Guidelines on making your data interoperable and reusable

The UK Polar Data Centre (PDC) strives to publish data in accordance with international standards and conventions where and when possible. Disciplines vary in their community guidelines, with some establishing written frameworks for how to publish data. We highlight some below for you to explore and have pulled out common use-cases for data published with the PDC.

Please refer to the respective websites before submitting any data to make sure it is compliant where appropriate. The PDC are also happy to provide assistance in ensuring data is compliant. Please email us at PDCServiceDesk@bas.ac.uk with any questions, concerns or assistance. All hyperlinks included in this document will open in a new tab, and the full URLs are provided in the 'References' section at the bottom of the document.

Variables

<u>CF conventions</u> [1]: Established initially for climate forecasting, CF conventions enable standardised processing of NetCDF files. To comply with NetCDF conventions, variables that are included in the CF vocabulary should match the standard names and units:

Variable	Standard_name	unit		
Latitude	latitude	degree_north		
Latitude (rotated North	grid_latitude	degree		
Pole)				
Longitude	longitude	degree_east		
Longitude (rotated North	grid_longitude	degree		
Pole)				
Air pressure	air_pressure	Pa		
Altitude	altitude	m		
Depth	depth	m		

Please note that the CF conventions <u>standard name table</u> [2] has variables in more detail and may include variables more suitable to the dataset. Please refer to the website before submitting the dataset to the PDC.

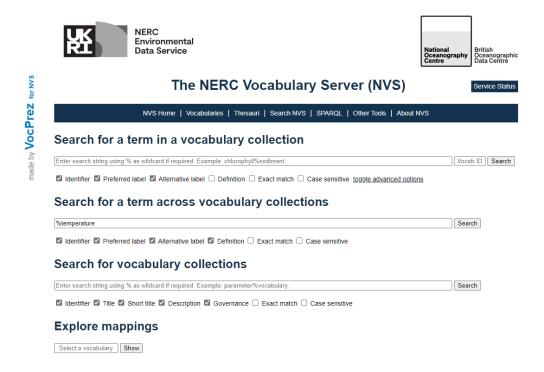
Please also note that for spatial data, we aim to publish datasets using decimal degrees with units as 'degree_north' and 'degree_east' unless in a projection other than <u>ESPG:4326</u> [3]. Please contact the PDC if you have any questions or concerns about this.

Should you want to include another name in addition to the standard_name, you can populate long_name with another name for this variable. If there is no suitable standard_name available, place a name (of your choosing) for the variable in the long_name attribute.

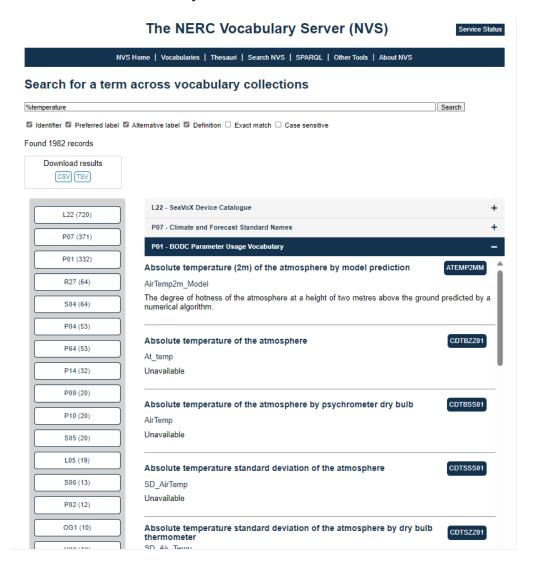
Tabular data should have variables in the first row and for each column and use standard names, where possible. If there is no suitable standard name, use short, unique, meaningful names without spaces and special characters. Units should be included, where applicable (see more details on units below).

The NERC Vocabulary Server [4] provides standardised and hierarchically-organised vocabularies and is managed by the British Oceanographic Data Centre (BODC). Controlled vocabularies provide well-defined terms to standardise data and metadata. Commonly used vocabularies are L05 (SeaDataNet Device Categories) [5], L22 (SeaVox Device Catalogue) [6], B76 (BODC Platform Models) [7], P01 (BODC Parameter Usage Vocabulary) [8], P06 (BODC-approved Data Storage Units) [9] and P07 (Climate and Forecast Standard Names) [10].

To search for a term, head to the NVS [4] website and click 'Search NVS'. If you're familiar with which vocabulary collection you'd like to use, search within a vocabulary collection directly. If not, you can search across the vocabulary collections. Using % with your search string will make it a 'wildcard' when searching within a collection, and potentially expand your search results.



