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| **ASEP data record template** | |
| 1. | **Data file name:**  *Provide a name for the data file that accurately describes the stored data.* |
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| 2. | **Data file name in English:**  *Complete only if the data file name is in a language other than English.* |
|  |
| 3. | **Data file authors:**  *Provide the names of all authors of the data files.* |
|  |
| 4. | **Data file type:**  *Check the appropriate data file type. If you cannot specify, select the generic 'dataset' type.* |
| dataset  text  figure  video/film  audio  software |
| 5. | **Document language:**  *Check the language of the documentation. If the language is not on the list, select "other" and fill in the respective language.* |
| English  Czech  Other - |
| 6. | **Description of the dataset files:**  *This is a brief summary, abstract that shows what the files are related to and what files the dataset contains. A concise description is used to help users navigate and understand or cite the stored datasets.*  *It is recommended to add a description of the individual datasets, the directory structure. If these are described in a separate documentation file in the dataset (e.g., documentation.txt, readme.txt, ctimne.txt), point to this file.* |
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| 7. | **Translation of the data file description into English:**  *Complete only if the data file description is in a language other than English.* |
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| 8. | **Research area:**  *Enter the number of the research area according to the OECD classification* [*OECD – Frascati Manual 2015*](https://asep-portal.lib.cas.cz/pro-zpracovatele/manual/kody-oboru-oecd/)*. E.g. 10304.* |
| *10302 – Condensed matter physics*  *20506 - Coating and films* |
| 9. | **Link to a data file in another repository:**  *Fill in if the data will not be stored in the ASEP data repository, but are stored in another repository, e.g. a field repository.* |
|  |
| 10. | **Repository name:**  *Fill in if in the previous question a link to a data file in another repository was provided.* |
|  |
| 11. | **Link to a publication in ASEP:**  *Provide a link to a publication in ASEP to which the data file is related.* |
|  |
| 12. | **Relation to projects:**  *Indicate the grant agency and grant project from which the creation of the data set was funded.* |
|  |
| 13. | **Research organization development:**  *Indicate the institutional support under which the dataset was created. The field is already pre-populated with the value "FZU".*  *If this is a collaboration, please add other collaborating institutes of the Czech Academy of Sciences.* |
| FZU |
| 14. | **Key words:**  *Provide keywords in English (or multi-word keyword phrases) that describe the factual content of the stored data as closely as possible. Write them as free text in English in lower case unless the spelling requires the use of capital letters (e.g. proper names). Separate each keyword with a comma. Any number of words may be entered.* |
|  |
| 15. | **Creative Commons licence:**  *Check the appropriate Creative Commons licence type. If you are attaching a text of another license that sets the rules for the use of the file, check "other" and indicate the specific license. More information about Creative Commons licences is available* [*here*](https://www.lib.cas.cz/podpora/data/asep/drasep/Licence%20Creative%20Commons.pdf)*.* |
| CC-BY State the origin  CC-BY-ND State the origin + do not manage  CC-SA State the origin+ maintain the licence  CC-BY-NC State the origin + do not use commercially  CC-BY-NC-ND State the origin + do not use commercially + do not manage  CC- BY- CC-SA State the origin + do not use commercially + maintain the licence  Other - |
| 16. | **Access to the data file:**  *Check the level of openness of the data file.* |
| File not publicly accessible – file is available on demand.  Accessible for the institute – file accessible from the IP address of the institute.  A publicly accessible file means that the file is immediately downloadable (open access).  Publicly accessible with embargo – during the embargo period the file is available on demand, after the embargo expires it is immediately downloadable (open access). |
| 17. | **Embargo expire date:**  *Fill in if the last option – "Publicly accessible with embargo" – was checked in the previous question.* |
| dd.mm.rrrr |
| 18. | **Link to a valid version of the dataset:**  *Fill in if there is a new version of the dataset, indicate the handle of the version of the dataset it replaces.* |
|  |
| 19. | **Link to an earlier version of the dataset:**  *Fill in if this is another version of an already saved dataset. Specify the handle of the dataset that this version replaces.* |
|  |
| 20. | **Consent to the inclusion of the ASEP online catalogue:**  *By checking "consent", the author submits the data record or datasets to the ASEP processor for a formal check.* |
| Yes, I agree.  No, I disagree. |

Comments: