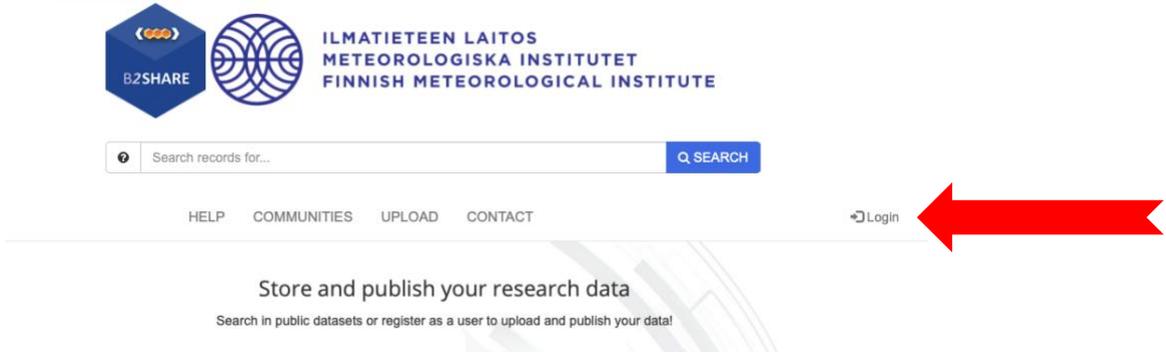


## METADATA CHEAT SHEET

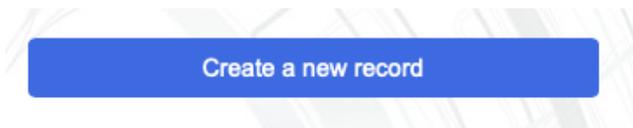
☛ Go to [fmi.b2share.csc.fi](https://fmi.b2share.csc.fi)

☛ Hit **Login** button in the upper right corner.

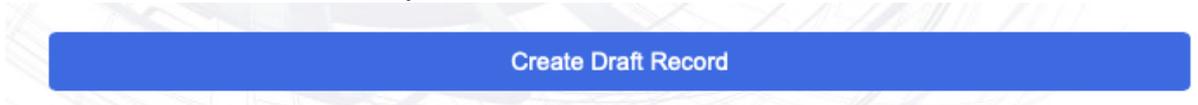


☛ Use you Haka credentials to access the service.

☛ Hit **Create a new record**



☛ Write a preliminary title (you will be able to edit it later on), press FMI button besides Community and then



☛ Start by adding your files. If your files are in your computer, drop them in the designated area. If your files are somewhere else (in Allas or similar), go to the “External file URLs” and fill in the field with the URL.

Please note that all the main fields (the most left ones) marked with an asterisk are mandatory. You will not be able to publish your metadata if you do not fill the compulsory fields.

☛ Fill in the fields with appropriate information. Please note that each field has a pop-up explanatory function which can be accessed either by moving the cursor over the text or by clicking in the corresponding field.

The table below includes the list of all the fields in the metadata record together with brief descriptions of what should be included in the field.

Field	Description
Titles	Include what, when, where and how in your title. Be concise, do not use special characters unless absolutely necessary.
Descriptions	Describe the dataset, expanding on the elements of your title (location, time span, data type, instruments, model). Describe the relationship between the files, if any. You can also include few sentences about the larger significance of your project.
Creators	Names of the people who generated/collected /created the data. These names will be used in the author list.
Open access	Set <b>True</b> as default. Click the green button if you want to change the status of openness.
Embargo date	The date that marks the end of the embargo period. The data will be made available on the specified date at midnight. Based on the Open Data policy at FMI, the embargo period should not be longer than 2 years.
License	Click <b>Select license</b> and then Double click on the license of your choice. The License URL will appear automatically. FMI recommends <i>CC-BY</i> license, which is the default value for this field.
Disciplines	A very long list of disciplines. The default value is <i>3.3.2 -&gt; Earth Sciences -&gt; Environmental science</i>
Keywords	Include a minimum of three keywords.
Contact e-mail	Provide contact info of the people who are very familiar with the dataset. External users should be able to contact the creator of the data for further explanations or enquiries.
Publication date	The date when the dataset is made openly available to the general public. Same as embargo date – if you have an embargo period.

