

## **README file: suggested information**

*Note: complete a README file for **each** data record you are submitting.*

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**Title:** Same title that you submitted in the self-submission form/discovery metadata sheet

**Abstract:** Same abstract that you submitted in the self-submission form/discovery metadata sheet

**Contact:** Indicate who will be the primary point of contact for the dataset.

**Email and/or phone number for contact person**

**License information or restrictions placed on the data** – e.g., [CC0](#)

**Recommended [data citation](#)**

**Format of data files** – e.g., .csv, .txt, .pdf, .tif, .py

**Location where data were collected** – Please be as specific as possible about the geographic coverage of your data, and record this information according to defined standards, such as [FGDC](#) or the [Getty Thesaurus of Geographic Names](#).

**Time period during which data were collected** - Please use the [W3C/ISO 8601 date standard](#) to record the temporal coverage of your dataset (YYYY-MM-DD).

**File Information** - File names, directory structure, and brief description of each file or file type, including where in the research process each data file lies (e.g. raw/unanalyzed data, processed/analyzed data, rendered/visualized data). Also indicate the number of data files, including the README file.

**Definitions of acronyms, site abbreviations, or other project-specific designations used in the data file names or documentation files**

**Variable information** - Description of the parameters/variables (column headings in the data files) and units of measure for each parameter/variable, including special codes, variable classes, GIS coverage attributes, etc. used in the data files themselves, including codes for missing data values

**Uncertainty, precision, and accuracy of measurements**

**Environmental or experimental conditions** (e.g., cloud cover, atmospheric influences, computational environment, etc.)

**Method(s)** –Describe the methods for collecting, creating, or compiling the submitted data, as well as the methods for processing data, if data other than raw data are being contributed

**Standards or calibrations that were used**

**Software** – List any software (including version number) used to produce, prepare, render, compress, analyze and/or needed to read the dataset, if applicable

**Quality assurance and quality control that have been applied**

**Limitations to reuse** - Known problems or caveats that would limit reuse of the data or other caveats (e.g., uncertainty, sampling problems, blanks, QC samples) that future users should know

**Date dataset was last modified**

- Are there multiple versions of the dataset? yes/no
  - If yes, list versions:
    - Name of file that was updated:
      - i. Why was the file updated?
      - ii. When was the file updated?
    - Name of file that was updated:
      - i. Why was the file updated?
      - ii. When was the file updated?

**Related materials** - Relationships with any ancillary datasets outside of this dataset, if applicable

**Data source** - Resources, such as books, articles, serials, and/or data files, if any, that served as source of this data collection

**Related Files** - Files names of other documentation that are being submitted along with the data and that would be helpful to a secondary data user, such as pertinent field notes or other companion files, publications, etc.

**Any other important information about your data**