

University of Reading Research Data Archive Metadata Profile

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1	ID	Field	Element	Deposit page	Add/ Edit section name	Deposit workflow label	Default state (Expanded/ Collapsed)	Mandatory / Optional / Auto	Single/Multi instance	Input type	Notes	Description
2	1.1	Title	title	About the Dataset	Title	Title	Expanded	Mandatory	Single	Free text		The name or title of the resource.
3	1.2	Alternative title	alt_title	About the Dataset	Alternative title	Alternative title	Collapsed	Optional	Single	Free text		A short name, other name, acronym or alternative language title for the resource.
4	1.3	Description	abstract	About the Dataset	Description	Description	Expanded	Mandatory	Single	Free text		A brief description or abstract of the resource.
5	1.4	Keywords	keywords	About the Dataset	Keywords	Keywords	Expanded	Optional	Multi	Uncontrolled list	Separate by comma	Keywords or key phrases describing the resource.
6	1.5	Resource Type	data_type	About the Dataset	Resource Type	Resource Type	Expanded	Mandatory	Single	Controlled list		The resource type. Dataset is selected by default.
7	1.6	Access restrictions	legal_ethical	About the Dataset	Access restrictions	Access restrictions	Collapsed	Optional	Single	Free text		Information about any restrictions on access to the Dataset and the conditions which must be satisfied for access to be granted.
8	2.1	Creators	creators	People and Organisations	Creators	Creators	Expanded	Mandatory	Multi	Free text	Automatic lookup against staff data table	The main researchers involved in producing the resource in order of priority.
9	2.2	Organisational units	divisions	People and Organisations	Organisational units	Organisational units	Expanded	Mandatory	Multi	Controlled list		The University Schools, Departments, Groups, Centres and Research Platforms with which the Creators are affiliated.
10	2.3	Participating Organisations	corp_creators	People and Organisations	Participating Organisations	Participating Organisations	Collapsed	Optional	Multi	Free text	Default = University of Reading	Organisations involved in producing the resource in order of priority, e.g. other HEIs, research organisations, laboratories, experimental facilities, and commercial partners.
11	2.4	Contributors	contributors	People and Organisations	Contributors	Contributors	Collapsed	Optional	Multi	Controlled list (contribution)	Automatic lookup against staff data table	Other persons or organisations responsible for collecting, managing, distributing, or otherwise contributing to the development of the resource. The type of contribution can also be selected.
12	2.5	Rights-holders	copyright_holders	People and Organisations	Rights-holders	Rights-holders	Expanded	Mandatory	Multi	Free text		The person(s) and/or organisation(s) holding rights in the resource, including copyright, database right and any intellectual property rights, such as patent rights.
13	2.6	Project	projects	People and Organisations	Research funders	Project	Expanded	Optional	Single	Free text		The name of the project(s) in which the data originated.
14	2.7	Funders	funders	People and Organisations	Research funders	Funders	Expanded	Mandatory	Multi	Controlled list	Default = No funder	The funding organisation(s) that provided financial support for the development of the resource
15	2.8	Grant number	grant	People and Organisations	Research funders	Grant No.	Expanded	Optional	Multi	Identifier		Reference or ID number(s) for the research grant(s) that produced the resource.
16	3.1	Collection period	collection_date	Additional Details	Time period	Collection period	Collapsed	Optional	Single	Date		Dates for the start and end of the data collection period(s) for the resource.
17	3.2	Temporal coverage	temporal_cover	Additional Details	Time period	Temporal coverage	Collapsed	Optional	Single	Date		Start and end dates for the content of the resource, e.g. where data involves a historical component.
18	3.3	Geographic coverage	geographic_cover	Additional Details	Geographic coverage	Geographic coverage	Collapsed	Optional	Single	Free text		Where data involves a spatial component, the spatial region or named place where the data were gathered or about which the data are focused.
19	3.4	Geographic location	bounding_box	Additional Details	Geographic location	Geographic location	Collapsed	Optional	Single	Latitude longitude values	Link to http://www.openstreetmap.org for values	Where data involves a spatial component, a bounding rectangle to indicate geographic extent. Four boxes contain values for North latitude, East longitude, South latitude, West longitude.
20	3.5	Data collection method	collection_method	Additional Details	Data collection method	Data collection method	Collapsed	Optional	Single	Free text		Information about the data collection methodology.

