



CHECKLIST: DEPOSITING DATA IN CONCORDIA DATAVERSE

Sensitive information

Does the data contain sensitive information that could allow for the identification of research subjects? This type of data is not allowed in Concordia Dataverse. Please contact lib-research.data@concordia.ca for help.

Metadata

Is the data sufficiently documented to allow others to understand it? Please consider creating a readme file, a codebook, a data dictionary, or a metadata file. Information in one of these files could include:

1. Variable definitions;
2. Explanation of codes used;
3. Clarification of units used.

[Find out more](#) about data documentation and description.

File formats

Are the data files in an open and non-propriety format? These allow for easy sharing and preservation. For example,

1. Excel files could be saved as .csv files;
2. Word documents could be saved as .txt files;
3. Video files could be saved in the .mp4 format.

[Find out more](#) about appropriate file formats.

File naming convention

Do the file naming conventions easily allow others to understand what is in the file? Consider best practices such as:

1. Including elements such as Project name, file creator's initials, date;
2. Using underscores (_), not spaces, between file name elements;
3. Using consistent date formatting (eg. YYYYMMDD).

[Find out more](#) about file naming best practices