



4D-MB metadata editor – Instructions

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1 Getting started

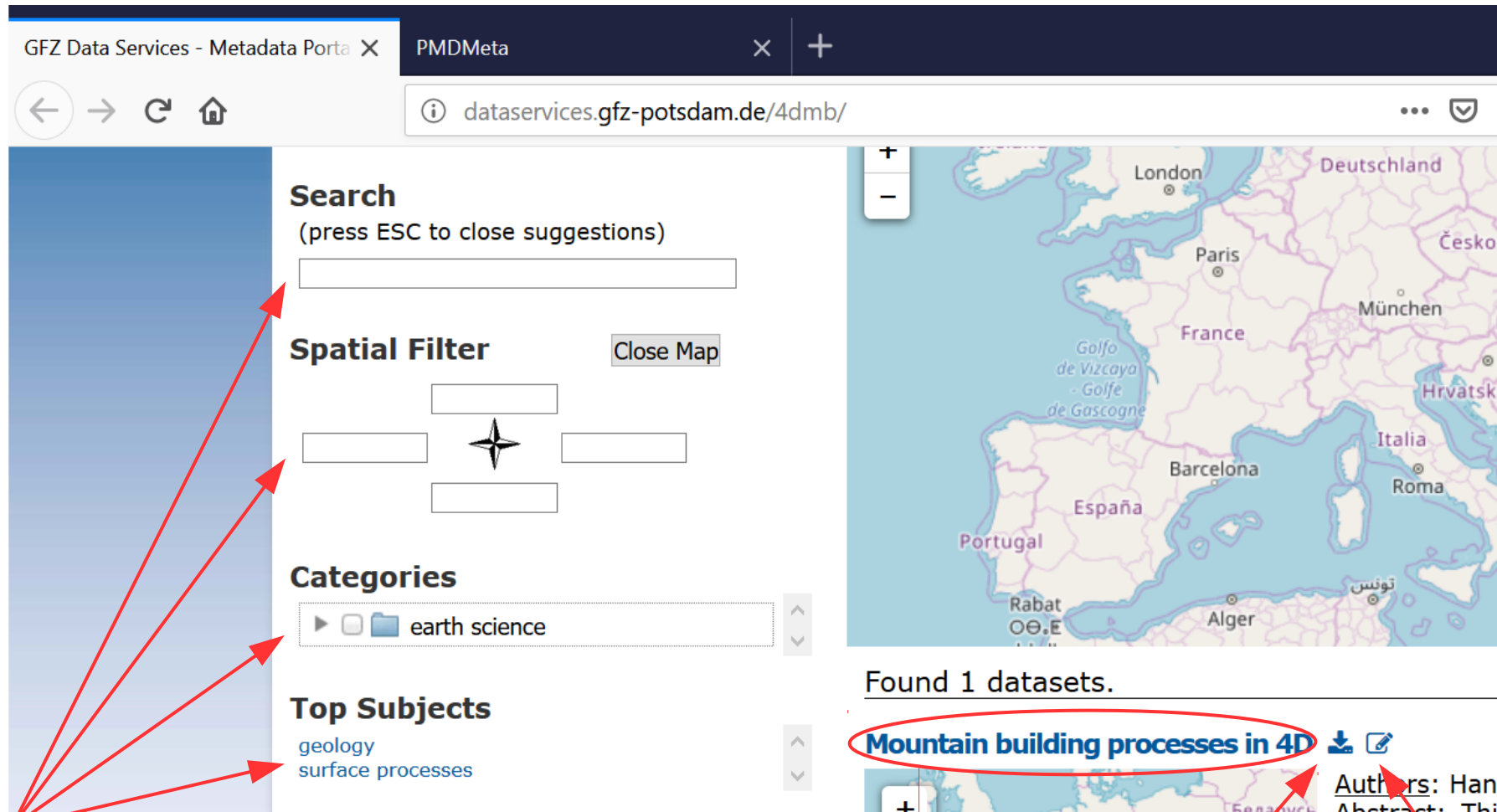


Access the metadata portal through the webpage:

<http://dataservices.gfz-potsdam.de/4dmb/>

This service is provided by the Digital Library GFZ (Damian Ulbrich, Kirsten Elger). The data management system was further developed and adapted for the 4D-MB project by Luigia Cristiano.