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21	3.6	Data processing and preparation activities	provenance	Additional Details	Data processing and preparation activities	Data processing and preparation activities	Collapsed	Optional	Single	Free text		Information about any processing activities carried out in the preparation of the resource for deposit in the Archive, e.g. data cleansing/consistency checks, file format migrations, the source of third party or derived data, etc.
22	3.7	Resource language	language	Additional Details	Language	Resource language	Expanded	Optional	Single	Controlled list	Default = English	The primary language of the resource.
23	3.8	Additional information	note	Additional Details	Additional information	Additional information	Collapsed	Optional	Single	Free text		Any relevant information about the resource that cannot be entered anywhere else. Information will appear on the public summary page for the resource.
24	4.1	Data Publisher	publisher	Publication Details	Data Publisher	Data Publisher	Expanded	Mandatory	Single	Free text	Default = University of Reading	The entity that holds, archives, publishes, prints, distributes, releases, issues, or produces the resource.
25	4.2	Publication date	date	Publication Details	Original Dataset	Publication date	Expanded	Optional	Single	Date	Default = [current year]	The publication date of the resource.
26	4.3	Original Dataset URL	official_url	Publication Details	Original Dataset	Dataset URL	Expanded	Optional	Single	Identifier		The original URL of a Dataset already published by another data publisher in an external resource.
27	4.4	DOI	id_number	Publication Details	DOI	DOI	Expanded	Automatic	Single	Identifier		A resolvable persistent unique identifier for the resource.
28	4.5	Related resources	related_resources	Publication Details	Related resources	Related resources	Expanded	Optional	Multi	Identifier		The names and unique identifiers of related resources. The resource type can also be specified.
29	4.6	Related publications in CentAUR	repo_link	Publication Details	Related publications in CentAUR	Related publications in CentAUR	Expanded	Optional	Multi	Identifier	Start typing item title for CentAUR lookup	Reciprocal link(s) to any publications related to the resource held in the CentAUR publications repository.
30	4.7	Contact	contact_email	Publication Details	Contact email address	Contact	Expanded	Mandatory	Multi	Email address	Default = researchdata@reading.ac.uk	A contact authorised to act on behalf of the rights-holder(s), and to grant or refuse requests for access to restricted data. A valid Contact email address must be provided by the Depositor if anyone other than or additional to the Archive Administrators will act as Authorising Agent for requests to access Restricted data files.
31	4.8	Retention date	retention_date	Publication Details	Retention information	Retention date	Expanded	Optional	Single	Date		The date on which continued retention of a resource held in the Archive will be subject to review.
32	4.9	Retention action	retention_action	Publication Details	Retention information	Retention action	Expanded	Optional	Single	Free text		The action to be taken when a resource held in the Archive comes up for review.
33	4.10	Retention comment	retention_comment	Publication Details	Retention information	Retention comment	Expanded	Optional	Single	Free text		Any comment(s) relating to the retention review.
34	4.11	Comments and suggestions	suggestions	Publication Details	Administrative note	Comments and suggestions	Collapsed	Optional	Single	Free text		Information or questions for the attention of the Archive Administrators relating to the submission, e.g. to explain why access to data files has been restricted or why an embargo period of greater than 2 years is required. Information is for internal administrative purposes only and will not be publicly displayed on the Dataset Metadata Record.
35	5.1	Access	security	Files	[File details]	Access	Expanded	Mandatory	Single	Controlled list	Default = Open	Access settings be assigned to each individual file or zip bundle.

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36	5.2	Content	content	Files	[File details]	Content	Expanded	Mandatory	Single	Controlled list		The Content type of the file or zip bundle, e.g. Data, Documentation, License.
37	5.3	Description	formaldesc	Files	[File details]	Description	Expanded	Mandatory	Single	Free text		A brief description of the file or zip bundle.
38	5.4	Embargo expiry date	date_embargo	Files	[File details]	Embargo expiry date	Expanded	Optional	Single	Date		The date on which the file embargo expires and the file will be made publicly available.
39	5.5	License	license	Files	[File details]	License	Expanded	Optional	Single	Controlled list	Default = Creative Commons Attribution 4.0	The specified license for the file or zip bundle.
40	5.6	Document MIME type	mime_type	N/A	N/A	N/A	N/A	Automatic	Single	MIME type		
41	5.7	Document metadata version	rev_number	N/A	N/A	N/A	N/A	Automatic	Single	Version number		
42	6.1	Depositing User	userid	N/A	N/A	N/A	N/A	Automatic	Single	Controlled list		The person who deposits the resource into the Archive.
43	6.2	Date deposited	timestamp	N/A	N/A	N/A	N/A	Automatic	Single	Date		The date on which the resource is deposited into the Archive.
44	6.3	Revision	revision	N/A	N/A	N/A	N/A	Automatic	Single	Version number		The version number of the resource.