



## Data Submission Requirements Field Season 2008

### Data Submission Policy

All data collected at the UW Arboretum, or its outlying properties, must be submitted to the Arboretum Data Repository. All data should be submitted in a format that is transferable among a variety of database/spreadsheet programs. Microsoft Excel (.xls), Access (mdb), .dbf, or comma-delimited ASCII preferred for tabular data, ESRI shapefile or geodatabase format for spatial data.

Data submissions must be accompanied by a metadata document that meets the Arboretum metadata requirements (see Metadata Requirements, below).

### Metadata Requirements

Data submitted to the Arboretum must be accompanied by a metadata document in Microsoft Word format. The metadata document must present enough information so that a person unfamiliar with the study may understand the nature of the data, as well as the context in which they were collected. A future researcher should be able to replicate all collection techniques, including locations of prior collections. The metadata file should include as much as possible of the following:

- Dataset title:** The title of the dataset
- Arboretum Permit #:** Example 2004-02
- PI:** The name of the principal investigator responsible for the generation of the data set
- Co-PIs:** Other investigators involved in data generation
- Abstract:** A brief narrative summary of the dataset
- Purpose:** The reason why the study was initiated
- Experimental design:** A brief description of the design
- Research methods:** Detailed description of sampling techniques, instruments utilized (make/model), individual measurements, and/or analytical processes.
- Data collection start date:** MM/DD/YYYY
- Data collection end date:** MM/DD/YYYY or "ongoing"
- Site location:** Description of site, including elevation, lat, long if available
- File name(s) and Contents:** Name of the data file(s) and their contents
- QA/QC:** Methods of data entry and quality control for the dataset
- Field format:** A list of data columns, the units measured, and whether or not they are coded (see example below):

| Field | Format  | Variable | Definition    | Units     | Coded? |
|-------|---------|----------|---------------|-----------|--------|
| 1     | Text    | Loc      | Site location | -         | Yes    |
| 2     | Integer | Temp     | Temperature   | Degrees C | No     |

**Missing data code:** If applicable, the code used for missing data values within dataset (e.g., 9999, \*, etc.).

**Comments:** Any comments or concerns about the data, including limitations or restrictions on data use or dissemination. Also, any influencing factors that may have affected data reliability (e.g., environmental conditions, sampling technique changes).

### **Metadata requirements for spatial data**

Spatial (GIS/GPS) datasets should contain FGDC-compliant metadata embedded in the shapefile/feature class. For more information, see the FGDC Content Standard for Digital Geospatial Metadata (CSDGM) <http://www.fgdc.gov/metadata/geospatial-metadata-standards>. Dane County coordinate system is preferred for spatial data.

### **Restrictions on data dissemination**

All data generated at the UW-Arboretum are to be made available to any and all interested parties unless otherwise noted by the researcher. Researchers are allowed time to organize, analyze, and publish their data before they become available to the public. Restrictions on data dissemination will be evaluated on a case-by-case basis.

### **Citing UW Arboretum data**

All publications that use or refer to data generated in the UW-Arboretum or its outlying properties should cite the Arboretum Data Repository and the researchers responsible for data collection. Data citations should include the name(s) of the researcher(s) responsible for generating the data, the title of the data set, where the data set is located, and the years during which the data were collected.

### **Contact**

Submit data and metadata (as well as questions regarding this document) to:

Mark Wegener  
Database Administrator  
UW Arboretum  
1207 Seminole Highway  
Madison WI 53711  
[wegener@uwarb.wisc.edu](mailto:wegener@uwarb.wisc.edu)

\* Note that options exist for web data submission (FTP, WebDAV...). Please contact the database administrator (contact info above) to make arrangements.