

# **Guidelines for submitting metadata for data sets contributed to GEBCO**

## **Background**

We ask for a set of metadata to accompany any bathymetric data sets that are submitted to us for updating the GEBCO grid ([www.gebco.net](http://www.gebco.net)). This information will help us understand how best to use the data and also allow us to acknowledge the organisations and individuals who are collecting the data and making it available.

There are a minimum set of fields that are mandatory to be completed and others that are optional but will help us work with the data. Please use controlled vocabularies where possible, and specify which vocabularies you have used.

## **Categories of data contributions**

We recognise that data contributions may be of a number of forms, i.e. bathymetry data from individual cruises or surveys or bathymetric grids (compilations) generated from a single survey or from a number of individual surveys. Where possible, we would like to collect information about all of these contributions.

## **How to submit your metadata**

We have provided a spreadsheet with a list of the metadata that we'd like to collect and indicated if they are mandatory or optional. The spreadsheet is split into three sections.

- Contributor level – the person or organisation that is making the data available to us
- Source data level – for survey data: information about individual cruises
- Compilation level – for compilations/grids: who compiled the data, i.e. into a grid generated from a single or multiple source data sets

## **We would like every data contributor to complete the 'Contributor level' section.**

If you are submitting individual surveys, please also complete the 'source data level' section.

If you are providing a compilation then please also complete the 'compilation level' section and if possible, consider providing information of the source data used to produce the compilation.

## **What will we do with the metadata?**

The information provided about each data set will help assess how best to use the data to update the GEBCO grid and to acknowledge data contributions. The information will be stored in a central database and will be made available to the Seabed 2030 Regional Centers who are developing the GEBCO grid through the framework of the Nippon Foundation-GEBCO Seabed 2030 Project ([seabed2030.org](http://seabed2030.org)).

We will make information available about data contributions via the GEBCO and Seabed 2030 web site but will not make public or pass on any personal information (names, email addresses) of any data contributors.