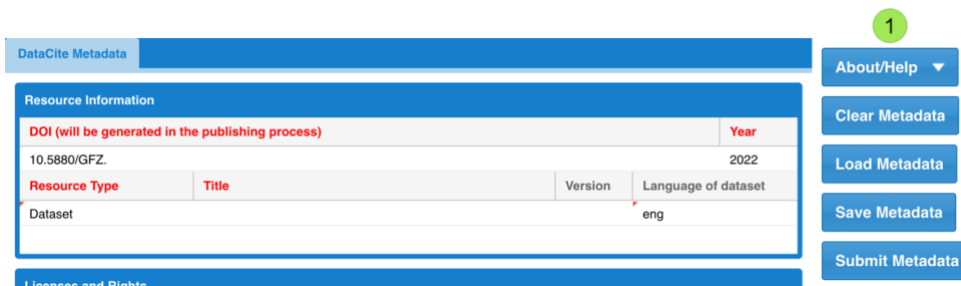
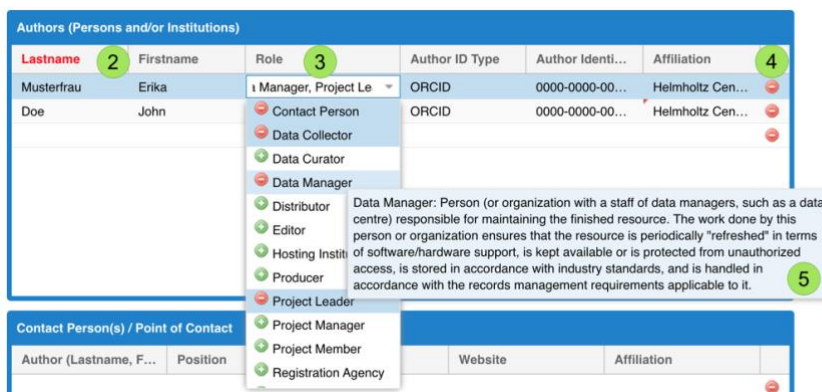


# Navigating the GFZ Data Services Metadata Editor

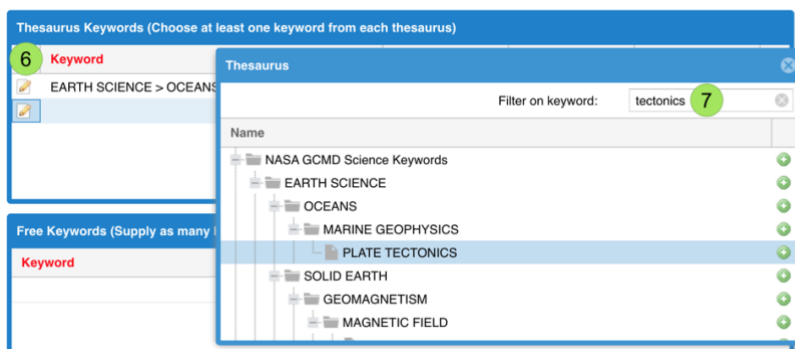
The GFZ Metadata Editor is used to collect metadata for data and software publications and convert them in XML format according to different metadata standards (DataCite, ISO19115/ISO19139). It relies on cookies to automatically save your entries and retrieve them when you return to the site. Using the buttons on the right of the form (1), you can **Clear** the form, **Save and Load** the metadata in XML format on your hard drive or **Submit** the metadata to GFZ Data Services.



Enter the names of authors (2). Describe their role using the drop-down menu (3), multiple selections are possible. Please also enter the ORCID iD and affiliation of the authors. For multiple authors, enter each author sequentially. New lines will appear automatically. Entries can be removed by clicking on the red minus icon (4). The order of authors can be arranged using drag and drop functionality. Note that explanatory pop-up text appears when hovering over a field (5).



Describe your dataset or software using the thesaurus keywords. Click on the pencil icon (6) and the Thesaurus window will appear. Type keywords into the filter (7) and select the applicable term(s) or browse through the keyword trees.



Enter spatial information of your study area. Coordinates for rectangular polygons can be entered manually as minimum and maximum extent or discrete points (only the minimum entered). The range of the **latitude is -90 to +90**, the **longitude must be between -180 and +180**. The pencil icon (8) opens an interactive map to obtain spatial information. The tools (9) are for panning, selecting a rectangle or a point. If you have several regions in one data publication, please enter each in separate lines.

Temporal and Spatial Coverage (The EDIT-symbol to the left provides visual selection via Google Maps.)

Latitude		Lon
Min	Max	Min
46.555198...	53.745561...	-77.050472...

8

Select Region (click left mouse and drag)

9

Dates

Created

Embargo until

Valid

Search for the funding agency of the project by entering text in the box (10) and select from the list. Please use the funders name in their national language (e.g., Deutsche Forschungsgemeinschaft for DFG or Vetenskapsrådet for the Swedish Research Council). Several grant numbers by the same funder should be entered as individual entries (several lines).

FundingReference

Funder	Funder ID	Funder ID Type	Grant Number	Grant Name
Deutsche Forschung	10			
Deutsche Forschungsgemeinschaft				