

Quick Start Guide for publishing data through GFZ Data Services

1. Please describe your data via the GFZ Metadata Editor (<http://pmd.gfz-potsdam.de/panmetaworks/metaedit/>).
2. **Help** on the functionality of the GFZ Metadata Editor (“Help on Formular”) as well as a commented list on metadata fields (“Help on Metadata fields”) is in the top menu of the Metadata Editor (About/Help)
3. Red fields are mandatory fields. However, to improve data discovery, we recommend to fill the form as complete as possible.
4. Please send your **datasets** to kirsten.elger@gfz-potsdam.de. If the file size of your data is too large to be send via email, please contact us to discuss other data transfer options.

Some remarks on the contents of the metadata fields:

- **Licence:** following the Guidelines for the Handling of Research Data {link} of the GFZ German Research Centre for Geosciences for open science, we recommend a Creative Commons Attribution 4.0 (CC-BY) licence whenever possible.
- **Authors/Contributors:** please add your ORCID-id if you have one. The difference between authors and contributors is explained in the “Help on Metadata fields” document. Both, authors and contributors, are always searchable and connected to the dataset
- **Description:** please add an abstract describing the dataset: data format and form (e.g. do you have several individual datasets or one combined file), processing steps (please provide links [DOI of journal articles or URLs of other sources] whenever possible as well as a brief overview on the scientific background.
- **Thesaurus Keywords:** The NASA GCMD Science Keywords are key elements for the filter options within the GFZ Metadata Portal (<http://pmd.gfz-potsdam.de/portal/>). Therefore, we strongly recommend to select at least one NASA GCMD Science Keyword describing your dataset (more are very welcome). Please click on the little yellow pen to the left of the rows to select keywords from the thesaurus (see also the “Help on Formular” document).
- **Free Keywords:** In addition to the thesaurus keywords, you may enter as many free keywords as you like. These are also used as filter in the metadata catalogue
- **Temporal and spatial coverage:** please enter the geographical coordinates of your dataset as decimal degrees with at least 4 decimal digits an a “.” As delimiter (DD.dddd). northern latitudes and eastern longitudes have positive values, southern latitudes and western longitudes have negative values. For global datasets, please enter 90 -90 180 -180. You may also enter and check the location via the interactive map (access via the yellow pen sign to the left). Several points or bounding boxes may be entered as separate rows.
- **Related References:** It is important to cross reference datasets with journal articles or data reports describing the datasets, or articles that have used the data, or provide additional information on the area, or (most importantly) describe (processing) standards that have been used to process the data. Please enter the DOI (beginning with 10.xxx) or the URL (if no DOI is available) for the respective reference and indicate the type of relation. Note: related references may always be added to the metadata of a datasets (thus improving the data description and discovery), even after the registration of the DOI. We encourage you to inform us if you want to add new references to the published datasets.