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# Guidelines for Creating a README File

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# Guidelines for creating a README File

(this is adapted from the 4TU.Centre for Research Data at TU Delft)

A README File must be submitted with each dataset and each dataset must have its own README File. Please name the file README not readme, read_me, About or any other variation. The README file should be a plain text file so save as README.txt or READMe.md when writing in [Markdown.](#)

The README File should contain the following;

## 1.  Introductory Information

**T**itle of the Dataset

For each file or group of similar files, a short description of what data it contains.

Explain the file name convention if that is required

Format of the file if not obvious from the file name.

If the data includes multiple files that relate to each, the relationship between the files or a description of the file structure that holds them.

Contact information in case users have questions


## 2.  Methodological information

Describe the method for the collection or generation of the data. Also, describe the methods for processing data, if data other than raw data are being contributed

Any instrument specific information needed to understand or interpret the data.

Software (including version number) use to produce, prepare, render, analyse and/or needed to read the dataset, if applicable.

Standards and calibration information, if applicable.

Describe any quality-assurance procedures performed on the data

Definitions of codes/symbols used to note or characterize low quality/questionable/outlier that people should be aware of.


## 3.  Data Specific Information

Full names and definitions of column headings for tabular data

Units of measurement

Definitions of codes or symbols used to record missing data

Specialised formats or abbreviations use

## 5. Sharing

State the Creative Commons license that it to be applied to the data. This license will be displayed in the metadata for the dataset record.