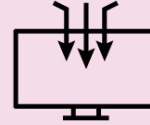


1

## GATHER all stages of data needed for reanalysis

- Consider including the following:
  - Unprocessed raw data in recommended file types
  - Prepared and organized numerical data (tables, spreadsheets, etc.)
  - Code used to process and analyze data
  - Output (statistics and visualizations)



2

## VERIFY files can be shared publicly

- Remove restricted materials such as:
  - Copyrighted or Licensed documents or software (CC0)
  - Content from published articles, grants, or patents
  - Data from third party with restricted terms-of-use
  - Identifiable human subjects data
  - Locations of endangered and vulnerable species



3

## CHOOSE open file formats

- Use non-proprietary open file formats when possible to enable easy access, better preservation and interoperability.
- If you include proprietary files, consider also providing the data in an open format.
- Plain text formats are preferred.



4

## ORGANIZE files logically

- Check files for errors or omissions.
- Name files descriptively and consistently.
- Omit needless files.
- Create a clear and logical file structure.
- Bundle organized files into compressed file archives.
- Try to keep individual files or archives smaller than 10GB.
- Verify file archives open and are not corrupted.



5

## DESCRIBE your dataset in a README

- Write clearly for a broad audience.
- Describe processing pipeline and analysis steps.
- Define variables and allowable values.
- Describe software used to process, visualize, analyze, and compress your data (add open source recommendations if possible).



6

## SHARE your data

- Go to [datadryad.org](http://datadryad.org).
- Follow the submission instructions.
- Receive your Dryad DOI.
- Cite your data package and share it on professional and/or social media.