Hit <b>Show more details</b> to open more fields	
Contributors	List of other contributors who are relevant for the creation of the dataset. However, these names will not appear in the authors list. Think of it as the Acknowledgements in a scientific article.
Instruments	The scientific instruments used for the acquisition of data. If the instrument has a persistent identifier (PID), please include it.
Resource type	The type of the primary content of the resource. Click directly on the <b>Category</b> and chose from the drop-down list what element name describes best your dataset.
Alternate Identifiers	Any kind of other reference (URN, URI). If your dataset placed in another repository has been already given an identifier, write it here.
Version	A new <b>version</b> of a dataset may be created when an existing dataset is reprocessed, corrected or appended with additional <b>data</b> . Give the number of the version.
Publisher	The default value is <i>Finnish Meteorological Institute</i>
Language	The default value is <i>English</i>
Spatial coverage	<b>Place:</b> The name of the place/region where the data was gathered. Provide the lat/lon of the point and the corners of the box or polygon.
Temporal coverage	<b>Start time:</b> Start of the measurement/model. Chose the date and time from the drop-down menu. The time is every half an hour, but it can be edited to match your data. <b>End time:</b> Similar to start time. It can be left empty if you have a measurement punctual in time. <b>Span:</b> to be used for flexible, aperiodic or fuzzy (imprecise) time periods. (paleo period fits here, for example)
Funding resources	Include the name of the funding agency that supported the creation of the data.
FMI Metadata	

Topic category	Click on the drop-down menu and chose your topic.
Lineage	<p>Use this section of your metadata record to help future users understand how your dataset came to be.</p> <p>Use bullet points that summarize your data collection process, and be sure to mention and cite when possible any specific methods you employed during your study.</p> <p>Describe any methods or techniques you used to ensure the completeness and accuracy of your data (eg. calibration steps)</p> <p>Think of it as the Methods chapter in your scientific article, but more concise.</p>
Source data	Cite any existing datasets that your project used (eg. In modeling you can cite the input data, boundary data etc.)
Process step	Describe anything that was done to your data between when it was created and when it was analyzed. Process Steps may include how raw data were converted, transformed, or prepared for analysis.
Parameters	<p><b>Depiction:</b> parameter code or label as it appears in the datafile header or metadata (eg. temp_2)</p> <p><b>Parameter name:</b> long name of the parameter in a human readable format (eg. temperature at 2m above ground)</p> <p><b>Parameter unit:</b> units of the values of the parameters (eg. K)</p> <p><b>URL:</b> link to the description of the parameter if available</p>
<b>Spatial coverage</b>	
Resolution	Spatial resolution of the data grid
Levels	Data level in vertical direction (+ above sea level, - below sea level)
<b>Measurement/Model/Experiment</b>	
Platforms	Description of the platform where instrument is placed
Model	Short description of the model version used to create the data

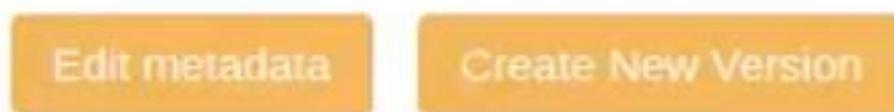
Supplemental Information	Explain why a new version of the data was created, give a link to the article related to the data or link to other data related to the data. Provide any information about your dataset you deem necessary or important for the external users. For example, explain why a new version of the data was created, give a link to the article related to the data or link to other data related to the data.
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You can either save the draft for later editing (in this case it will not yet be publicly available) by hitting **Save draft** button, or you can tick the **Submit draft for publication** and hit **Save and Publish**.

Please note that the citation will be created automatically and will include the creators, the year, and the title you inserted and the DOI which is automatically assigned by the system. The citation can be downloaded as BibTex or can be formatted in a different style by using the DOI Citation Formatter. For this you need to hit [More citation choices](#) at the bottom of the  box.

### Editing the metadata or changing the dataset

After making your data and metadata available to the general public, it is still possible to modify the metadata or to change the dataset. In your account, click on the record you want to change and scroll down to the bottom of the page. You will find two orange self-explanatory buttons:



**Edit metadata** will allow you to modify/improve your metadata description without changing the dataset. The DOI will remain unchanged.

By clicking **Create new version**, you will be able to change both metadata and the dataset. It is considered a good practice to explain why you created a new version (recalculation, adding new files etc.). Do this in

the **Supplemental information**. The new version will be given a new DOI and all old versions will be visible to public.

The service will be improved in time and new features will appear. We will inform you immediately what kind of modifications we made and the Cheat sheet will be altered accordingly. In the meantime, you can also make recommendations for improving the metadata template. We don't promise all of your suggestions will be implemented, but we promise we will seriously consider them.

Contact us: [Mikko.aalto@fmi.fi](mailto:Mikko.aalto@fmi.fi), [anca.hienola@fmi.fi](mailto:anca.hienola@fmi.fi)

**GOOD LUCK!**