When you click 'Search', you will be redirected to the results page, which will provide you with various vocabularies to choose from. Please choose the appropriate vocabulary for your scientific activity. Within a vocabulary, choose the parameter that best represents what you've measured to describe your data:



Please explore the NVS website fully to utilise its potential for datasets you're working with.

Units

Attaching units as often as possible will make your data more understandable and reusable. The Unified Code for Units of Measurement (UCUM) [11] should be utilised when possible.

The table below shows some examples of units you may use frequently:

Unit	Quantity type	Printed_as
metre	length	m
metres per second (m/s)	velocity	m.s-1
centimetre	length	cm
kilogram	mass	kg
gram	mass	g
kelvin	temperature	K
parts per million	parts per million	[ppm]
hertz	frequency	Hz
watt	power	W
volt	electric	V
degree	plane angle	deg
minute	plane angle	1
second	plane angle	11
liter	volume	l
degree Celsius	temperature	Cel
minute	time	min
hour	time	h
day	time	d
knot	velocity	[kn_i]
рН	acidity	[pH]
bar	pressure	bar

This following table includes SI prefixes you may be using:

Prefix	Printed as
micro	u
nano	n
mega	M
giga	G

On the UCUM website, when extracting relevant unit information, the following guidance and example can be used:

name	kind of quantity	print	c/s	c/i
meter	length	m	m	М
second	time	S	s	S
gram	mass	g	g	G
radian	plane angle	rad	rad	RAD
kelvin	temperature	K	K	K
coulomb	electric charge	С	С	С
candela	luminous intensity	cd	cd	CD

<mark>'name'</mark> is the regular textual representation of the unit (for example 'gram')

'kind of quantity' provides information about the unit ('mass for gram)

'c/s' is how the unit should be printed in your file (for grams, 'g')

Values

Data values should be quality checked by data creators and have no obvious errors. Missing values should be distinguished from true zero values, i.e. designated as 'null', 'NaN' (not-a-number), 'NA' (not-applicable), '-99999'.

Values can also make use of standardised terminologies. For example, use a community-recognised taxonomic index for organism names (such as <u>WoRMS</u> [12] for marine species, or <u>Plants of the World Online</u> [13] for plants or <u>Catalogue of Life</u> [14] for all species).

Any units should be included in the header, rather than with each individual value. Please see the units section and variables section above for more details.

Date and time

Dates and times can be represented using the <u>ISO standard 8601</u> [15]; which recommends using YYYY-MM-DDTHH:MM:SS.F with the header name either conforming to a controlled vocabulary (for example, CF conventions recommend using the header 'time' for these values), or using a clear header name such as 'DateTime' or 'datetime'

XCSV format

If you are submitting tabular data, we recommend using CSV format with the header and unit description guidance we've provided above. PDC data managers are able to generate XCSV versions of your CSV files once they are submitted, which include metadata associated with the deposit in the header. This has the benefit of increasing machine readability. Please discuss with a PDC data manager at the time of data deposit what your individual XCSV needs might be. Below is an example of a published XCSV formatted file.

```
# do GANGLORAS/TOC/1978 |

# Little: Klementical corrected 055/185 buny data during the MSSAIC expedition 2899-2900 |

# Little: Klementical corrected 055/185 buny data for a klementic correction of a moring base station. The 055/185 buny was deployed on the following corrected 155/185 buny data for a klementic correction of the correct processed distance controls interactions, corrected 155/185 buny data for a klementic correction of the correct processed distance controls interactions, placed and very control of the correct processed distance correct in the correction is to correct placed for the correction of the correction of the correction is to correct placed for the correction of the correction of
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References:

- [1] https://cfconventions.org/
- [2] https://cfconventions.org/Data/cf-standard-names/current/build/cf-standard-name-table.html
- [3] https://spatialreference.org/ref/epsg/4326/
- [4] https://vocab.nerc.ac.uk/
- [5] https://vocab.nerc.ac.uk/collection/L05/current/accepted/
- [6] https://vocab.nerc.ac.uk/collection/L22/current/accepted/
- [7] https://vocab.nerc.ac.uk/collection/B76/current/accepted/
- [8] http://vocab.nerc.ac.uk/collection/P01/current/accepted/
- [9] http://vocab.nerc.ac.uk/collection/P06/current/
- [10] http://vocab.nerc.ac.uk/collection/P07/current/
- [11] https://ucum.org/ucum
- [12] https://www.marinespecies.org/
- [13] https://powo.science.kew.org/
- [14] https://www.catalogueoflife.org/
- [15] https://www.iso.org/iso-8601-date-and-time-format.html