Reviewing Your Metadata

Before you finish the final version of your metadata, review it carefully to make sure that it is complete, clear, and unambiguous.

Ask yourself these questions:

❑ Can a novice understand what you wrote?

❑ Did you follow the rules of clear writing?

— Did you check your spelling?

— Are your sentences complete?

— Are your words clear and unambiguous?

— Did you avoid using jargon and too many technical terms?

— Did you define acronyms the first time you used them?

— Did you use bulleted lists or subheadings in large blocks of text?

— Did you use examples?

❑ Are your data properly documented for posterity?Do your metadata include enough specific information to uniquely identify and locate any geospatial data based solely on your documentation?

❑ Does the documentation adequately present all the information needed to use or reuse the data represented?

❑ Are any pieces of information missing (such as projection information, source citations, and process steps)?

❑ Are your key words descriptive enough to help other people find your data set? Have you used enough broad terms? Have you used enough narrow terms?

❑ Have you provided enough information so that the distributor (who is unfamiliar with the work) can locate the geospatial data using the information in your metadata documentation?

Don't Duck
Metadata