FAIR metadata for research data management

Check list for researchers¶

By Susanne Blumesberger and Christian Bischof, June 2023.

For RepManNet Working Group FAIR Metadata.

Have I …

1. **completed all mandatory metadata fields in sufficient detail?**

   For example, the title should be unique so that the object can be found easily. The description should be detailed to get a first impression of the object.

2. **also completed the non-mandatory fields as far as possible?**

   Depending on the type of object and the discipline, it may be necessary, for example, to provide information about the use of the object in teaching or to indicate the provenance of the object.

3. **chosen the title, description, keywords to be multilingual (especially title, description and keywords in English)?**

   Multilingualism allows for the international re-use of the objects.

4. **specified or applied for a DOI?**

   If the DOI is not assigned automatically, it is advisable to apply for one. Entering an existing DOI makes it easier to find the objects.

5. **referred to related data wherever possible using persistent identifiers (e.g. DOI)?**

   Links to persistent identifiers enable a stable network of knowledge. Information can be added and corrected at any time.

6. **described my data in such a way that people from other disciplines can re-use them?**

   The less technical vocabulary is used in the descriptions, the more likely it is that the object can also be used by people from other disciplines or by the public.

7. **taken the opportunity to describe my data in a way that makes their creation transparent?**

   Transparency is an important component of good academic practice. A comprehensible description of the research process contributes significantly to open science and the implementation of the FAIR principles.

8. **used freely accessible, standardised vocabularies, if available?**

   Open vocabularies enable exchange with other systems and facilitate the re-use of the objects.

9. **issued a free licence for my data as far as possible, in compliance with legal requirements?**

   The freer the licence, the more widely the object can be re-used and the more the open access idea is supported. In the best case, the licence should be chosen before the project start.

10. **linked the data to other data or (my) publications?**

    If data and publications are linked, the added value increases enormously because interested parties can better understand the research and base their research on the data that are already available.

11. **obtained the rights for the metadata so that I can provide them with a free licence?**

    Abstracts in particular are usually independent works protected by copyright.

12. **proofread the entries?**

    Alternative texts/ old and new spelling/alternative spelling. Typing errors make objects hard to find.