2 General appearance



GFZ Data Services - Metadata Portal x PMDMeta x +

dataservices.gfz-potsdam.de/4dmb/

Search
(press ESC to close suggestions)

Spatial Filter Close Map

Categories
earth science

Top Subjects
geology
surface processes

Found 1 datasets.

Mountain building processes in 4D Download Edit

Authors: Han
Abstract: Thi

Search existing datasets. Either by keyword, spatial coordinates, keyword categories or listed subjects.

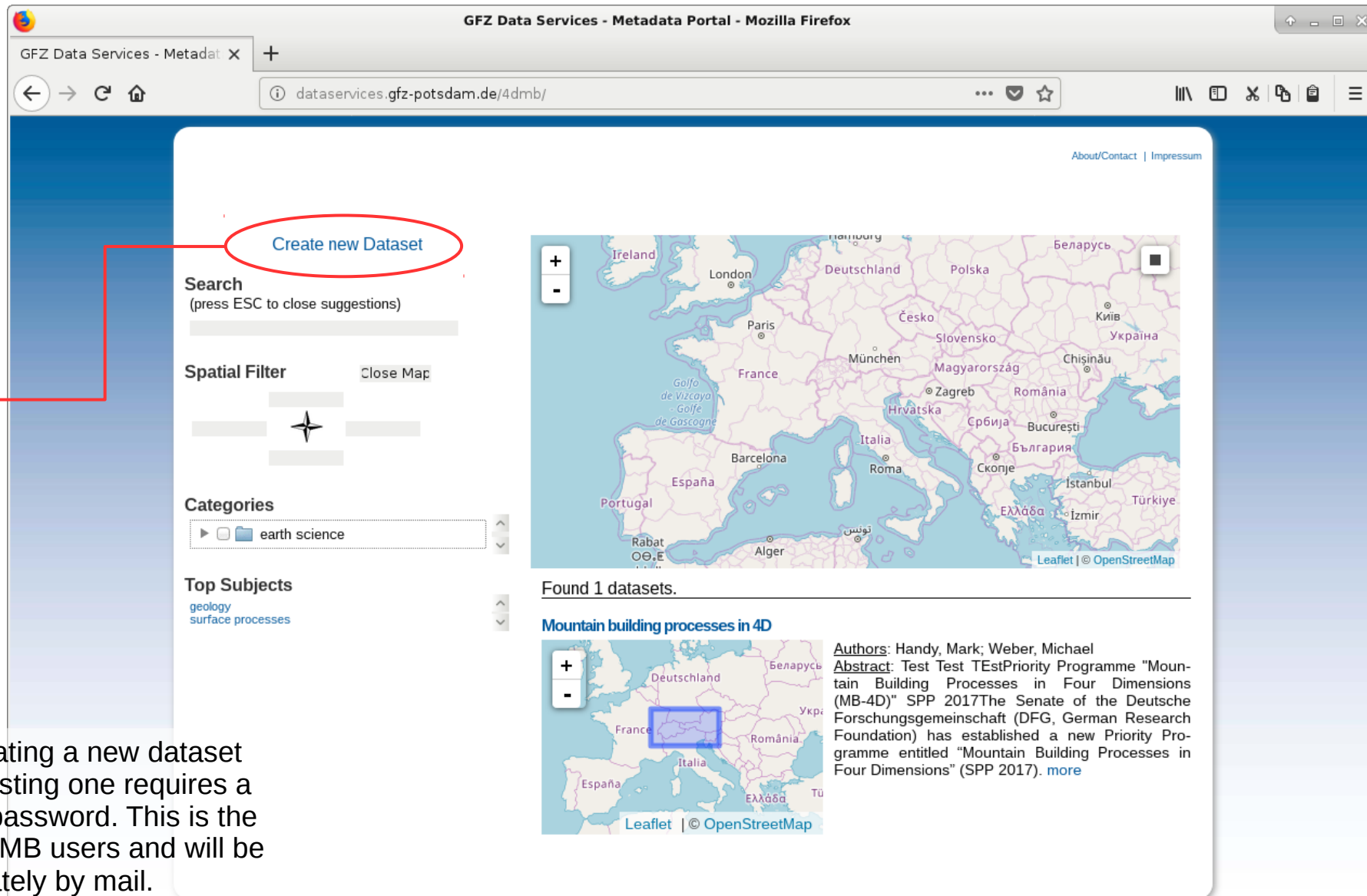
List of datasets. Click on a title to get a detailed description of the dataset.

