

## Data Submission Guidelines

AsiaFlux committee welcomes your submission of your variable data sets to AsiaFlux Database (AsiaFluxDB). The committee is open and receptive to diverse terrestrial ecosystem data sets at various time steps. One of the most important requirements for data submission is to prepare not only a data file itself but also two document files, site information file and data description file. The document file describes general information of your site, methodologies and noteworthy points/events on the use of your data. A packaged set of your original data and document files will be provided to AsiaFluxDB users. Your document file will prevent your variable data from inadequate and unintended usage or reading by AsiaFluxDB users.

AsiaFlux committee proposes data and document file formats outlined below in consideration of compatibility with some precedent similar databases and efficiency of data managements in AsiaFluxDB. AsiaFlux committee asks for your kind understanding.

### 1. Data file

- (1) As a general rule, data file should be assembled per year.
- (2) Observation data recorded different time step can not be mixed in one data file. For example, if you plan to provide both half hourly flux data and daily data such as precipitation and snow depth, please make two data files according to the time steps of your data. The two data files are identified by each specified file name (See section “3. File name”).
- (3) Gap-filled complete data and statistics (i.e. daily mean or annual sum) based on the gap-filled data should be separate from observed data file. Careful explanations about the applied gap-filling method are required in the document file for gap-filled data set.

### 2. Document file

- (1) General information of your site, methodologies and noteworthy points/events on the use of your data should be summarized in the document files (“Site Description File” and “Data Description File”).
- (2) Each of your yearly data file will be packaged with the document files for the relevant data file.
- (3) Entries of the document file (to the extent possible)
  - location of your site (latitude, longitude, elevation), time deference from UT
  - dominant vegetation, soil type
  - observation items, observation heights, methods, instruments
  - vegetation height, zero-plane displacement, roughness length
  - list of registered data, unit
  - methods of data quality control and assurance (QC/QA) and gap-filling
  - noteworthy points/events on the use of the data
  - creation date and update history information of each data file
  - principal investigator (PI) and contact person
  - other reference information (Web sites or published paper etc.)

### 3. File name

As shown in Tables 1 to 3, file names are combinations of information about site name, observation year, time step of the data and serial number (version number).

Table 1. General rules for file names.

Data file name	AAAA_BBB_YYYY_TTT_VV.csv	
Document files name	AAAA_BBB_YYYY_TTT_VV.pdf	
Symbols and meanings	AAAA	Classification of the data file ( <b>See Table2</b> )
	BBB	3-letter code of the site *As a general rule, the code should be set by data provider based on site name. * When absolutely necessary, another 3-digit code can be added with hyphen. i.e. BBB-BBB
	YYYY	dominical year (AD)
	TTT	index of time step of the data ( <b>see Table 3</b> )
	VV	version number sequential serial number from 01 (first registration) to 99, see “5. other important notices”)

Table 2. Classification of the data file

Symbol	meaning
SiIn	<ul style="list-style-type: none"> <li>“SiIn” should be used for your site description file.</li> </ul>
FxMt	<ul style="list-style-type: none"> <li>For a data file composed of observed eddy fluxes and micrometeorological components.</li> <li>Data obtained from tower-based continuous measurements should be included in this classification.</li> <li><u>This data file does not include gap-filled data.</u></li> </ul>
SoRe	<ul style="list-style-type: none"> <li>For a data file composed of chamber-based soil/ecosystem respiration and relevant parameters.</li> <li><u>This data file does not include gap-filled data.</u></li> </ul>
Biom	<ul style="list-style-type: none"> <li>For a data file summarized ecological investigations such as stand clipping method or forest survey.</li> </ul>
GfNr	<ul style="list-style-type: none"> <li>For a data file composed of <u>gap-filled CO<sub>2</sub> flux evaluated by non-linear regression method</u> and other gap-filled eddy covariance fluxes and relevant micrometeorological data.</li> </ul>
GfLt	<ul style="list-style-type: none"> <li>For a data file composed of <u>gap-filled CO<sub>2</sub> flux evaluated by look-up table method</u> and other gap-filled eddy covariance fluxes and relevant micrometeorological data.</li> </ul>
GfMd	<ul style="list-style-type: none"> <li>For a data file composed of <u>gap-filled CO<sub>2</sub> flux evaluated by mean diurnal variation method</u> and other gap-filled eddy covariance fluxes and relevant micrometeorological data.</li> </ul>
GfMi	<ul style="list-style-type: none"> <li>For a data file composed of <u>gap-filled CO<sub>2</sub> flux evaluated by multiple imputation method</u> and other gap-filled eddy covariance fluxes and relevant micrometeorological data.</li> </ul>
GfNn	<ul style="list-style-type: none"> <li>For a data file composed of <u>gap-filled CO<sub>2</sub> flux evaluated by neural network method</u> and other gap-filled eddy covariance fluxes and relevant micrometeorological data.</li> </ul>

Table 3. Identifying symbols of time step

Symbol	meaning	note
15m	15 min data	
30m	half hourly (30 min) data	
60m	hourly data	
day	daily data	
mon	Monthly data	
not	data in irregular intervals non- time series data -graphics data, -ecological investigation etc.	(1) The file format is not always “CSV”. (2) Please contact AsiaFlux committee. (3) You should define the content of your data in prescribed column of the document file.