

McMaster Dataverse Curation Log

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|----------------------|--|
| Dataset | |
| Author | |
| Depositor | |
| DOI | |
| Date(s) | |
| Curator | |
| Curation Time | |
| <i>Embargo</i> | |

| | | YES | NO | N/A |
|---|--|-----|----|-----|
| Organization | *Submission is appropriate for McMaster Dataverse | | | |
| | *Files open properly , contents appear as expected | | | |
| | Files and folders are named and structured appropriately (<i>spot check</i>) | | | |
| | *Dataset is free of obvious sensitivity – no direct identifiers | | | |
| | *Dataset is free of obvious licensing and intellectual property issues – no 3 rd party data or 3 rd party data sharing is clearly allowed | | | |
| | Data are in preferred file formats or documentation/software for other formats | | | |
| Documentation | *Dataset includes a README file | | | |
| | README is full and contains contextual information like computing environment for code, data collection, data sources, etc. | | | |
| | Supporting documentation is thorough and complete | | | |
| | No files missing from dataset described in the documentation | | | |
| Metadata | *Full Citation metadata is included and appears accurate: Title, Description, Subject, Author Name & Affiliation, Dataset Contact | | | |
| | *Related Publication information (<i>title and journal information minimum</i>) | | | |
| | Related Publication ID (DOI, Handle, ISBN, etc.) is included | | | |
| Additional optional metadata | Researcher ID (ORCID, ResearcherID, etc.) is included for each author | | | |
| | Temporal | | | |
| | Geospatial | | | |
| | Other | | | |
| Sensitive Data and IP (Confirmed by researcher) | *Data is free of any licensing and intellectual property (IP) issues | | | |
| | *Data is free of identifying/sensitive information | | | |
| | *Researcher has REB approval to share this dataset | | | |
| | *Researcher has assigned an open license to the dataset | | | |
| Added/Deleted/Changed Files: (<i>include date</i>) | | | | |

This McMaster Dataverse Curation Log was adapted from the [Dataverse Curation Guide](#) (framed around the acronym CURATION) which itself was updated and adapted from the [Data Curation Network's CURATE\(D\) Steps](#). Our list aligns with on-the-ground needs and realities of data sharing at McMaster and is intended to be updated as the program expands. Questions are phrased such that "YES" always indicates the dataset is ready for publication.

Metadata Changes: *(include date)*

Log Notes: *(include dates)*