the Information Product Data System (IPDS) for release.

In addition to this list, be sure to check with your office or program, which might have chosen the repository or data format for you, might provide assistance with some steps, and might require additional steps.

Insert an "✓" in the box provided to confirm the listed actions have been completed. This form may be retained as part of the IPDS documentation or in the originating office for recordkeeping purposes.

## Data Management Plan

- ☐ Check to see if the data release is accurately described in the project [Data Management Plan](#) (DMP). If not, the DMP should be updated. (DMPs are required for all projects starting after October 1, 2016.)
- ☐ Make the DMP available to reviewers, if requested.

## Data Repository

- ☐ Review the list of [Acceptable Digital Repositories for USGS Publications and Data](#) and select a repository for hosting the data release. Be sure to check with your office, program or data management plan, to verify the appropriate repository.
- ☐ Review any specific requirements of the repository, above any agency requirements.
- ☐ Whenever possible, submit data in [open formats](#), or use community-endorsed, international standards, to support reproducibility of science.

## Identifiers

- ☐ Reserve a Digital Object Identifier (DOI) for the data release. (Some repositories will do this for you. A DOI for a USGS data release is reserved by using the [DOI Tool](#).)
- ☐ In the IPDS, include Open Researcher and Contributor IDs (ORCID) of all USGS authors.
- ☐ Ensure the data DOI record contains the names and corresponding ORCIDs of all USGS authors. This can be done in the DOI Tool.
- ☐ Ensure the DOI is displayed on the web landing page for the data release.

## Metadata Record

- ❑ Create the metadata record. (Note: Consider building the metadata record by using one of the [recommended tools](#) to ensure proper formatting of the record.)
- ❑ Confirm that if external data are used, the data are appropriately documented in the metadata.
- ❑ Include the DOI in the metadata in the appropriate location and format. (For FGDC CSDGM, this is the “onlink” field in the first <citeinfo> section; for ISO 19115, this is the “gmd:dataSetURI” field in the MD\_Metadata section.)
- ❑ Consider validating the final draft of a FGDC CSDGM metadata record with [Metadata Parser \(MP\)](#) before submitting the record to your metadata reviewer. (Note: This test may have already been done by the metadata creation tool/application you used.)

## Reviewers

- ❑ Select qualified reviewer(s) for both the data and metadata reviews. (For additional guidance on conducting data and metadata reviews, refer to the [data checklist](#) and the [metadata checklist](#).)

## For More Information

Refer to Survey Manual (SM) chapter [SM 502.8](#) and <https://www2.usgs.gov/datamanagement/share/datarelease.php> for more information. For more information on creating metadata records, refer to: <https://www2.usgs.gov/datamanagement/describe/metadata.php>.