# Check list for data submission – deadline 16 April

Please check the information before submitting data - especially on following points:

* Please add the 12-month data to the template with already existing 3-month data
* Please **do not change the templates**, do not add columns or column headings! They must be used as they are - otherwise we will not be able to correctly extract your data. Comments can be added in column V.
* If the sites (plots) where you have installed tea bags differ in climate (e.g. along altitudinal gradient) or differ in land-use (e.g. forest, grassland), then the site should be split into sub-sites labelled siteID.01; siteID.02 (e.g. 4.01; 4.02; 4.03… for site #4). In each of the four excel files for site, soil, mass loss, and climate, the sub-sites can be gathered in **one Excel document** with one sheet for each sub-site or in separate files.
	+ Please note that for some sites we have done this assignment. In case you have not submitted your data yet – please consider this for labeling your sites and templates.
	+ When you save the file, please keep the file name.
	+ In case you change to sub-sites, please update in cell B3 in site info file, column A in the three other files
	+ If soil and climatic data have been collected at the site, a copy of these files needs to be included for each sub-site.

## Site file

* Please check your **coordinates** (please do not mix up latitude and longitude and indicate if it is N or S / W or E). Correct coordinates are very crucial for us to extract the climate data in case you cannot provide them.
1. First check your coordinates in the Google map (or similar tool) before submitting to see if the site is appearing on right place.
2. Next correct the coordinates in the site file if needed
3. Last correct in the site information table (used for STOTEN manuscript) on the google drive and correct if necessary: <https://docs.google.com/spreadsheets/d/1kSRB_A-bSdX9d8x6zXDiAOftisi-5KuTXADopBclROo/edit?usp=sharing>
* Please assign your **biome** to one of these categories – cell B23 in the site file:
	+ Equatorial humid climate
	+ Semi-arid tropical climate
	+ Subtropical arid climate
	+ Mediterranean climate
	+ Warm temperate climate
	+ Temperate climate
	+ Arid-temperate climate
	+ Boreal climate
	+ Arctic climate
* Please provide information on **elevation** of your site in cell B14 in the site file. This information is needed to calculate decomposition indices.
	+ In the site information table used for STOTEN manuscript for several sites this information is missing. Please add there too.
* Please provide information on **type of biotope** at your site in cell B25-B32. Tick only one type. We remind you that if your site has multiple biotopes, it should be split into subsites as explained above.
	+ This information is still missing for several sites in our site information table used for STOTEN manuscript: <https://docs.google.com/spreadsheets/d/1kSRB_A-bSdX9d8x6zXDiAOftisi-5KuTXADopBclROo/edit?usp=sharing>

## Climate file

* Please provide monthly **climate data**:
	+ The absolute minimum requirement is average values for the3 month’s incubation period and the 12 months incubation period. If you do not measure it in-situ, please provide data from nearby weather station.

## Mass loss file

* Please check your **mass loss data** on plausibility:
	+ Submit only the weight of the remaining tea (i.e. without bag, string, and tag)
	+ The weight of the remaining tea must be equal or lower than initial weight of tea (i.e. without bag, string, and tag).
		- To get the initial tea weight subtract the initial value (containing the weight also of bag, string, tag) from the average empty tea bag =0.248g
		- If the weight is higher- follow the 4.7 point in protocol for further instructions
* We have added three columns. Please classify **the treatment** at your site in the mass loss file column E and F to the categories listed in the column heading and the period of sampling. This will ease the extraction of data.

## Basic soil parameter file

* Please let us know if you cannot provide the **basic soil parameters** (except GLORIA network)
	+ Soil pH (CaCl2) – if you only have water extraction, please note this in column V
	+ Total organic carbon (OC (%))
	+ Total N (%)
* Templates should be sent to TeaComposition@ign.ku.dk.

We are aware, that filling of data templates will require some of your time. However, we have to emphasize that this part is most crucial and important for the further work of the “data team”. So please be precise with the provided information and forward it till the **16 of April 2018**. We work with 1500-2000 files and are depending on correctly inserted numbers.

With many thanks in advance.

Ika, Inger and Sebastian

We would like also to encourage you to use LTER-DEIMS repository, which is the LTER website and database and to register your site.

For all LTER sites: Please go to https://data.lter-europe.net/deims/ and use your credentials to log in and update your site records.

In the field “Keywords originating from EnvEurope Thesaurus” add “TeaComposition” as a keyword and add information of your sites and upload images.

All Non-LTER sites that wish to be represented on DEIMS can use the “Teabag” user.

In order to log in please use this url: https://data.lter-europe.net/deims/tutorial/data.lter-europe.net/deims/?q=user/login

Name: Teabag

Password: ?Teabag64

In the field “LTER national network” please select “Non-LTER”

Please have a look at the tutorials section to get information about how to use DEIMS:

https://data.lter-europe.net/deims/tutorial/adding-sites

If you have any questions about how to use DEIMS that are not covered in the tutorials, please use the “Provide Feedback” button on DEIMS to get in touch with the technical support.