

## January 2010 Curation Checklist

Use RSS feed to monitor new Dryad submissions.

[http://datadryad.org/repo/feed/rss\\_2.0/site](http://datadryad.org/repo/feed/rss_2.0/site)

- For all records:
  - In all metadata fields, look for spelling and other errors. Generally check that the metadata looks reasonable.
  - In all metadata fields, look for special characters or formatting that isn't displaying well. Formatting tags need to be removed and special characters may need to be copied and pasted from notification email, [unicode.org](http://unicode.org), or elsewhere.
  - Invert author names, if needed (Surname, Forename).
- For data [file] records:
  - Download file, scan for viruses, and open to the file to see that it looks reasonable (contains data). [Note: virus scanning is now automated – Feb 2010]
  - Add `dryad.status` field =scanned after clean virus scan.
- For data package records:
  - Add "Data from: " in front of the article title in the `dc.title` field.
  - If needed, add taxon names that are prominent in the title or abstract in `dwc.ScientificName` field(s).
  - Add `dryad.status` approved after editing any other metadata
- Enter information about the data package and any submission errors in the "JournalSubmissionTracking" shared spreadsheet. Submission errors should also be recorded on the wiki:  
[https://www.nescent.org/wg\\_dryad/Submission\\_Integration\\_Issues](https://www.nescent.org/wg_dryad/Submission_Integration_Issues)
- Weekly, record on the wiki and report to managing editors at integrated journals the following:
  - Number of new "notice of accepted publication" emails from that journal.
  - Number of new Dryad deposits for that journal, with name of lead author and Dryad handle (for inclusion in publication)
  - Any submission errors or issues encountered that week.

Use RSS feeds or email subscriptions to receive table of contents for integrated journals. (currently American Naturalist, Molecular Ecology, Journal of Heredity)

- As these notices arrive, search Dryad for data associated with each article.
- If a matching Dryad record is found, add the article DOI in a `dc.relation.isReferencedBy` field as "doi:#####" (not the URL). Add a citation to the article in a `dc.identifier.citation` field (if published in print and not viewed online ahead of publication).  
[Note: there is currently no standard format for article citations. We will be recording article citation metadata (volume, page numbers, etc.) in their own metadata fields once the new version of the Dryad application profile is completed.]