ReadMe Template

A ReadMe file is a record of your research and data collection methods so that future researchers can reuse your data in their own work.

Copy the text below and paste it into a plain text file with a .txt file extension. Depending on the structure of your data, you might create a ReadMe for each file. Fill out the fields in the ReadMe that are relevant to your data, providing as much detail as possible.

When you are ready, upload the ReadMe file(s) to the Carolina Digital Repository (CDR) along with your dataset. The CDR requires a ReadMe (or other documentation such as a codebook) for dataset submissions.

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This DATASETNAMEreadme.txt file was generated on [YYYYMMDD] by [Name]

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GENERAL INFORMATION

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1. Title of Dataset

2. Author Information (add contact information for additional authors as necessary)

Principal Investigator Contact Information

Name:

Institution:

Address:

Email:

Associate or Co-investigator Contact Information

Name:

Institution:

Address:

Email:

3. Date of data collection (single date, range, approximate date) <suggested format YYYYMMDD>

4. Geographic location of data collection (where was data collected?):

5. Information about funding sources that supported the collection of the data:

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DATA & FILE OVERVIEW

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1. File List

A. Filename:

Short description:

B. Filename:

Short description:

C. Filename:

Short description:

2. Relationship between files:

3. Additional related data collected that was not included in the current data package:

4. Are there multiple versions of the dataset? yes/no

If yes, list versions:

Name of file that was updated:

i. Why was the file updated?

ii. When was the file updated?

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i. Why was the file updated?

ii. When was the file updated?

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METHODOLOGICAL INFORMATION

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1. Description of methods used for collection/generation of data:

<Include links or references to publications or other documentation containing experimental design or protocols used in data collection>

2. Methods for processing the data: <describe how the submitted data were generated from the raw or collected data>

3. Instrument- or software-specific information needed to interpret the data

4. Standards and calibration information, if appropriate:

5. Environmental/experimental conditions:

6. Describe any quality-assurance procedures performed on the data:

7. People involved with sample collection, processing, analysis and/or submission:

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DATA-SPECIFIC INFORMATION FOR: [FILENAME]

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<create sections for each dataset (or file if appropriate) included>

1. Number of variables:

2. Number of cases/rows:

3. Variable List

A. Name: [variable name]

Description: [description of the variable]

Value labels if appropriate

B. Name: [variable name]

Description: [description of the variable]

Value labels if appropriate

4. Missing data codes:

Code/symbol Definition

Code/symbol Definition

5. Specialized formats of other abbreviations used

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SHARING/ACCESS INFORMATION

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1. Licenses/restrictions placed on the data (note that the CDR requires you to select either a [CC0](https://creativecommons.org/publicdomain/zero/1.0/) or [CC-BY](https://creativecommons.org/licenses/by/4.0/) license for data):

2. Links to publications that cite or use the data:

3. Links to other publicly accessible locations of the data:

4. Links/relationships to ancillary data sets:

5. Was data derived from another source?

If yes, list source(s):

6. Recommended citation for the data:

Adapted from a template by the [Cornell University Research Data Management Service Group](https://data.research.cornell.edu/content/readme)