

# A Brief Guide: Dataverse Metadata

This brief guide gets you started with submitting datasets to Dataverse. For more help, see the *Dataverse Metadata Best Practices Guide* and *A Brief Guide: Dataverse* at: <https://portagenetwork.ca/portage-training-resources/>

## 1

### Know the basics

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

## 2

### Use required fields

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

## 3

### Date your data

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

## 4

### Locate your data

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