This zip file contains a MEDIN data guideline in two formats: a pdf file and an xls spreadsheet. Please extract the files before using them to ensure links between the guidance document and the spreadsheet work correctly. The files contain identical information, but both formats are provided to meet different users' needs. The pdf is a guidance document, whereas the spreadsheet is a template to record information, should you need it.

There are 3 requirements to ensure that your data are MEDIN compliant:

1) **You supply General Metadata about your data –** *See Appendix A*
2) **You supply Detailed Metadata about your data –** *This may be included in a survey/cruise report or as additional metadata – See Appendix B*
3) **Your data are in a format that MEDIN accepts –** *See Appendix C*