DATAVERSE METADATA

This brief guide gets you started with submitting datasets to Dataverse. For more help, see the Dataverse Metadata Best Practices Guide.

# Know the basics

* Metadata is data that describes other data
* Good metadata makes your datasets findable and reusable
* At a minimum, use the required fields in Dataverse and provide a readme file to describe your datasets
* If you can, use discipline-specific fields (geospatial, social sciences, life sciences, astronomy)
* Keep file names concise but descriptive
* Provide accompanying documentation to facilitate use by others (e.g. user guides, codebooks, dictionaries)

# Useful Required Fields

* Title: full title by which the dataset is known
* Name: person, corporate body or agency responsible for creating the work
* Contact Email: email address of the contact for the dataset
* Description Text: summary of purpose, nature and scope of the dataset
* Description Subject: broad domain-specific subject category
* Other recommended fields include Producer, Contact Name, Keywords, Related Publication, and Date(s)

# Date Your Data

* Date of collection
* Time period covered
* Production date: when dataset is finalized and ready for analysis/distribution
* Deposit date: when dataset is deposited
* Distribution date: when dataset is made available for distribution
* Publication date: when dataset is made public in Dataverse

# Locate your data

* Geospatial metadata describe maps, GIS files, or other located-based data
* At a minimum, use Geographic Coverage to describe location-based data and confirm place names at Geonames.org
* Add bounding box coordinates to make data findable with a map-based search tool



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