SEA-SEARCH
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Your guide to Oceanographic and Marine Data & Information in Europe

SEA-SEARCH is supported by the Marine Science & Technology Programme of the European Commission (DGXII)

EUROPEAN DIRECTORY OF MARINE ENVIRONMENTAL DATA (EDMED)
(A key resource of the SEA-SEARCH network)

HOW TO PREPARE ENTRIES FOR EDMED

EDMED is a computer-searchable directory of data sets relating to the marine environment. It covers a wide range of disciplines including marine meteorology; physical, chemical and biological oceanography; sedimentology; marine biology and fisheries; environmental quality monitoring; coastal and estuarine studies; marine geology and geophysics etc. Data sets are catalogued in EDMED irrespective of their format (e.g. digital databases or files, analogue records, paper charts, hard-copy tabulations, geological samples, biological specimens etc).

Although the directory is targeted primarily at data sets that can be made accessible to other users, encouragement is also given to holders of working data sets, or data of a confidential or restricted availability, to make their data known through EDMED.

EDMED Entries

EDMED entries are deliberately kept simple so that they can be compiled with minimal effort. Information is submitted in a simple **free-text** format designed to enable data holders to describe their data sets in terms they find to be appropriate and relevant.

Entries to EDMED consist of two parts. Part A describes the centre (e.g. laboratory, institute, university department) holding the data set(s) referenced in the entry. It is followed by one or more occurrences of Part B, each of which contains the description of a single data set.

What constitutes a data set is left to the judgement of the data holder although, in general, it should reflect a coherent collection of data. You should aim to minimise the number of similar data set descriptions and group like data within single data sets, whether by data type, project or other criteria. Separate entries are not encouraged for identical data sets available on different media, or for data used for the interpretation or organisation of a data set (e.g. map overlays, indices to data).

Preparing your EDMED entries

Parts A and B of EDMED each consist of a standard checklist of information items (see following pages) that should be addressed in describing the data holding centre (Part A) and its data sets (Part B). To prepare your entries you simply provide free-text information for each item, prefixing it with the item label.

The item label consists of a leading asterisk, followed by the item name and a trailing colon.

Each item should start on a new line but may overflow onto succeeding lines as necessary. Blank lines may be left between items to aid readability.

For some items, the information may spread over several paragraphs, in which case only the first line of the first paragraph should be prefixed with the item label. This applies mainly to the items '*Description:' in Part A and '*Summary:' in Part B, for which you are encouraged to breakdown the information into short, concise paragraphs - blank lines should be inserted between paragraphs to aid readability.

If you are submitting entries on a computer-compatible medium (e.g. on floppy disk or by electronic mail) please restrict line lengths to less than 80 characters and, except for CR and LF, use only standard, printable, ASCII characters such as:

A-Z, a-z, 0-9, and % & ' ( ) * + , - . @
/ : ; < > = ? and the space character

Do not use tabs, backspacing or underlining, form feeds, Greek letters, accented letters, diphthong characters, currency symbols etc. and, wherever possible, use ragged right margins i.e. do not justify them.

On the following pages you will find worked examples which may be used as a style-guide when preparing your entries.

EDMED was designed by the British Oceanographic Data Centre under European Commission contract MAST-0012-UK

CHECKLIST OF INFORMATION ITEMS (EDMED PART A)

DESCRIPTION OF DATA HOLDING CENTRE

*EDMED Part A comprises a standard list of items (shown below in bold font prefixed by an asterisk and followed by a colon) that should be addressed in describing the data holding centre. Please append **free-text** information to each item as instructed below – items may be omitted if they are not applicable.*

Part A1 is completed once for each data holding centre. Part A2 identifies the contact point(s) within the data holding centre able to deal with enquiries/requests concerning the data sets held by the centre. If a single contact point is designated to cover all data sets within the centre then only one Part A2 entry is required. However, if different contact points are appropriate, depending on the data set, then Part A2 should be completed once for each contact point, and the name of the relevant contact point should be included within each data set description (Part B – item 'CONTACT').

Part A1 – Data Holding Centre

*CENTRE-NAME: (up to 160 characters) English version of the name and acronym of the centre/institution holding the data sets – where the centre is part of a larger organisation, prefix with the name or acronym of the larger organisation

*CENTRE-HOST: (up to 160 characters) host country language version of CENTRE-NAME (optional)

*VISIT-ADDRESS: physical address of data holding centre including centre name, building name or number, street name, city/town, region as appropriate for locating centre. If necessary, multiple addresses may be given if the centre is spread over more than one physical site or campus.

