

Metadata Submission Cheatsheet

Additional detail in documents and videos @ <https://environmentaldatainitiative.org>

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Dataset TITLE:

Include what/where/when in the dataset title. Who/where/why/how will be stored elsewhere in metadata (abstract/methods).

Dataset ABSTRACT and METHODS:

Prepare abstract and methods narrative as separate docx files.

Dataset KEYWORDS:

Use controlled vocabulary where possible. For example: [LTER](#) and [ISO 19115](#). Add your own to supplement.

Dataset GEOGRAPHIC COORDINATES:

Use *decimal degrees* to define a point or bounding box. Use '-' to indicate longitude west. Multiple points or areas can be included. For permanent plots IM may have the coordinates.

Dataset PERSONNEL:

Identify 'Creators' - they will show up as authors in the citation, 'PI' entries show up in funding. Also identify other associated Parties.

Dataset ENTITIES:

Datasets can include data tables, images, documents, code, raster/vector, and more. In all cases, data entities should be in an open access format commonly used in the research field. Examples are: csv, pdf, GeoTIFF, shapefile, R code, zipfiles.

Dataset TABLE ATTRIBUTES:

Column names should contain only alpha-numeric characters (plus underscore). Do not include units in column names. Do not begin column name with a numeric character.

Identify units for all numeric attributes.

Fill out catvars sheet for any categorical attributes.

Dataset TABLE CONTENT:

Use ISO date format of YYYY-MM-DD or YYYY-MM-DD hh:mm:ss

Missing values should be of the same data type as the column data (examples: NA for strings, -999 for numeric). Fill all blank cells with missing value code.