



Arboretum

UNIVERSITY OF WISCONSIN-MADISON

Data Submission Requirements

All data collected at the UW Arboretum (or its outlying properties) must be submitted to the Arboretum Data Collection. Data should be submitted in a format that is transferable among a variety of database/spreadsheet programs, and must be accompanied by a metadata document (see requirements below). Submit data and metadata to:

research@arboretum.wisc.edu

Metadata Document

Data submitted to the Arboretum must be accompanied by a metadata document in Microsoft Word or Excel format. The document should include sufficient information so that a person unfamiliar with the study may understand the nature of the data, as well as the context in which they were collected. The metadata file should include as much as possible of the following:

- **Arboretum Permit #:**
- **Researcher name(s):**
- **Principle Investigator's name(s):**
- **Data collection start date:**
- **Data collection end date:**
- **Project Description:** *The reason why the data were collected*
- **Data Abstract:** *A brief narrative summary of the dataset(s)*
- **Research methods:** *Description of sampling protocols, experimental design, instruments utilized, analytical process, etc.*
- **Site location:** *Description of site (x, y coordinates if available)*
- **File name(s) and Contents:** *Name(s) of the data file(s) and their contents*
- **Field format:** *A description of data columns (including units)*
- **Missing data code:** *The code used for missing data values within the dataset*
- **Comments:** *Any comments or concerns about the data, including any influencing factors that may have affected data reliability (e.g., environmental conditions, sampling technique), and any QA/QC protocols used.*

GIS layers should contain FGDC-compliant metadata embedded in the shapefile/feature class. For more information, see the FGDC Content Standard for Digital Geospatial Metadata (CSDGM) <https://www.fgdc.gov/metadata/csdgm-standard>

Restrictions on data dissemination

All data generated at the UW-Arboretum are to be made available to any and all interested parties unless otherwise noted by the researcher. Researchers are allowed time to organize, analyze, and publish their data before they become available to the public. Restrictions on data dissemination will be evaluated on a case-by-case basis.