*COUNTRY: host country of data holding centre

*CENTRE-WEBSITE: URL address for further information about the data holding centre and its data services

*DESCRIPTION: A brief description of the status, role and activities of the data holding centre, and the data services it can provide. If the centre only releases or exchanges data by special arrangement this should be mentioned, as should any other special conditions, charges and procedures for the supply of data. Mention should also be made of any 'Users Guides' or publications available from the 'contact point' further describing the services and data holdings of the centre.

*CURRENCY-DATE: (format yyyy-mm-dd) - the date this information was last checked for accuracy by the author – initially set to the date it was first completed

*REVISION-DATE: (format yyyy-mm-dd) - the date this information was last revised by the author

Part A2 – Data Contact(s) within Data Holding Centre

*CONTACT-NAME: name of contact person who can provide users with further information about the data sets and their availability –preferred option is to identify the post (under CONTACT-TITLE) rather than the individual

*CONTACT-TITLE: position (title of post) of contact person who can provide users with further information about the data sets and their availability, e.g. "BODC Enquiries Officer"

*POST-ADDRESS: full postal address of data contact built up from an appropriate combination of the following items: organisation name; building name or number; street name; city/town; county/state/region; postal district; post code; postbox; and country – should be expressed as a sequence of short/medium length lines so as to aid automatic computer address generation

*PHONE: (international format) phone no. of data contact

*FAX: (international format) fax no. of data contact

*EMAIL: email address of data contact

*CURRENCY-DATE: (format yyyy-mm-dd) - the date this information was last checked for accuracy by the author – initially set to the date it was first completed

*REVISION-DATE: (format yyyy-mm-dd) - the date this information was last revised by the author

CHECKLIST OF INFORMATION ITEMS (EDMED PART B)

DATA SET DESCRIPTION

*EDMED Part B comprises a standard list of items (shown below in bold font prefixed by an asterisk and followed by a colon) that should be addressed in describing individual data sets. Please append **free-text** information to each item as instructed below - items may be omitted if they are not applicable. A separate set of entries should be made for each data set.*

*DATASET-NAME: (up to 160 characters) name of the data set. It should be similar to a journal article title and enable the reader to anticipate the content of the data set and its temporal and spatial coverage. If the data set is a data catalogue/inventory this should be reflected in the title.

*TIME-PERIOD: range of dates reflecting the earliest and most recent data contained within the data set. If the data set continues to be updated with recent data then enter the date of most recent data followed by the text "ongoing" in (parenthesis). Major gaps in time coverage should be noted.

*GEOGRAPHIC-COVERAGE: general description of the geographic distribution and coverage of the data set using geographic names and/or latitude & longitude coordinates as appropriate. For offshore data, the ocean/sea areas should be clearly identified, while for coastal and estuarine data the description should include the name of the region/country. (Also include the southern, northern, western and eastern limits of the data set in geographic coordinates to the nearest degree – these values will be used to assist automated directory searching.)

*PROJECT: if the data set is associated with a specific national or international project involving data from many sources, enter the full name (and acronym) of the project and its associated organising body. If appropriate, more than one project may be included.

*PARAMETERS: (comma-separated list of key words) checklist of the measured-variables/samples represented within the data set, using free language key words that the holding centre finds appropriate

*INSTRUMENTS: (comma-separated list of key words) checklist of the types of instrument/gear or methodology used to collect the data represented within the data set, using generic names that the holding centre finds appropriate

*SUMMARY: (entries should not exceed about 500 words). Summary information aimed at providing the reader with a good overview of the nature of the data set and its potential usefulness to his studies. Written in the style of a concise abstract as might be used in a journal article, it should contain brief statements that the holding centre finds appropriate for describing the data set. The information covered will vary according to the data set but, where relevant, should at least include the following:

a) a description of the measurements/samples, the purpose for which they were collected, and the platforms, instrumentation and methods of sampling used in their collection

b) a statement on the level to which the data are processed and quality controlled, and any known limitations on their reliability

c) arrangement of data e.g. time series/depth series per station, underway tracks arranged by cruise, synoptically arranged data, gridded data, contoured maps etc.

d) the spatial and temporal resolution of data within the data set

continued....

e) information on the length of time series within the data set and whether they might be useful to climate change studies

f) estimate of the amount of data expressed in terms of the number of stations, sites, observations, cores, months of recording, miles of track, net hauls, or other units as appropriate

g) a statement of data sources i.e. which organizations contributed data to the data set. Are they all national or were foreign sources used to compile the data set?

