GUIDE TO THE NBN ATLAS METADATA FORM

When a new dataset is submitted to the NBN Atlas, it must be accompanied by a metadata EML file or a csv file, to describe the dataset. The csv file provided on the NBN Atlas has pre-defined headings. These headings are described below.

Metadata term	Description	Required
title	The title by which the dataset is commonly known. If the dataset does not already have a title it should be given one that describes its contents. Best practice is to include the data subject, date range and geographic extent, e.g. 'Butterfly destructions for Great Britain for the period 1994 to 2004'.	Yes
organizationName	Name of organisation or group as displayed on the NBN Atlas	Yes
abstract	General description of the dataset. This should summarise the subjects included, for example species or habitats. Where you have included zero abundance records (absences) please describe the sampling undertaken within the survey or monitoring programme and where possible the sampling effort involved to ascertain a true absence of the species at the given location. It is recommended that ad hoc or casual absence records be excluded from the dataset.	Yes
additionalInfo	Where available please provide details on where additional information about the data can be found. For example, this could refer to your organisation'	
license	The licence that should be applied to all records in the dataset (CC0, CC-BY, CC-BY-NC or OGL)	Yes
rights	Additional rights or copyright information	
bibliographicCitation	The text that should be used when the dataset is cited in publications and reports.	
geographicDescription	Description of the geographic extent of the dataset. For survey-based data this may be a larger geographic area than the occurrence of records within the dataset. For example, a butterfly survey for the whole of Great Britain may only have generated records in southern England for some species.	
westBoundingCoordinate	Longitudinal bounding coordinate	
eastBoundingCoordinate	Longitudinal bounding coordinate	

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northBoundingCoordinate	Latitudinal bounding coordinate	
southBoundingCoordinate	Latitudinal bounding coordinate	
temporalCoverage (start date)	Earliest record date	
temporalCoverage (end date)	Latest record date	
purpose	Please describe the purpose for which the records were originally collected and also, where different, the reason for producing the dataset. For example, the dataset may have been created to identify the national distribution of a species, but some of the individual records may have been taken as part of a site based environmental impact assessment.	
methods	A concise description of the methods and techniques used in the creation of the dataset. Where possible you should provide a description of the methods used in dataset collation. For example, the criteria for record inclusion, the methods used to verify records and validate the dataset. You should also, where possible, provide details on the methods used in data capture. For example, pitfall traps, direct observations, NVC survey methodology etc. You should highlight any areas of uncertainty with regard to any aspect of data capture and collation.	
qualityControl	An assessment of the quality of data capture and/or the collated dataset as a whole. Ascribe your general level of confidence in the data source, processing, validation and record collation. For example, 'Data have only been updated and maintained sporadically since the early 1990s and should not be regarded as having comprehensive geographic or taxonomic coverage. Older data, input in the mid 1980s have not been reassessed in light of recent taxonomic splits or aggregations. Data should therefore be checked against original sources before use in contentious circumstances'.	
contact givenName	Dataset contact's first name (publicly available on the dataset metadata page)	
contact surName	Dataset contact's surname (publicly available on the dataset metadata page)	
contact electronicMailAddress	Dataset contact's email (publicly available on the dataset metadata page)	Yes
contact phone	Dataset contact's phone number (publicly available on the dataset metadata page)	