Download data (if provided) from this dataset.

Edit dataset (only for members with username and password).

3 Creating a new dataset

Create a new dataset. Clicking “Create new Dataset” will open a new browser window with the metadata editor.



GFZ Data Services - Metadata Portal - Mozilla Firefox

dataservices.gfz-potsdam.de/4dmb/

About/Contact | Impressum

Create new Dataset

Search
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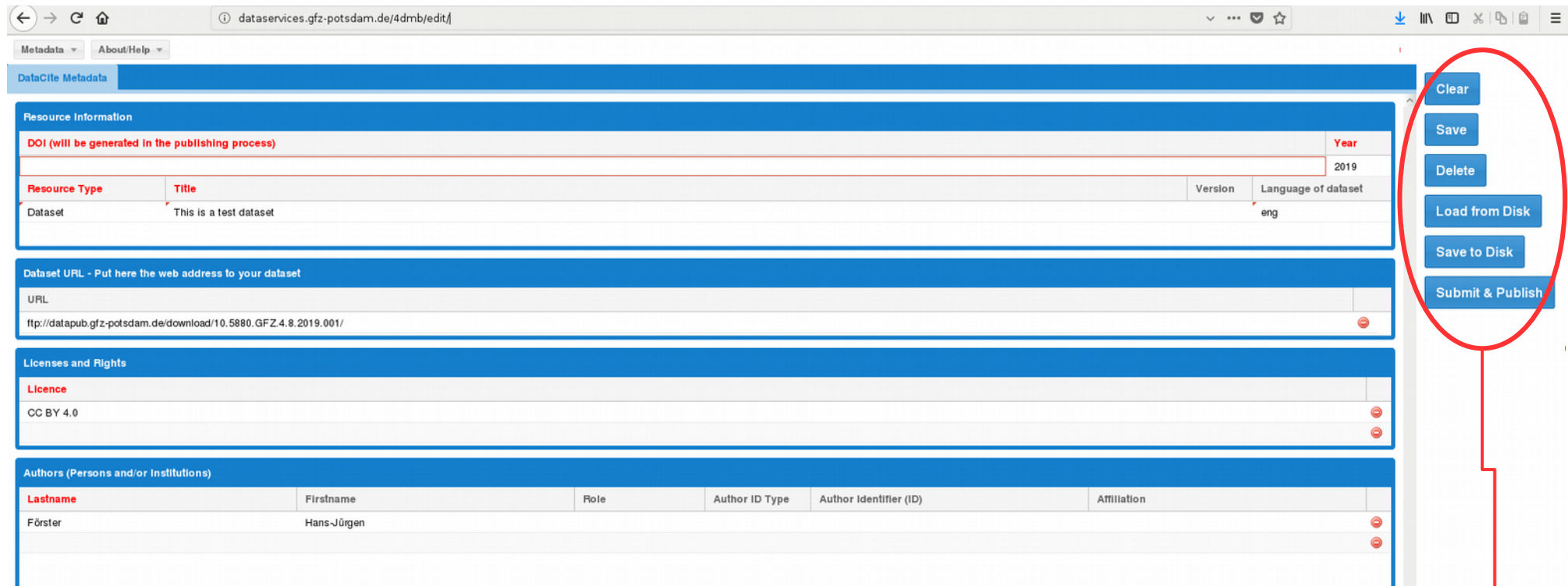
Found 1 datasets.