*REFERENCE: include references to any information sheets or published literature that are available further describing the data set

*DATA-WEBSITE: URL address providing a link to further information about the data set or to the data set itself

*ORIGINATOR: enter the name of the organisation(s) or person(s) having primary responsibility for the intellectual content of the data set. This is particularly relevant if the data set was not created at the data holding centre.

*CENTRE: title and acronym of the centre or group holding the data set (as entered in Part A)

*STORAGE-MEDIUM: enter the quantity and type of medium on which the data set is currently stored, expressing the quantity as the number of units of the medium (e.g. 10 magnetic tapes, 5 floppy disks, 6 optical disks, 16 printed volumes, 25 hard-copy maps, 70 microfiche reels, 600 boxes of analogue records, etc.). If the data set is in digital form, this should be followed by an estimate of the volume of data, preferably in megabytes. If the data set is spread over different media, entries should be made for each medium.

*AVAILABILITY: information on the availability of the data set to other users e.g. is it freely available on request, is it only available by special arrangement, or is it restricted?

*SUPPLY-DETAILS: if appropriate, describe the form, format and media in which the data set could be supplied, indicating whether standard products or subsets are available and whether on-line access can be provided. Also mention any special factors of which users should be aware, e.g. non-standard storage formats, special equipment or software needed to read the data.

*CONTACT: the name/position and contact details (e.g. email, URL, telephone or fax numbers) of contact point able to deal with enquiries/requests concerning the data set. (This item is included to accommodate multiple contact points for data within the same organisation, as described in Part A).

*COMPLETED-BY: the name and telephone number (or electronic mail or fax no.) of the person preparing this description and who may be contacted by the collating centre responsible for handling your entries should any queries arise

*CURRENCY-DATE: (format yyyy-mm-dd) - the date this description was last checked for accuracy by the author – initially set to the date it was first completed

*REVISION-DATE: (format yyyy-mm-dd) – the date this description was last revised by the author

SAMPLE ENTRY (EDMED PART A)

PART A1

*CENTRE-NAME: British Oceanographic Data Centre (BODC)
*VISIT-ADDRESS: Bidston Observatory, Bidston Hill, Birkenhead, Merseyside
*COUNTRY: United Kingdom
*CENTRE-WEBSITE: www.bodc.ac.uk

*DESCRIPTION: BODC operates on behalf of the Marine Science and Technology Board of the UK's Natural Environment Research Council and acts as the UK's focal point for international oceanographic data exchange. It participates within the Intergovernmental Oceanographic Commission (IOC)'s network of national oceanographic data centres (NODCs) and was a founding partner of the European Sea-Search network.

BODC maintains a national oceanographic database, and provides a data service to research scientists, industry, and local and central government, and to major oceanographic programmes. In particular, it provides active data management support to NERC's Thematic Projects, including the AUTOSUB, LOIS and PRIME projects and the UK components of JGOFS and WOCE. It is the WOCE Data Assembly Centre for sea level data and, on behalf of the IOC and IHO Joint Guiding Committee for the General Bathymetric Chart of the Oceans (GEBCO) is responsible for developing the GEBCO Digital Atlas. BODC also acts as the data centre for a number of EC/MAST projects including OMEX, INDIA and PROVESS.

BODC exchanges data freely with other NODCs on a bilateral basis, but reserves the right to charge other users the marginal costs involved in making data available e.g. costs of copying, materials and postage. These charges may be waived for reasonable requests in support of bona-fide scientific research. Some data held by BODC are of restricted availability, awaiting final clearance by the scientists involved in their original collection.

