Metadata Guidance

The UK Polar Data Centre (PDC) will use the metadata you provide to us to issue a Digital Object Identifier (DOI) to a dataset and make the dataset available via data catalogues such as the PDC [Discovery Metadata System](https://data.bas.ac.uk/) (DMS).

Please ensure you provide enough information to enable future users to find, understand and re-use the data. All acronyms or abbreviations should be explained and all units and parameters described. Filenames should be meaningful, unique and consistent. Please note it may still be necessary to provide supporting documentation with your data files.

Key Metadata Fields

1. Title

*This should describe the dataset, not the project/activity which produced it. You might consider a title that answers the questions ‘what, where, when’.*

1. Abstract

*The abstract should summarise the dataset, allowing the reader to determine the scope and relevance of the resource. It is recommended that the abstract is organised following the ‘what, where, when, how, why, who’ structure.*

1. Funding source

*Please be as specific as possible and include a reference number where available e.g. NERC standard grant NE/J012345/1.*

1. Keywords

*Pick a number of keywords (~5) which will help others discover your dataset when searching our DMS.*

1. Personnel

*List all those involved in producing this dataset in order of priority ie the order you would like them to be included in the citation.*

*Format should be as follows: Full name, role, Orcid number, organisation*

*Eg Jane A. Smith, Dataset creator and contact person, 0001-0001-0001-0001, University of Life*

*Roles: As a minimum, you must include the roles of the dataset creator(s) and a contact person for the data. Common other roles include researcher, project leader, project member, and project manager. All roles are defined*[*here*](https://schema.datacite.org/meta/kernel-4.3/doc/DataCite-MetadataKernel_v4.3.pdf) *on pages 13, 34-38.*

*NB (1): Only dataset creators are used in the citation, but all personnel will be listed in the metadata – this is standard practice.*

*NB (2): The personnel information you provide will be used in the DOI metadata as specified; the DMS metadata may differ (i.e. priority ordering and role titles) due to current software limitations.*

***Please check the following:***

* ***The authors are in the preferred order.***
* ***Names appear as you wish them to appear in the dataset metadata and citation, including a middle initial if relevant.***

1. Lineage/methodology

*Describe how the data was gathered and how it was processed, in enough detail to allow the reader to understand and re-use the data. If this data was collected on a cruise, please also state the cruise number. Metadata pertaining to model output should include the name and version of the model, the conditions of the calculation and the nature of its output.*

1. Instrumentation

*List the instrumentation and software (including the version number) used in sample collection, analysis and processing.*

1. Quality

*Information about the accuracy of the data and any quality control procedures followed e.g. instrument calibrations, factors affecting the data, use of replicates and standards. Include information on losses of data and any cleaning of the data. Any missing values or unexplained characters (e.g. N/A) must be explained.*

1. Related datasets

*Is this data part of a larger project or associated with any other datasets you are submitting? If you are depositing model output, you should include a link to the model code here (preferably from GitHub).*

1. Related URLs

*If you have a project page or online reports, for example, this can be linked.*

1. Temporal coverage

*Provide a start date and end date for the data collection (as yyyy-mm-dd). If you collected data over multiple seasons please provide the dates for each season, or if the data are continuous please provide an overall date range. For modelling data, please include the dates you ran the model and the output date range.*

1. Spatial coverage

*Include all relevant spatial coverage information from the following: latitude (southernmost and northernmost); longitude (westernmost and easternmost) – in decimal degrees; altitude (min and max); and depth (min and max).*

1. Resolution

*State if your data has a specific horizontal, vertical or spatial resolution.*

1. Location

*Please provide place names – a broad region and associated localities – using a recognised source, e.g.* [*The SCAR Composite Gazetteer of Antarctica*](https://data.aad.gov.au/aadc/gaz/scar/)*.*

1. References

*Reference any publications/articles made from this data, to be listed against this dataset. If there is a paper or report that describes the methodology in detail, please provide the reference.*

1. Data structure and data format

*How many files are there, what format are they in and what are their approximate volume? The data should be in an open format (e.g. csv instead of Microsoft Excel) unless otherwise agreed.*

1. Access constraints

*State if there are any restrictions on accessing the data, e.g. if the data are under embargo and when it will be made freely available. State if a log in for reviewers to access an embargoed dataset is needed.*

**IF YOU LEAVE THIS SECTION BLANK, THE DATA WILL BE MADE PUBLIC AT THE TIME OF ISSUING A DOI.**

1. Use constraints

*State if there are any restrictions on the use of the dataset once accessed. For NERC-funded data, the* [*Open Government Licence*](http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/) *is generally used.*

1. Final version

*State whether this is this the final version of the dataset, or whether you think changes may arise following review of any related publications?*