

# McMaster Dataverse Curation Log

|               |  |
|---------------|--|
| Dataset       |  |
| Author        |  |
| Depositor     |  |
| DOI           |  |
| Date(s)       |  |
| Curator       |  |
| Curation Time |  |
| Embargo       |  |

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

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.

**Log Notes (continued):** *(include date)*

**Added/Deleted/Changed Files:** *(include dates)*

**Metadata Changed:** *(include dates)*