

From personal communication with Donna Scott on 04/19/11:

The areas within the table of contents are where you should focus. The writers will put together the summary, citations, and overview table, based on your input. Keep in mind that you might not need to fill out all possible headings depending on your data. You do not have to worry about formatting. Our writing staff will be working on the documents to format and edit. Once we are at that point, a writer will be assigned to your group's POC to finalize the document.

1. Contacts and Acknowledgments -- provide names and contacts
2. Data Access and Tools -- if your group has tools that you want associated w/ the data, good to call that out in this section.
3. Detailed Data Description -- provide as much as you can. You may also submit papers with the document, and our writers can help pull out useful information from a user perspective.
4. Data Processing -- provide as much as you can
5. Data Acquisition -- provide as much as you can
6. References and Related Publications -- provide references that relate to the creation and research your group has done related to this data set.
7. Document Information -- Don't worry about this section, the writers will fill this in.