**PIE Metadata Template**

*This template supplies the metadata that will describe data packages published in the Plum Island Ecosystems (PIE) LTER and the Environmental Data Initiative (EDI) data catalog. A new template should accompany all new datasets that are submitted to the Information Manager (IM).*

*All submitted tabular data should be in csv text file format. If you are starting with an Excel spreadsheet, please do not export formulas and comments on cells. If you need comments, put them in their own column. For non-tabular data types, such as spatial, image, or specimen data, please contact the IM first (*[*pie\_im@mbl.edu*](mailto:pie_im@mbl.edu)*).*

# Dataset Title

*Be descriptive, more than 5 words*

# Data File Name

# Data Table Description

*Add a description for the data table below. If there are multiple tables in the dataset, add additional descriptions and tables. Add rows as needed.*

* *Column Name: exactly as it appears in the dataset. Avoid special characters, dashes, spaces, and parentheses.*
* *Description: please be specific*
* *Units: please avoid special characters and describe units in this pattern: micromolePerLiter, gramPerMeterSquared, milligramPerMeterSquaredPerDay*
* *Date Format: Indicate exactly how the date and time is formatted. Our recommended best practice is YYYY-MM-DD hh:mm:ss plus the time zone and whether or not daylight savings was observed.*
* *Code explanation: If you use codes in your column please define (e.g. LPA=Laws Point Alterniflora, BD=Below detection, C=Control)*
* *If a code for ‘no data’ is used, please specify (e.g. “NA”)*

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| **Column Name** | **Description** | **Units/Date Format** | **Code Explanation** | **Missing Value Code** |
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# Creators

*List in order - as for a paper - with email addresses, organization, and preferably ORCID. You can get an ORCID quickly and for free here:* [*orcid.org*](http://orcid.org/)*. Add table rows as needed.*

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# Other Personnel

*Other contributors who will not get publication credit on the dataset.*

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| **Role** | **First Name** | **Middle Initial** | **Last Name** | **Organization** | **Email** | **ORCID** |
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# Abstract

*Include what, why, where, when, and how.*

# Keywords

*List keywords and separate with commas. We recommend starting with the* [*LTER controlled vocabulary*](https://vocab.lternet.edu/vocab/vocab/index.php) *in order to improve future discovery and reuse of your data. You may also add any additional keywords you feel are relevant. The IM will add a few keywords to link the data to the PIE LTER.*

# Geographic Location

*Provide locations for all sites associated with the project. Altitude is optional. If you collected data along transects, we recommend using a bounding box to describe the entire transect area and using transect points as an identifier within the data.*

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| **Description** | **Bounding coordinates (decimal)** | | | | **Minimum altitude** | **Maximum altitude** | **Altitude units** |
| **North** | **South** | **East** | **West** |
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# Temporal Coverage

*Enter the start and end data and indicate if the data collection is ongoing or completed.*

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| --- | --- |
| **Start Date** |  |
| **End Date** |  |
| **Data collection status** |  |

# Taxonomic Coverage

*If research is specific to taxonomic groups, please identify them here in a way that can be tied to a generally-accepted taxonomic authority (such as ITIS, NCBI, or WORMS). All taxonomic groups included in the data should be listed here, even if they are not identified down to the species level.*

# Methods

*Please be specific.*

# Funding

*Add rows if you need to acknowledge several grants, starting with the main grant. List only the main Principal Investigator.*

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| --- | --- | --- | --- | --- | --- | --- |
| **PI First Name** | **PI Middle Initial** | **PI Last Name** | **PI ORCID** | **Title of Grant** | **Funding Agency** | **Funding Identification Number** |
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# Associated Documents (optional)

*List below any associated documents, such as articles citing this dataset, scripts, or code you would like to archive with your data, or data provenance. Add more rows as needed*

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| --- | --- | --- |
| **Article DOI** | **Article Title** | **Journal Name** |
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| **File Name** | **Description** | **Scripting Language** |
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| **Dataset Title** | **Dataset DOI** | **Creator (name & email)** | **Contact (name & email)** |
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