Polar Data Catalogue Metadata Input Form

Please use this template and save in your files as a backup of your metadata. Simply copy/paste information onto website.

* Mandatory fields

* **Title of data** (e.g. *Climate Data in Northern Québec*):
  (Maximum characters = 250, including spaces)

* **How should the data be cited** (as unpublished data or a journal reference)?
  (Maximum characters = 500, including spaces)

* **Study site**: Please verify the spelling and form of the name of your study site using the [Canadian Geographical Names Data Base](http://geonames.nrcan.gc.ca/index_e.php) (http://geonames.nrcan.gc.ca/index_e.php). In the case of ambiguity (e.g., Mackenzie Delta in NWT or Yukon), please also provide the CGNDB Unique Identifier.
  (Maximum characters = 55, including spaces)

* **Purpose** (a summary of the intensions with which the data set was developed):
   (Maximum characters = 1500, including spaces)

* **Abstract** (description of methodology and data type, e.g., interviews, physical and chemical variables, imagery, recordings, maps and other spatial data, profile, etc.):
   (Maximum characters = 1500, including spaces)

Plain language summary (if available, please provide the text in more than one language):
   (Maximum characters = 1500, including spaces)

* **Responsible parties** (e.g. name of data collector(s)): Parties associated with the data and their roles. Provide as many names as relevant, and choose the appropriate role for each name. **One Principal Investigator and one Originator are required, and each can only be used once.** Collaborator is not required but can be assigned to major contributors other than the Originator. If a party is associated with more than one role, enter that name once for each role. *Mouse over role in on-line dropdown list to see definition of each role.*

Name of Responsible Party	Role (PI, Originator, Collaborator, or Point of Contact)
*	
*	

* **Links to data** (if available; Otherwise please enter principal researcher's email address):
  (Maximum characters = 100, including spaces)

* **Status of data collection/production**:

* **Maintenance and update frequency**:

* **Research Program(s)**: You may select more than one program. Mouse over research program name in on-line dropdown list to see Project Number and Project Title, if available.

Research Area (geographic coordinates in decimal format):
Coordinates MUST be between -90 and 90 for latitudes and between -180 and 180 for longitudes. Latitude is zero on the equator and positive in the northern hemisphere. Longitude is zero on the Greenwich meridian and negative to the west across America. For studies that cover the entire Arctic region, we suggest using 50 to 90 as latitudinal and 180 to -180 as longitudinal limits.

* North:
* South:
* West:
* East:

Time Period (during which the data were collected or which the data includes):
* Start Year:	* End Year:
* Start Month:	* End Month:
* Start Day:	* End Day:

Keywords (see keywords library at
http://www.polardata.ca/pdc/public/keywordslibrary.ccin)
(e.g. Alaska, Nunavik, Resolute, Active layer, Caribou, Glaciers, Migration, Stratigraphy, Diet, Salmonella, Habitat vulnerability)
Enter between FIVE and TEN distinct keywords or phrases from the list below:

* Keyword 1:
* Keyword 2:
* Keyword 3:

* Keyword 4:
* Keyword 5:
  Keyword 6:
  Keyword 7:
  Keyword 8:
  Keyword 9:
  Keyword 10:

* **Data Access**: Research Program must be selected before Security options will be displayed.