Metadata field	Meaning	Mandatory?
Persistent identifier	DANS Easy automatically assigns a reference number to your data set. You can include this number in your publications to refer to your data set. Others who want to refer to your dataset can also use this reference number. The reference number and the link between the reference number and your data set ensure that your data set remains findable on the internet in the long term (see further).	Yes
Title	Name or data set title.	Yes
Alternative title	A subtitle or a translation of the title.	No
Description	Content description of the data, description of the research project the data set is the result of. This may include the purpose of the project, the nature of the data and the main conclusions.	Yes
Language of description	The language of the description.	Yes
People & organisations	The key researchers involved in producing the data (creator). Optionally, you can add other persons and organisations (contributor) who have contributed to the realisation of the data set in another way (role).	Yes
Date created	Date the data were created.	Yes
Audience	Audience for whom the data set is of interest, described in terms of research domains.	Yes
Subject	Keywords on the content, location and period of origin of the data.	No
Identifier	Does the data set already have another reference number besides the one that is automatically assigned by DANS Easy? (see Persistent Identifier field)? Then you can add that reference number here.	No
Relation	Reference to a related data set, publication or journal article. Preferably with the DOI.	No
Language of files	The language of data.	No
Date	In addition to the Date created field above, other dates may be of interest. For example, the date on which the research project was completed.	No

Source	If the data are based on a source, please fill in the complete reference of that source, including the names of the creators, the date of publication, the title and the reference number. If applicable, please also indicate the method by which the source was processed and the selection procedure used.	No
Rightsholder	The person or organisation holding the copyright or intellectual property rights.	Yes
Publisher	The organisation that published the data set. If no organisation is indicated here, DANS is registered as the publisher.	No
Access rights	A basic choice between open access or restricted access and a mandatory choice for the type of licence if open access is chosen (CC0-1.0; CC-BY-4.0 etc).	Yes
Licence	The open access licence of your choice. If you have chosen restricted access rights, the DANS licence is automatically selected here.	Yes
Date available	By default, the data are available from the day you submit your data to DANS Easy. However, you can also opt for an embargo, for example because of a publication that is almost finished. Until the date you specify, the data are visible, but not accessible to any user. After that date, the data set is automatically available under the conditions specified under Access rights. The maximum embargo period is two years from the day you submit your data.	No
Content type	A technical description of the data according to the international thesaurus DCMI resource type (Dublin Core). The default value is 'Data set' for a collection of different files belonging to one research project.	No
Format	Software used and file formats.	No
CLARIN metadata	In research projects funded by CLARIN, it should be indicated here that the data set contains the additional metadata imposed by CLARIN.	No
Temporal coverage	Data coverage: period.	No
Spatial point, box and coverage	Data coverage: geographical area.	No