

## Recommendations to format your data for doi publication

### Tables

Think which values make sense to register/publish. Can raw data be processed by a potential user or would you need special software/knowledge? Do processed data make more sense? You can also register scripts with your data.

Please only submit csv or txt files

#### Content of the columns

→ check columns if the format is consistent

→ decimal places (Which accuracy makes sense? No pseudo-accuracy!)

→ be aware of automatisms: sometimes Excel automatically uses the date format

→ check what format is appropriate and reusable in one column

for example 10-15cm or 10.3.-10.4.2018 in one column cannot be used as a number format and therefore no further calculations can be made; it automatically becomes a string; in this case think if two separate columns can solve the problem like

start_date	end_date	depth_from	depth_to
2018-03-10	2018-04-10	10	15

→ the units of the values belong into the metadata (don't put units together in one column with the value, it automatically becomes a string and is therefore useless for calculations)

→ best use international standard for decimal points

→ date format should be yyyy/mm/dd

→ only use 0 if you measured 0, otherwise leave cells empty or put N.A. for missing values or use for instance -999 and document what it means

#### Table heads:

→ should not contain blank spaces or special characters

→ best not have names that are assigned a certain function in programming/scripting like only the word date

→ if you want to separate different words of your column name, use underlines for example:

C\_org, N\_min

→ no identical table heads in one table

→ head names no longer than 26 characters

### Scripts

In general must be commented in English and cleaned so increase re-use. Delete everything not relevant for analysis of the published data set.

They must not contain direct paths to files. Best use relative paths.