

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.
- ☐ If the item contains zip archives, check each archive for hidden system files.

Check the item information (metadata)

- ☐ The **title** is meaningful and does not contain underscores, bold formatting 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 **description** does not contain custom font formatting.
- ☐ 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.