



Instructions for General Contributions to the World Data Service for Paleoclimatology

Follow these guidelines for all data contributions *other than* for the [International Tree Ring Data Bank \(ITRDB\)](#), [International Multiproxy Paleo-fire Database \(IMPD\)](#), or [synthesis projects](#). We consider your contribution a synthesis project if the data is (1) a compilation of datasets generated by other scientists or (2) a reconstruction based on pre-existing public or non-public data sources.

Step 1 - Prepare Data

- The most common contribution template sent to us is the [Excel Data Contribution Template](#). The excel template is an easy-to-read format and contains an example study for reference.
- There are 3 tabs (metadata, chronology and data) in the excel template. For the metadata tab, fill out all of the sections. Note that the "Species Info" section is relevant only to tree ring contributions.
- In the data tab, you will fill out the variable and data section. Each variable term (data format, data type, detail, error, material, method, seasonality, unit, what) should be standardized to the [PaST Thesaurus](#). Refer to the [Variable Naming Guide](#) for more detailed instructions on variables.
- If your dataset contains dating information (e.g., Uranium-Thorium, radiocarbon, or fallout radionuclide measurements), please refer to the chronology example tabs in the Excel template and the "General Tips for Chronology Tables" on the next page.

Step 2 - Submit Data

Please send your completed data contribution template as an email attachment to paleo@noaa.gov. If you do not receive confirmation of receipt of your contribution within three business days, please phone +1 828-271-4800. Please contact us at either the phone number or email address above for any questions or further assistance.

General Tips for Chronology Tables

- Chronology refers to the ages assigned to a stratigraphic section or other paleoclimatology sample, and chronology tables often consist of these ages combined with measured depths. Please provide chronology tables and the preferred age assignments for all samples in your data contribution.
- When providing a chronology table, please provide sufficient information so the ages can be recalibrated, the uncertainty of the age determinations can be assessed, and new age models can be constructed.
- Depth should be listed in the first column, and where appropriate, depth ranges should be provided in adjacent columns. Please also provide raw and either corrected or calibrated ages as well as raw and either corrected or calibrated uncertainty.
- Ages determined from multiple sources can be combined in a single table, for example, a table can combine ages such as a core-top age estimate of zero, a stratigraphic correlation tie-point, and radiocarbon ages on subsequent rows in a single table.