INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
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How to Prepare
a MEDI Entry

HOW TO PREPARE A MEDI ENTRY

WHY DO IT?

MEDI[1] Is a directory system for data sets, data catalogues and data inventories and run within the framework of the IOC's International Oceanographic Data Exchange (IODE) system. The entries are deliberately kept simple so that they can be collected and disseminated as rapidly as possible.

By taking the time to prepare a MEDI entry for your organization, you will make your own work better known and you will help the increasing numbers of scientists and ocean users who are seeking data. In order to speed up data entry and get the directory information to users soonest, we prefer that you follow the instructions given below. If you have a document that already contains all or almost all the information requested, you may use this as an alternative method of submitting information. Your dataset may be just the one the users are looking for; make sure they find it; write your MEDI entry today.... right now!

WRITING YOUR ENTRY

Each MEDI entry starts with a section describing the data holding *organization.* This is followed by one or more sections, each giving a description of a single *data set, data catalogue* or *data inventory* held by the organization.

DESCRIBING AN ORGANIZATION

A MEDI entry section describing an *organization* should contain three components - the organization *name,* the organization *address* and a plain text *description.* Give the address for user enquiries. In the *address* give mailing, telephone, fax, telex, cable, electronic mail and communications network addresses, if any. In your *description,* mention any special conditions and procedures for the supply of data.

EXAMPLE

National Oceanographic Data Center

User Services Branch
NOAA/NESDIS E/OC21
Washington, DC 20235
USA
Tel: +1 (202) 673-5549 Telemail: NODC.WDCA SPAN: NODC::SERVICES

NODC Is an NODC within the IODE system and operates WDC-A Oceanography and RNODCs for IGOSS and MARPOLMON-P. Archived NODC datasets are available from NODC as magnetic tape copies of specified data subsets. For the major global files, data are also available as formatted printouts, data summaries, analyses, and plots. These files are sorted by cruise number (cruise file) and by a

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[1] Marine Environmental Data Information Referral System

geographic grid system (geofile). Datasets in originator formats are provided only as direct copies of whole data tapes. Subsets cannot be retrieved. The data files, as well as products, inventories, and cost information, are described in more detail in the NODC Users Guide (available from the above address). Data are on 1600 bpi tapes unless noted as being 6250 bpi tapes.

DESCRIBING A DATA HOLDING

A MEDI entry section describing a data *holding* is divided into three components- a *title* for the holding, *identifiers* and a plain text *description*. Start with the heading title and separate each component with a blank line. Note that you use the same format both to describe actual data sets and to describe catalogues and inventories (meta-data). Include separate sections for each major data type that you have, even if you manage your data as an integrated database.

Try to include the following *identifiers*: Data type, Geographic area, Time Period, Number of Observations and Media. If possible choose the data type from the list in Annex I, based on the ROSCOP form. Choose the Geographic Area from the list in Annex II based on IHB Sea areas. For both data type and geographic area you may enter more than one descriptor if necessary. If none of the list entries apply, substitute your own descriptor. For the media when applicable give both the type e.g. magnetic tape and the volume e.g. number of tapes, disk file size.

In the *description*, include relevant information such as type of instrument used, processing and quality control applied, project that data was collected for, etc.

EXAMPLES

Oceanographic Station Data (SD2) File.

Classical oceanographic bottle stations and vertical profiles (STD/CTD). Global. 1900-present. 693,259 stations. Cruise file 19 tapes (6250); geofile 42 tapes (6250).

Oceanographic data at discrete depth levels mainly from Nansen or other bottle casts (<5% CTD/STD data). Principal parameters are T, S; however, O2, PO4, P, SiO2, NO2, NO3, and pH may be recorded, as well as water color and water transparency. Values of sound velocity, sigma-T, and dynamic depth anomaly are computed.

ROSCOP File.

Data Inventory. Global. 1970-present. 20000 cruises. 20000 data sheets. 13 reports.

ROSCOP forms from 30 countries, providing information on data collected in Oceanographic cruises. Semi-annual catalogues of ROSCOP-2 Forms published. Issues 1-5, 1978-1980.

This gives you complete flexibility to include any other type of information that is important for your organization or your data holding. Follow the few simple guidelines and the pattern of the examples given above and you'll write informative MEDI entries that will guide potential users straight to your data (and ward off those users for whom your data is not relevant).

