

Checklist for reviewing

Check the uploaded item

- ✓ Check if the item appears to contain human data. Consider contacting the submitter if you have any doubts regarding this.
- ✓ Does the item include a README file.
- ✓ Does the README file include a DOI to the item.
- ✓ Does the item include a manifest file.

Check the items metadata

- ✓ In the case of the item being connected to an article, check if the **title** corresponds to the title of the article. If not, consult with the submitter to determine whether this was intentional.
- ✓ In the case of the item being connected to an article, check if the **authors** listed here seem reasonable in relation to the authors of the article. Consider contacting the submitter if you have doubts about the authors stated.
- ✓ Choose the correct **group** for the item. If the item does not have a clear connection to one specific group, choose the highest group level, Science For Life Laboratory.
- ✓ Check if the uploaded item is labelled with the correct **item type**.
- ✓ Check if the **keywords** appear to be spelled correctly. Consider contacting the submitter if you have doubts about the spelling.
- ✓ In the case of the item being connected to an article, check if the article abstract is included in the **description**.
- ✓ Check that nothing more than the title of the connected article is stated in the **resource title** field.
- ✓ Check if the **resource DOI** matches the stated resource title.
- ✓ If it is a metadata record only, check that the **licence** is Restricted Access.
- ✓ Check that a **publisher** has been stated correctly.
- ✓ If possible, check that the **access request email** is a functioning email address.