

Logo(s)

(of issuing Organization(s), Project etc)

Title

Subtitle

Edition/Version Number

Organisation Document ID or Series

(if applicable)

Author/s¹

¹Author Affiliation

Year

TABLE OF CONTENTS

Best practices may be documented in the form of standard operating procedures or manuals or other formats. The list below are suggested sections and not all of these may be occurring in the document. Delete the heading if the section is not applicable. Additional topic titles should be added to the table of contents in the appropriate section, inserting sequential page number

Page Number

1.0 EXECUTIVE SUMMARY/ABSTRACT

Free text 250 words maximum. Please provide a brief summary of your best practice including, as appropriate, a brief descriptions of what techniques your best practice is about, which ocean environments or regions it targets, type of data/measurements/observing platform it covers, limits to its applicability and note the community of practice that developed the best practice.

2.0 INTRODUCTION (*include scope of document and target audience*)

3.0 DATA MANAGEMENT (for the organization creating the Best Practice)

- 3.1 Observation Parameter (e.g. sea surface temperature)
- 3.2 Observation Instrument (eg. Discrete water sampler)
- 3.3 Collection Details (link to reference document(s) if available; short Instrument description and conditions (if available))
- 3.4 Data Format(s)
- 3.5 Code Management (upload or link to DMP of organization with data policy)
- 3.6 Interoperability Approach/Implementation
- 3.7 Data Standards used in data management
- 3.8 Metadata (schema, data flag info, etc)
- 3.9 Quality Assessment & Control
- 3.10 Archive Arrangements (trusted repository details, Data curation)
- 3.11 Documentation Management (with names and or links to instrument manuals, calibration sheets ...)
- 3.12 Access and use (data distribution, web service, data citations with PID)
- 3.13 Visualization Tools
- 3.14 Data Management Issues

4.0 CONCLUSIONS

5.0 ANNEXES

- 5.1 List of Figures
- 5.2 Glossary
- 5.3 Acronyms
- 5.4 References (include DOIs)
(Other contributing BP and related BP citations should be annotated, and live links provided to full text)

6.0 DOCUMENT METADATA SHEET

Document MetaData Sheet for REPORT BP (for submissions to www.oceanbestpractices.org)

The following pages contain the document data sheet of metadata which should be completed for submission of the best practice to the repository (www.oceanbestpractices.org). Please follow instructions carefully. We recommend including this document data sheet into your Best Practice document at the end. **Please do not change any formatting, entries in the left column, or the table structure.** The format below will allow automatic ingest of the data in this table into the OceanBestPractices Repository. Enter data only in the right-hand column.


Mandatory fields are indicated with ****** but we strongly recommend that you provide data (if applicable) for all the metadata fields requested; this will allow you to unambiguously declare what your best practice is about and help our indexing technology make it more visible.

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