Mountain building processes in 4D

Authors: Handy, Mark; Weber, Michael
Abstract: Test Test TEstPriority Programme "Mountain Building Processes in Four Dimensions (MB-4D)" SPP 2017The Senate of the Deutsche Forschungsgemeinschaft (DFG, German Research Foundation) has established a new Priority Programme entitled "Mountain Building Processes in Four Dimensions" (SPP 2017). [more](#)

Important: Creating a new dataset or editing an existing one requires a username and password. This is the same for all 4D-MB users and will be provided separately by mail.

3 Creating a new dataset



The metadata editor – buttons on the right hand side

Clear: Clear all fields in the Metadata editor (careful, information is lost)

Save: Save the information entered in the editor fields. Saved metadata will be appear in the dataset overview list.

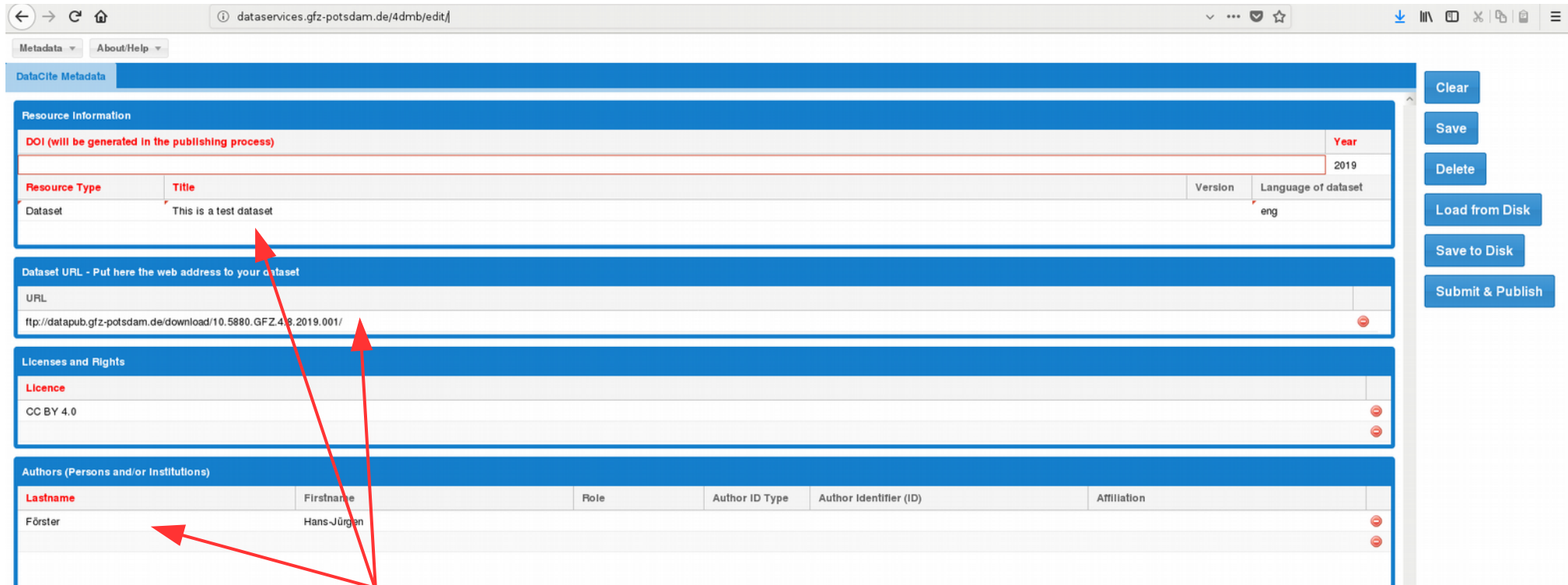
Delete: Deletes this dataset. Only click this button of you are entirely sure!

