WHG Submission Readiness Checklist

This checklist helps contributors confirm that their dataset is ready to upload into the WHG Workbench.

1. Choose the Correct Upload Format

(from *"Choosing an upload data format: LPF or LP-TSV?"*)

- I have selected **LPF** *or* **LP-TSV** based on my dataset needs.
- I understand that **both formats require one record per place**.
- If my dataset has multiple names, geometries, or temporal attributes per place → I chose **LPF**.
- If my dataset is simple (name, type, coordinate, single timespan) → I chose **LP-TSV**.

2. Extract One Record per Place

(from *"Preparing data for upload – extracting places"*)

- If my source file had one row per event, artifact, or observation →
  I extracted **unique places** into their own table.
- I confirmed that places are not repeated across multiple rows.
- I resolved ambiguities (e.g., different names that refer to the same place).
- I decided whether to normalize place scales (e.g., settlement vs county).

3. Prepare LP-TSV Data Correctly

(from *"Preparing data for upload – the simple case"*)

If I chose **LP-TSV**:

- I copied my data into the WHG **LP-TSV spreadsheet template**.
- My file contains **one row per place**.
- My place types and name variants fit within single columns (e.g., "name1;name2").
- I did **not** edit TSV files using Notepad (because tabs will break).
  I used Excel, Google Sheets, or LibreOffice.

4. Prepare LPF Data Correctly

(based on *LPF note in documentation*)

If I chose **LPF**:

- I understand LPF is JSON-based and requires a transformation script.
- My LPF includes temporally scoped attributes where applicable.
- My LPF includes citations for names, geometries, types, or time spans if my dataset uses them.

5. Uploading the Dataset

(from *"Upload dataset workflow"*)

- I accessed "Upload dataset" via **My Data → + button**.
- I filled in all required fields in the upload form (as required by the UI).
- I verified upload progress through the **Status** tab.
- I used the **Browse** tab to visually inspect the uploaded places on the map/table.

6. Reconciliation Preparation

(from *"Reconciliation & Accessioning"*)

Before initiating reconciliation:

- My place names are clear enough to be matched to Wikidata/GeoNames.
- My coordinates (if present) are positioned correctly.
- I understand that reconciliation returns prospective matches ("hits").

Understanding reconciliation workflow:

- I know I must review each potential match.
- I know my options: **close Match**, **no match**, **defer**.
- I know deferred records go into a special queue.
- I understand PASS 0, PASS 1, PASS 2 (automatic vs scored matches).
- I know I can add notes to assist future review.

7. After Reconciliation

(from *"Reviewing accessioning results"*)

- I understand that if I accept a match, it becomes a **closeMatch** link.
- I understand the meaning of **closeMatch** based on SKOS definition.
- I understand "no match" means the record may become a **seed**.
- I know I can download augmented data after reconciliation.

8. Publication and Accessioning

(from *"Publishing Data"* and *"Accessioning to the WHG Union Index"*)

- After reconciliation, I completed required metadata in the **Metadata** tab.
- I submitted a publication request when the dataset was ready.
- I understand that accessioning (final integration) is initiated by WHG staff.
- I understand that accessioning may link my dataset with existing clusters.

- I know that unmatched records become "seeds" in the Union Index.

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