

Welcome to the Research Data Management Service Group's November Newsletter

Comprehensive Data Management Planning & Services

The Research Data Management Service Group (RDMSG) is a collaborative, campus-wide organization of service providers that offer workshops and trainings each semester to meet faculty, staff, and student's research data needs. This includes finding data, data organization, analysis, publishing, and archiving. Please use the links below to see the wide array of offerings!

IN THIS NEWSLETTER:

- [Creating effective documentation](#)
- [Upcoming webinars, training, and conferences](#)
- [Last Pass for families](#)

A horizontal purple arrow pointing to the right, with the word "Spotlight" written in white text inside. The arrow has a gradient and a shadow effect.

Spotlight

Data Documentation Refresher

Creating rich, documentation, or metadata, about your research allows you and others to understand and verify your work.

It should include **information about the project, methods and materials**, and be in a format that's **accessible** over time. There are standardized metadata and documentation formats for some fields, disciplines and repositories, but even unstructured documentation can help others discover and use your data.

Common documentation formats include:

- **Readme files**, which provide information about the study or project, such as authors, funding info, citation info, licensing, and changelogs.
- **Data Dictionaries**, which are used to communicate detailed information about the content and structure of files in the dataset. They can include information about what fields are in the dataset, units of measure, abbreviations used, ranges of expected values and missing data indicators. Data dictionaries are sometimes embedded inside of readme files.
- **Codebooks**, which are common in survey research, provide information about a survey instrument and response codes used for recording results.

Learn more:

- [Metadata and describing data](#)
- [Guide to writing readme style metadata](#)
- [Describing Your Data: Data Dictionaries](#)
- [ICPSR Guide to Codebooks](#)

Webinars | Conferences | Trainings

Storage and Data Management at BioHPC

This workshop will be devoted to various aspects of managing your data on BioHPC. Nov 14, 2021 3:00-4:30pm. [Registration information.](#)

In case you missed it

Keep your personal data secure too!

LastPass now allows Cornell users to sign up for LastPass Families. [Learn more.](#)

Schedule a Consultation

RDMSG [consultants](#) are available year-round to answer questions and help with data-related problems.

We can meet via Zoom, email, or phone. Send a request to rdmsg-help@cornell.edu to arrange a consultation at a time that works for you.



RDMSG

RESEARCH DATA MANAGEMENT SERVICE GROUP
Comprehensive Data Management Planning & Services



<https://data.research.cornell.edu>



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