

Checklist for preparing data to upload to DRYAD or other repository

- assemble all of your data files used to prepare your paper
- ensure that every observation is a row and every variable is a column
- if you analyzed means rather than the raw data, also supply a data file with the raw data from which those means were calculated
- from each file remove variables not analyzed
- identify each variable (column names) with a short name (no spaces or symbols), preferably <10 characters long. Use an underline (e.g. wing_length) or camel case (e.g., WingLength) to distinguish words if you think that is needed. See the Google R style guide (<https://google.github.io/styleguide/Rguide.html>) and the Tidyverse style guide (<https://style.tidyverse.org/syntax.html#object-names>) for more information
- prepare a README file that lists all of your data and code files with a brief description of the file and a list of all variable names and an explanation of each variable so that someone else could understand what that variable means (including units)
- save the README file as a text (.txt) file and all of the data files as comma-separated variable (.csv) files
- if your data are in EXCEL spreadsheets you are welcome to submit those as well (to indicate colour coding and provide additional information (formulas etc) but each worksheet of data should also be saved as a separate .csv file.
- Save each file with a short, meaningful file name (see DRYAD recommendations here), except the README file which should just be called README.txt
- save all image, audio, and video files in formats recommended by DRYAD (here)
- upload all of your files to DRYAD or other repository and fill in all of the metadata and information requested by the repository, even if this is not required as it makes your data easier to find and understand
- from the repository get a URL that can be used by editors and reviewers before your data are made public with a DOI