Checklist for item revision

Check the submission type

☐ The submission type (e.g. metadata record) matches the item content.

Check the item files

☐ The item includes a **README** file containing the following information:
- DOI of the item
- Description
- Author(s)
- License
- Date of the last update

☐ The item includes a **manifest** file listing all uploaded files.

☐ All files listed in the **manifest** file are uploaded to the item.

Check the item information (metadata)

☐ The **title** is meaningful and does not contain underscores or file extensions.

☐ If you have doubts about the **group membership**, consult the submitter. If the item belongs to a group project, it should have the same group affiliation as the project.

☐ The uploaded item is labelled with the correct **item type** (e.g. presentation).

☐ The hyperlinked **author(s)** have their ORCID assigned.

☐ If only one **author** is listed, ask the submitter if they want to add additional authors.

☐ The **keywords** are correctly spelled. If you have doubts about the spelling, consider contacting the submitter.

☐ If a **keyword** is an abbreviation, make sure that the full name is added in the description part of the item.

☐ The item has at least three **keywords**.

☐ The **description** is sufficient for reusability of the item.

☐ The abbreviations used in the **description** are explained (full name written out).

☐ If the **grants** are not hyperlinked, check if they appear in the Dimension database by typing the grant number manually to see if a drop-down menu appears. Note that pasting in grant information or typing in the grant name may not trigger an automatic search of the Dimensions database.

☐ The right **licence** was selected based on the item type (e.g software vs. dataset).

☐ If the item is a metadata record only, the **licence** should be "Restricted Access".

☐ If the item is a dataset, the **publisher** must be the research principal (forskningshuvudman).

☐ For items other than metadata records, the **access request email** field is left empty.

☐ If SciLifeLab Data Centre's email is listed as **access request email**, confirm with the submitter that the files are located on Bianca.

Check the item submitter information

☐ The submitter has their ORCID connected to their account as this is recommended.

☐ The submitters name doesn't include non-alphabetic characters.