

Logo(s) (of Organization(s) creating the best practice)

Title

Sub-Title

Edition/Version Number

Document ID

Authors¹

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Best practices may be documented in the form of standard operating procedures or manuals or other formats. The list below are suggested sections and not all of these may be occurring in the document. Delete the heading if the section is not applicable. Additional topic titles should be added to the table of contents in the appropriate section, inserting sequential page number

Page Number

1.0 Executive Summary/Abstract

2.0 Introduction *(include scope of document and target audience)*

3.0 DATA MANAGEMENT (for the organization creating the Best Practice)

3.1 Observation Parameter (e.g. sea surface temperature)

3.2 Observation Instrument (eg. Discrete water sampler)

3.3 Collection Details (link to reference document(s) if available; short Instrument description and conditions (if available))

3.4 Data Format(s)

3.5 Code Management (upload or link to DMP of organization with data policy)

3.6 Interoperability Approach/Implementation

3.7 Data Standards used in data management

3.8 Metadata (schema, data flag info, etc)

3.9 Quality Assessment & Control

3.10 Archive Arrangements (trusted repository details, Data curation)

3.11 Documentation Management (with names and or links to instrument manuals, calibration sheets ...)

3.12 Access and use (data distribution, web service, data citations with PID)

3.13 Visualization Tools

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4.0 Summary

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5.2 GLOSSARY

5.3 ACRONYMS

5.4 REFERENCES (include DOIs)

(Other contributing BP and related BP citations should be annotated, and live links provided to full text)

7.0 Document Data Sheet

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