SENDING YOUR MEDI ENTRY

The quickest way of submitting your MEDI entry is to send it as a Telemail message to IOC.SECRETARIAT (Omnet) with the subject given as "MEDI INPUT".

If you are unable to use this medium, submit the MEDI entry on a IBM-PC compatible floppy disk (3 1/2" or 5 1/4", low or high density). A simple DOS text file is best but most common word processor file formats can also be accepted.

Alternatively simply send the MEDI entry on paper.

Floppy disk and paper MEDI entries should be addressed to

MEDI Co-ordinating Centre
Intergovernmental Oceanographic Commission
UNESCO
7 Place de Fontenoy
75700 Paris
France.   Tel: +33 (1) 45 68 40 08

This same centre will give you details on how you can get information from MEDI.

Thank you very much for your willingness to assist the effective use of oceanographic data by submitting a MEDI entry.

ANNEX I

Geographic Area Names

These names are based on those in I.H.B. Special Publication No 23 (Third Edition, 1953) - 'Limits of Oceans and Seas', which contains a precise definition of each area. Modifications to the I.H.B. system include the addition of sub-divisions for the major oceans and of entries for the Southern Ocean (Southern limit - the Antarctic Continent. Its northern limit is dependent on the oceanographic conditions e.g. Antarctic Convergence, and is typically 50 S) and the use of the name 'global' to describe data holdings covering a worldwide range. Except for the name 'global' the same names are also used in the ROSCOP form and in the GF3 data formatting system.

OCEAN/SEA AREA NAMES

Global
Baltic Sea
    Gulf of Bothnia
    Gulf of Finland
    Gulf of Riga
Kattegat, Sound and Belts
Skagerrak
North Sea
Greenland Sea
Norwegian Sea
Barentsz Sea
White Sea
Kara Sea
Laptev (or Nordenskjold) Sea
East Siberian Sea
Chuckchi Sea
Beaufort Sea
The Northwestern Passages
    Baffin Bay
Davis Strait
    Labrador Sea
Hudson Bay
    Hudson Strait
Arctic Ocean
    Lincoln Sea
Inner Seas off the West Coast of Scotland
Irish Sea and St. George's Channel
Bristol Channel
English Channel
Bay of Biscay
North Atlantic Ocean
    NE Atlantic (Limit 40 W)
    NW Atlantic (Limit 40 W)
Gulf of St. Lawrence

Bay of Fundy
Gulf of Mexico
Caribbean Sea
Mediterranean Sea
    Western Basin
    Eastern Basin
    Strait of Gibraltar
    Alboran Sea
    Balearic Sea (or Iberian Sea)
    Ligurian Sea
    Tyrrhenian Sea
    Ionian Sea
    Adriatic Sea
    Aegean Sea (The Archipelago)
Sea of Marmara
Black Sea
Sea of Azov
South Atlantic Ocean
    SE Atlantic (Limit 20 W)
    SW Atlantic (Limit 20 W)
Rio de La Plata
Gulf of Guinea
Gulf of Suez
Gulf of Aqaba
Red Sea
Gulf of Aden
Arabian Sea
Gulf of Oman
Gulf of Iran (Persian Gulf)
Laccadive Sea
Bay of Bengal
Andaman or Burma Sea
Indian Ocean
    Mozambique Channel

Malacca and Singapore Straits
    Malacca Strait
    Singapore Strait
Gulf of Thailand (Siam)
East Indian Archipelago (Indonesia)
    Sulu Sea
    Celebes Sea
    Molukka Sea
    Gulf of Tomini
    Halmahera Sea
    Ceram Sea
    Banda Sea
    Arafura Sea
    Timor Sea
    Flores Sea
    Gulf of Boni
    Bali Sea
    Makassar Strait
    Java Sea
    Savu Sea
South China Sea (Nan Hai)
Eastern China Sea (Tung Hai)
Yellow Sea (Hwang Hai)
Japan Sea
Inland Sea (Seto Naikai)

Sea of Okhotsk
Bering Sea
Philippine Sea
North Pacific Ocean
    NE Pacific (Limit 180 deg.)
    NW Pacific (Limit 180 deg.)
Gulf of Alaska
Coastal Waters of SE Alaska and British Columbia
Gulf of California
South Pacific Ocean
    SE Pacific (Limit 140 W)
    SW Pacific (Limit 140 W)
Great Australian Bight
    Bass Strait
Tasman Sea
Coral Sea
Solomon Sea
Bismarck Sea
Southern Ocean
    Atlantic Sector of Southern Ocean
    Indian Ocean Sector of Southern Ocean
    Pacific Sector of Southern Ocean
Land Areas

ANNEX II

Data types

These names are adapted from those used for the ROSCOP form. The data types Data catalogue' and 'Data Inventory' have been added.

