

This data curation checklist is based on data quality dimensions (Timeliness, Completeness, Uniqueness, Validity, Consistency and Accuracy) and data curation best practices from [DCN CURATED Steps](#)<sup>1</sup>. This document is intended to be a quick and practical guide for researchers, If you want to learn more about curation practices, see the extended IRTA checklist for data curators.

Data Curation Checklist			
Is the data consistent and complete?	Basics	Title	<input type="checkbox"/>
		Unique Identifiers	<input type="checkbox"/>
		Autorship	<input type="checkbox"/>
		Founder	<input type="checkbox"/>
		Related datasets	<input type="checkbox"/>
		Related publication	<input type="checkbox"/>
	Origin	What?	<input type="checkbox"/>
		What for?	<input type="checkbox"/>
		Where from?	<input type="checkbox"/>
		When?	<input type="checkbox"/>
		Why?	<input type="checkbox"/>
		How?	<input type="checkbox"/>
		Who?	<input type="checkbox"/>
		Third party datasets?	<input type="checkbox"/>
	Acces	License	<input type="checkbox"/>
		Embargos	<input type="checkbox"/>
		Repository	<input type="checkbox"/>
	Defined tabular data	Describe your variables thoroughly	<input type="checkbox"/>
		Define any code used	<input type="checkbox"/>
		One header row	<input type="checkbox"/>
Files	Naming convention	<input type="checkbox"/>	
	Non-proprietary formats	<input type="checkbox"/>	
	Data file summary is complete	<input type="checkbox"/>	
	Software needed	<input type="checkbox"/>	
Is the data clean?	Clean tabular data	Each column is a variable	<input type="checkbox"/>
		Each row an observation	<input type="checkbox"/>
		Units are separated from the data	<input type="checkbox"/>
		Sensitive data has been removed or anonymized	<input type="checkbox"/>
		No duplicates	<input type="checkbox"/>
		No empty fields	<input type="checkbox"/>
		No erroneous data	<input type="checkbox"/>
		No dummy data	<input type="checkbox"/>
		No embedded notes	<input type="checkbox"/>
		Variables name in, and only in, the first row	<input type="checkbox"/>
		Only one table per spreadsheet file	<input type="checkbox"/>
Is the data accurate?	Accurate tabular data	Data collection methods	<input type="checkbox"/>
		Data processing methods	<input type="checkbox"/>
		Data analysis methods	<input type="checkbox"/>
		Instruments/software involved	<input type="checkbox"/>
		Standards and calibration information	<input type="checkbox"/>
		Any code files used	<input type="checkbox"/>
		Detailed quality-assurance procedures	<input type="checkbox"/>
		Data well Documented	<input type="checkbox"/>



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<sup>1</sup> Data Curation Network. (2018). Checklist of CURATED Steps Performed by the Data Curation Network, v.1. Data Curation Network. Retrieved from the University of Minnesota Digital Conservancy, <https://hdl.handle.net/11299/226891>.