Load from Disk: The metadata information can be saved to your hard disk as xml file. This loads a previously saved xml file into the editor.

Save to Disk: Save all information entered as xml file to your hard disk (recommended to keep a backup)

Submit & Publish: Once you submit, you cannot change the metadata information anymore. The metadata will be linked to the GFZ data repository and get an official DOI that can be cited. Only use this button for datasets that are intended for publication. Even without Publishing, the information is publicly visible (without DOI).

3 Creating a new dataset



dataservices.gfz-potsdam.de/4dmb/edit/

Metadata About/Help

DataCite Metadata

Resource Information

DOI (will be generated in the publishing process) Year 2019

Resource Type	Title	Version	Language of dataset
Dataset	This is a test dataset		eng

Dataset URL - Put here the web address to your dataset

URL

ftp://datapub.gfz-potsdam.de/download/10.5880.GFZ.43.2019.001/

Licenses and Rights

Licence

CC BY 4.0

Authors (Persons and/or Institutions)

Lastname	Firstname	Role	Author ID Type	Author Identifier (ID)	Affiliation
Förster	Hans-Jürgen				

The metadata editor – fields

Please enter the metadata information into the fields in the editor. If you hold your cursor over one of the fields you will get additional information on that field.

URL: Provide a url where the actual dataset is linked (e.g., a zip folder with measurements, an Excel Spreadsheet, a geologic map, etc.). Currently there is NO central storage server for the 4D-MB project. We are working on a solution. You can, however, upload the data on your own institute/university server and link it here. Or send it to Emanuel Kästle (emanuel.kaestle@fu-berlin.de), so he can do that for you.

If you plan to publish your dataset (no modification possible afterwards), it is possible to store your dataset also on GFZ servers (see section “4 Publishing a dataset with a DOI”).

Important note: Once you click the Save button, the metadata is visible to the public and linked on the SPP website. However, the information entered can still be modified.



3 Creating a new dataset



Submitting data by clicking the **Save** button

This requires a username and password

Username: mb4d19

Password: -provided separately by mail to SPP members-



4 Publishing a dataset with a DOI



Publishing your dataset with an official DOI is possible through the GFZ dataservice.

- 1) Create your dataset with all metadata entries as described on the previous pages.
- 2) By clicking “Save”, your dataset is publicly visible on the 4DMB data portal, but not beyond. It can still be modified and does not have a DOI for citation. At this stage it is your choice whether you link the actual data and make it available to others or whether you decide to not link it yet, or password protect it.
- 3) If you decide that you want your dataset to be published alongside an article/report, you can use the “Submit & Publish” button.
- 4) By clicking “Submit & Publish”, the metadata information will be sent to the GFZ dataservice team. A colleague will check the entries and contact you if he/she has any questions. You will also be asked to send a copy of the actual dataset to the GFZ to be stored on GFZ servers.
- 5) While your article is still in the review process, you can get a review link to your dataset. This review link is not yet public and hard to guess, so that the reviewers can already have a look at the dataset but it is not yet visible to the public (some journals ask for that). The dataset can still be modified if necessary.
- 6) As soon as the article is accepted (please write a note to the GFZ dataservice team), a DOI is created and both the dataset and the metadata cannot be modified anymore. If the journal asks for it, the DOI of the dataset can be sent to the journal so that it appears in the article. Conversely, the article DOI appears in the metadata information.
- 7) Your dataset is visible on the 4DMB data portal, on the GFZ data portal and, in the future, possibly also on the EPOS or other platforms (please contact the GFZ in case of detailed inquiries).



5 Questions & Comments



For all questions, comments, encountered bugs or other remarks, please contact Emanuel Kästle (emanuel.kaestle@fu-berlin.de).