**The Love Consortium Dataverse**

**Metadata Worksheet**

Optional: For efficiency, complete the 3rd column of this table offline, in conjunction with the worksheet documenting the controlled vocabulary options for some of the metadata fields (these fields are noted below with “See Excel spreadsheet” in the 3rd column). When these two worksheets are completed to your satisfaction, you or a lab member can log in and copy/paste your responses into the fields within The Love Consortium Dataverse.

|  |  |  |
| --- | --- | --- |
| Citation Metadata | | |
| Metadata Field Label | **Description** | **Recommended Format** |
| Title\* | Full title by which the Dataset is known | Title of Study, Year  Ex: The Love Consortium Study, 2019 |
| Author\* + | The person(s), corporate body(ies), or agency(ies) responsible for creating the work |  |
| Name\* | The author’s FamilyName, GivenName or Name of organization responsible for this Dataset | Ex: Smith, Jane |
| Affiliation | The organization with which the author is affiliated | Ex: University of North Carolina at Chapel Hill |
| Identifier Scheme | Name of the identifier scheme (ORCID, ISNI) | Ex: ORCID |
| Identifier | Uniquely identifies an individual author or organization according to various schemes | Ex: 0000-0000-0000-0000 |
| Contact\* + | The contact(s) for this Dataset |  |
| Name | The contact(s) FamilyName, GivenName or the name of the organization | Ex: Smith, Jane |
| Affiliation | The organization with which the contact is affiliated | Ex: University of North Carolina at Chapel Hill |
| Email\* | The e-mail address(es) of the contact(s) for the Dataset. This will not be displayed. This can be changed later if the contact(s) e-mail address changes | janesmith@emailme.unc.edu |
| Description - Text\* | A summary describing the purpose, nature, and scope of the Dataset | Note: Provide information about participants and procedure so that people understand your type of data. For example:  - Specify number of participants and important demographic information (e.g., ethnicity, age, gender, country and/or region, key inclusion or exclusion criteria).  - Specify type of relationship(s), if any (e.g., romantic relationships, parent-child, friendship) and type of data (e.g., individual, dyadic, family).  - Provide procedural overview.  - Specify methods (e.g., survey, longitudinal, experience sampling, behavioral observation, physiological measures).  - Specify your university and ethics board approval number. |
| Description – Date | Date the description was written. In cases where a Dataset contains more than one description (for example, one might be supplied by the data producer and another prepared by the data repository where the data are deposited), the date attribute is used to distinguish between the two descriptions | YYYY-MM-DD |
| Subject\* | Domain-specific Subject Categories that are topically relevant to the Dataset | Default selection is Social Sciences, but you may select all that apply. |
| Keyword (Optional) | Key terms that describe important aspects of the Dataset | See additional opportunities to specify constructs and features of the dataset below. |
| Related Publication + | Publications that use the data from this Dataset | Please provide citations to any related publications here. These can and should be updated as additional publications emerge. |
| ID Type |  | Ex: doi |
| ID Number |  | Ex: 10.1177/0956797617716922 |
| URL |  | Ex: https://doi.org/10.1177/0956797617716922 |
| Notes | Additional important information about the Dataset. Notes would be used for more nuanced information outside of the fields provided in the submission template | Ex: Users may put a quick acknowledgement here, a note about the file structure, or even a note stating that users should thoroughly review the README for more information. |
| Grant Information + | Information on Funding Agency |  |
| Grant Agency |  | Ex: John Templeton Foundation |
| Grant Number |  | Ex: 56458 |
| Depositor | Person depositing the data and the date it was deposited | Automatically generated by Dataverse |
| Date of Collection | Contains the Start and End date(s) when the data were collected | Ex: Start – 2019-01-15, End – 2019-02-15 |
| Geospatial Metadata | | |
| Geographic Coverage + | Specifies the primary geographic location(s) where data were collected, if any. |  |
| Country/Nation | Select from drop-down list of countries | Ex: United States |
| State/Province |  | Ex: North Carolina |
| City |  | Ex: Chapel Hill |
| The Love Consortium Metadata | | |
| Commonly Used Love Assessment | Specify any of these commonly used love assessments present in the current Dataset to facilitate searchability as well as collaboration on love. | See Excel spreadsheet for controlled vocabulary checklist. |
| Commonly Studied Constructs | Specify any of these commonly studied constructs present in the current Dataset to facilitate searchability as well as collaboration. | See Excel spreadsheet for controlled vocabulary checklist. |
| Population Unit\* | The population unit from whom data in the Dataset were collected. | See Excel spreadsheet for controlled vocabulary checklist.  Ex: All members of a small group |
| Focal Relationship Type\* | The type of relationship people were required to be in for study eligibility, if any. Multiple selections are permitted. | See Excel spreadsheet for controlled vocabulary checklist. |
| Age Group | Standardized categories for age ranges of human populations; apply the most specific age group(s) relevant to participants in the Dataset. Multiple selections are permitted. | See Excel spreadsheet for controlled vocabulary checklist.  Ex: If the study involves parents and children, the researcher can include age ranges for both |
| Sample Racial/Ethnic Composition | Data on racial and ethnic identification of participants in the Dataset, when available. |  |
| Sample Size\* | The number of **individual participants** in the study sample. If these participants were recruited in units, adding that number and unit is permitted (e.g., 300 participants from 150 roommate pairs). | Ex: 258 individuals from 129 romantic couples |
| Methodology\* | Commonly used methods for studying social behavior and relationships. Multiple selections are permitted. | See Excel spreadsheet for controlled vocabulary checklist. |
| Longitudinal Component | The number of follow-up assessments, if any, and how long each was assessed after baseline (e.g., days, weeks, months, years). | Ex: 3 follow up assessments were taken; they were at 2 weeks, 2 months, and 1 year after baseline assessment |
| Clinical Trial | The specific clinical trial that produced the Dataset, if any. | Include Clinical Trial Number. If possible, also include the URL to any web presence that describes the Clinical Trial |
| Collaboration Notes | Information about guidelines and expectations for collaboration with this Dataset. | Suggestions for inclusion in this note:  - Consider how frequently you will review proposals and general openness to collaboration.  - Specify criteria for deciding to collaborate (e.g., feasibility, novelty, potential impact, prior use of data).  - Indicate expectations for authorship (for PI or PI's team).  - Specify requirements for funder (e.g., need for funding source to be acknowledged, need for paper to be published in an open access journal).  - Specify what requests should be accompanied by (e.g., template, expectations that students have mentorship, notify primary supervisor of their intentions to use the data).  - Ethical restrictions on the use and dissemination of data.  - Specify requirements for preregistration of hypothesis and/or analysis plans  - Data seeker: Upon application, we recommend the PI provides the data seeker with relevant information about ongoing use of data (e.g., whether measures of interest have already been used or whether other investigations are ongoing.) |