*CURRENCY-DATE: 1999-10-22
*REVISION-DATE: 1999-10-22

PART A2

*CONTACT-TITLE: BODC Enquiries Officer
*POST-ADDRESS: British Oceanographic Data Centre
                       Bidston Observatory
                       PRENTON CH43 7RA
                       Merseyside
                       United Kingdom
*PHONE: +44 (0) 151 653 8633
*FAX: +44 (0) 151 652 3950
*EMAIL: enquiries@bodc.ac.uk
*CURRENCY-DATE: 1999-10-22
*REVISION-DATE: 1999-10-22

SAMPLE ENTRY (EDMED PART B)

*DATASET-NAME: MEDALPEX (Mediterranean Alpine Experiment 1981-82) Sea Level Data Set

*TIME-PERIOD: 1 January 1981 to 31 December 1982

*GEOGRAPHIC-COVERAGE: 28 sites covering the Strait of Gibraltar, the north coast of the Western Mediterranean (from Malaga to Napoli), Mallorca, Corsica, and the Adriatic Sea (from Ancona to Bar). Also 1 site in the Atlantic at Cadiz. (Data set limits 36 to 45 deg. N; 7 deg. W to 18 deg. E.)

*PROJECT: MEDALPEX, Mediterranean Alpine Experiment

*PARAMETERS: sea level

*INSTRUMENTS: coastal tide gauges

*SUMMARY: The aim of the MEDALPEX Experiment was to study the role of atmospheric forcing on the dynamics of the Western Mediterranean. It ran concurrently with the GARP Alpine Experiment (ALPEX) i.e. for one year from 1 September 1981 to 30 September 1982, with a special observing period (SOP) between 15 February to 30 April 1982. Responsibility for assembling, quality controlling and analysing the sea level data collected during MEDALPEX was vested in BODC.

Sea level data are included from 29 sites - 28 coastal sites being instrumented with conventional stilling wells, and one offshore site off Corsica with a bottom pressure recorder. Data from 19 sites cover all or most of the MEDALPEX observation period, 2 sites cover about six months, and 8 sites cover only the nine week SOP. The Venice data cover two years.

The data are stored, together with benchmark information, as time series at each site with hourly values of sea surface elevation recorded to the nearest millimetre. The data are fully quality controlled. Checks were made for gaps, constant values, spikes, spurious data or punching errors, and the data were tidally analysed to check residuals and tidal periodicities. Time series of the residuals were compared with meteorological events and data from neighbouring sites.

The data set comprises over 200,000 hourly values, and includes data supplied by laboratories in Belgium, Croatia, France, Monaco, Italy, Spain and the UK.

*REFERENCE: Information sheet available from BODC with further details (see Web site)

*DATA-WEBSITE: http://www.bodc.ac.uk

*CENTRE: British Oceanographic Data Centre (BODC)

*STORAGE-MEDIUM: Hard disk, 3 Megabytes

*AVAILABILITY: For bona fide academic research, the data set is freely available on request to BODC

*SUPPLY-DETAILS: An ASCII version of the complete data set is available on floppy disk (or via ftp) in the IOC standard format GF3 – full documentation is included within the data set which comprises time series of sea level values at each of the individual sites.

*COMPLETED-BY: Meirion T. Jones (email: mtj@ccms.ac.uk)

*CURRENCY-DATE: 1991-10-22

*REVISION-DATE: 1999-10-22

EDMED PART A : DATA HOLDING CENTRE DESCRIPTION
Fill out only the first time or if changes have occurred

*CENTRE-NAME:

*CENTRE-HOST:

*VISIT-ADDRESS:

*COUNTRY:

*CENTRE-WEBSITE:

―――

*DESCRIPTION:

―――

*CONTACT-NAME:	***CONTACT-NAME:**
*CONTACT-TITLE:	***CONTACT-TITLE:**
*POST-ADDRESS:	***POST-ADDRESS:**
*PHONE:	***PHONE:**
*FAX:	***FAX:**
*EMAIL:	***EMAIL:**

*ENTRY-DATE:

This is a sample form which may be reprinted if you are preparing hand-written submissions.
Entries can also be submitted in wordprocessor form by electronic mail or on floppy disk.

BODC October 1999

*DATASET-NAME:

*TIME-PERIOD:

*GEOGRAPHIC-COVERAGE:

*PROJECT:

*PARAMETERS:

*INSTRUMENTS:

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*SUMMARY:

continue on separate sheet if necessary

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*REFERENCE:

*DATA-WEBSITE:

*ORIGINATOR:

*CENTRE:

*STORAGE-MEDIUM:

*AVAILABILITY:

*SUPPLY-DETAILS:

*CONTACT:

*COMPLETED-BY: ***ENTRY-DATE:**