Sample template: information required for item type: dataset.

Research organisations must ensure that appropriately structured metadata describing the research data they hold is published (normally within 12 months of the data being generated) and made freely accessible on the internet; in each case the metadata must be sufficient to allow others to understand what research data exists, why, when and how it was generated, and how to access it. Where the research data referred to in the metadata is a digital object it is expected that the metadata will include use of a robust digital object identifier (For example as available through the DataCite organisation - http://datacite.org).
Items marked with an asterisk * are mandatory. Please fill in as fully as possible.

For more information check out the Edinburgh Napier Research Repository - http://researchrepository.napier.ac.uk/ or the Open access blog - http://blogs.napier.ac.uk/open-access/

If you need help or advice please e-mail the Repository@napier.ac.uk mailbox

Metadata field	Data required
*Title	Title of dataset – can be project name but should give indication of content.
*Abstract/Description	Give as full an explanation as possible describing the data. Include information about why, where and when the data was collected. Try not to use acronyms or jargon – the information should be understandable by the general public.
*Authors/ Creators	Names of all the people involved in the creation of the data. Surname, first name. Multiple entries can be made but should be listed in order of priority. E.g. Principal Investigator should be listed first regardless of affiliation.
*Type of data	e.g. Excel spreadsheet; Video; Sound files
*Funder	Enter name of your funding body. If funded internally please indicate this.
*Publisher	Organisational name if not published e.g. Edinburgh Napier University
*Project Name	Project name/ grant number
*Date	Indicate the date the data was collected. If the data was gathered over a period of time please give the start and end date. Although the metadata field in the repository is for a specific date we will include the data range in the Abstract/ Description or the Additional Information fields.
DOI/ Unique Identifier	If your data already has a DOI (Digital Object Identifier) or some other unique identifier please provide it. If not and you would like your data to be given a DOI please say so. The Repository will mint the DOI for you.
*Legal & Ethics	Provide information about any legal or ethical implications for your data.
Version	Please indicate which version of the data this resource refers to. You should include the version number e.g. suggested practice: track major_version: minor_version. V1.1, V1.2 =

	minor revisions but V.2 = major revision. The Principal Investigator/ data steward should determine which are major vs minor revisions.
Keywords/ Subject	Provide keywords to help discoverability.
Files	If files are being stored in the repository as part of the record please give clear instructions about whether these can be made Open Access. If not please indicate if they should be restricted to either Registered Users (Edinburgh Napier staff) or Repository Administrators. Please also supply a date when the restrictions can be lifted. Large files can be zipped. If the data files are not being stored in the repository please provide a link to their location. Please also indicate how and under what circumstances the data can be accessed.
Link to publications	Provide a link to any publications using your data. Preferably this should be the URL using the publication DOI (Digital Object Identifier). Ensure your outputs are in the Edinburgh Napier Research Repository.
License your data	Choose the appropriate licence. Open Data Commons Attribution Licence (ODC-BY-1.0) allows users to use, share and adapt your data as long as it is properly attributed. More information can be found here - http://opendatacommons.org/licenses/by/1-0/ Alternatively use the Creative Commons suite of licenses - http://creativecommons.org/
Supplementary Information	Spatial Coverage: country/place. Language. Anything which helps explain and identify your data.