

ATLANTIC COOPERATIVE WILDLIFE ECOLOGY  
RESEARCH NETWORK

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Acadia University Node - Dr. Philip D. Taylor

# Data Archival Protocol

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*For new and current graduate & honours students of P.D. Taylor*

All projects supervised by the ACWERN-Acadia chair must be archived for reference purposes and/or future use. The interest of database consistency for future access has made it necessary to establish a formal documentation and submission procedure for all current and incoming students.

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## ACWERN

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- University of New Brunswick  
- Dr. A.W. Diamond (Senior Chair)
  - Acadia University - Dr. P.D. Taylor  
(Associate Chair)
  - Memorial University of Newfoundland - Dr. I. Jones (Associate Chair)
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Prior to, or immediately after, graduation of any ACWERN student (honours, masters, or doctoral) - copies of all data collected, and documents produced, should be prepared in the following format.

## Databases and Spreadsheets

A copy of your thesis with figures and tables in tact must be provided on a CD (preferably pdf).

All data must be stored on compact disks in spreadsheets (Excel, Quattro pro, etc.) and/or databases (Access, FileMaker Pro, etc.). Each database or spreadsheet must be uniquely and unambiguously named.

Each database and spreadsheet must ALSO be saved as a text file, that is easily accessible by any kind of program (such as “comma-delimited” (preferred), or \*,\* = all files).

Attached to each file (as a “read me” file on disk) must be a data dictionary that describes the filename, a description of the file, its location and format (see sample 1).

Sample 1. Data dictionary header.

<u>Data Dictionary</u>	
File Name :	<i>Vole_fights.xls</i>
File Description : during	Occurrence and patterning of Meadow Vole fights behavioural observations in East Osh Kosh, MI.
File Location :	Disk #1
File format :	MS Excel 8.0.

Fields within all files must be likewise described by field name, its description, and the entry format - such as shown in sample 2. All abbreviations and codes must be specified.

Sample 2 Data dictionary field descriptions.

<u>Field descriptions (with abbreviations and codes)</u>	
• <b>Field Name :</b> <b>DATE</b>	description : date of observation
Fields entered as <i>DAY/MO/YEAR</i> for each fight.	
• <b>Field Name :</b> <b>TIME</b>	description : time of day fight
occurred	
Fields entered as time of fight on 24 hour scale.	
• <b>Field Name :</b> <b>MEADOW</b>	description : meadow in which fight
occurred	
Fields entered as meadow name in which fight was observed.	
• <b>Field Name :</b> <b>FIGHT TYPE</b>	description : occurrence of fight types
Fields entered as type of fight* observed:	
Abbreviation	*Fight
m	mortality occurred
w	wounds, no mortalities
be	black eye incurred
wp	wounded pride only

In addition, every CD should have the set of files duplicated on it (one set open, one set zipped). Each CD should be duplicated for separate storage in case of emergency.

Regarding spatial datasets:

The following information<sup>1</sup> should be included in all databases with geographic references (which can be included in the data dictionary).

- *Geographical coverage* of the dataset.
- *Geographical descriptions / references* of the area(s) covered by the dataset.
- *Mapsheet Name(s) / Number(s) / Projection / Datum* (or mapsheet year).
- *Bounding rectangle* (if different from complete map sheet coverage). The co-ordinates for the lower left and upper right corners of the rectangles in question. Co-ordinates should be in lat/long or Universal Transverse Mercator (UTM) formats (please specify). Aerial photos, satellite imagery, etc. should be identified using year of flight, etc.

Helpful Hint

A three ringed binder, with tabbed sections, data dictionaries and disks (in protective mylar sheets) works nicely for assembling the submission data package.

## Documents, Manuscripts & Abstracts

Scientific & Peer Reviewed Publications All scientific and/or peer-reviewed publications should be included as files in the archived data package. All published manuscripts should state on the document who maintains the copyright of that article. Some reprints from any peer-reviewed journal articles are also requested if available. The details of all manuscripts and reports can be listed on one sheet included in the submission package (e.g. three ringed binder). Please include all citation documentation on page 1 of all manuscripts.

Non-scientific / popular literature publications It is not necessary to include files containing text from non-scientific and popular literature publications, or non-peer reviewed sources. However, if the student is inclined to include them, in the format stated above, they are encouraged.

Presentations, Conferences & Abstracts Any abstracts from conferences, meetings, and workshops are also welcomed on the submission discs. Please include the necessary citation on the document.

## Prefacing the Final Package

Each student inherently has a different set of organisations, people, and committees to answer to. In that, it may be necessary to create more than one copy of the data/document package. Therein, if copies of the package are distributed beyond the supervisor, it is required that the student includes a *Preface* to the package. The *Preface* must state that copyright of the data is maintained by the student and supervisor and that explicit written permission of the student or supervisor must be granted to anyone requesting to use the data contained. The *Preface* should also state if any other interest has a copyright on material contained in the package (e.g. published manuscripts).

<sup>1</sup> Section on georeferencing abridged from: O'Grady, S. 1997. Ecological Integrity Monitoring Data Management System, Section 2b: Data Catalogue Guide. Parks Canada internal publication.

J.J. Nocera, 1999