GENERAL

Data catalogue
Data inventory

METEOROLOGY

Upper air observations
Incident radiation
Air-sea interface studies
Ice observations
Occasional standard measurements
Systematic standard measurements
Meteorological measurements

HYDROGRAPHY

SURFACE

Continuous temperature recording
Continuous salinity recording
Discrete temperature measurements
Discrete salinity measurements

PHYSICAL

Classical oceanographic stations
Vertical profiles (STD/CTD)
Sub-surface physical measurements underway
Mechanical bathythermograph
Bathythermograph-expendable
Sound velocity stations
Acoustic stations
Transparency
Optics
Diffusion (Dynamic)
Physical measurements

NEAR SEA FLOOR (< 10 m)

Continuous temperature recording
Continuous salinity recording
Discrete temperature measurements
Discrete salinity measurements

CHEMICAL

Oxygen
Phosphates
Total - P
Nitrates
Nitrites
Silicates
Alkalinity
pH
Chlorinity
Trace elements
Radioactivity
Isotopes
Dissolved gases
Chemical measurements

POLLUTION

Suspended solids
Heavy metals
Petroleum residues
Chlorinated hydrocarbons
Other dissolved substances
Thermal pollution
Pollution measurements
Waste water: BOD
Waste Water: Nitrates
Waste water: Microbiology
Waste water: Other
Discoloured water
Bottom deposits
Contaminated organisms

GEOLOGY GEOPHYSICS

MEASUREMENTS MADE AT A SPECIFIC LOCATION

Dredge
Grab
Core-rock
Core-soft bottom
Sampling by divers
Sampling by submersible
Drilling
Bottom photography
Sea floor temperature (< 1 m from bottom)
Acoustical properties of the sea floor
Engineering properties of the sea floor
Magnetic properties of the sea floor
Gravimetric properties of the sea floor
Radioactivity measurements
Geology/Geophysics measurements

MEASUREMENTS UNDERWAY

Motion picture of sea floor
Bathymetry-wide beam
Bathymetry-narrow beam
Side scan sonar
Seismic refraction
Gravimetry
Magnetism
Underway geophysical measurements

TYPES OF STUDIES

Physical analysis of sediments
Chemical analysis of sediments
Paleothermy
Paleomagnetism and rock magnetism
Paleontology
Geothermy
Geochronology
Mineral and fossil resources
Littoral zone studies

DYNAMICS

Current meters
Currents measured from ship drift
GEK
Drifters
Swallow floats
Drift cards
Bottom drifters
Tidal observations
Sea and swell
Dynamical measurements

BIOLOGY

Primary productivity
Phytoplankton pigments
Seston
Particulate organic carbon
Particulate organic nitrogen
Dissolved organic matter
Bacterial and pelagic micro-organisms
Phytoplankton
Zooplankton
Neuston
Nekton
Invertebrate nekton
Pelagic eggs and larvae
Pelagic fish
Amphibians
Benthic bacteria and micro-organisms
Phytobenthos
Zoobenthos
Commercial demersal fish
Commercial benthic molluscs
Commercial benthic crustacean
Attached plants and algae
Intertidal organisms
Borers and foulers
Birds
Mammals and reptiles
Deep scattering layers
Acoustical reflections on marine organisms
Biologic sounds
Bioluminescence
Vitamin concentrations
Aminoacid concentration
Hydrocarbon concentrations
Lipid concentrations
ATP-ADP-AMP concentrations
DNA-RNA concentrations
Taggings
Biological measurements

BIOLOGY (continued)

TYPES OF STUDIES

Identification
Spatial and temporal distribution
Monitoring and surveillance
Biomass determination
Description of communities
Food chains energy transfers
Population and environments
Population structures
Taxonomy, systematics, classification
Physiology
Behavior
Pathology, parasitology
Toxicology
Gear research
Exploratory fishing
Commercial fishing
Aquaculture