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