



Workshop for Doctoral Students

RESEARCH DATA MANAGEMENT AND OPEN DATA

6th - 7th October 2015
University of Manchester



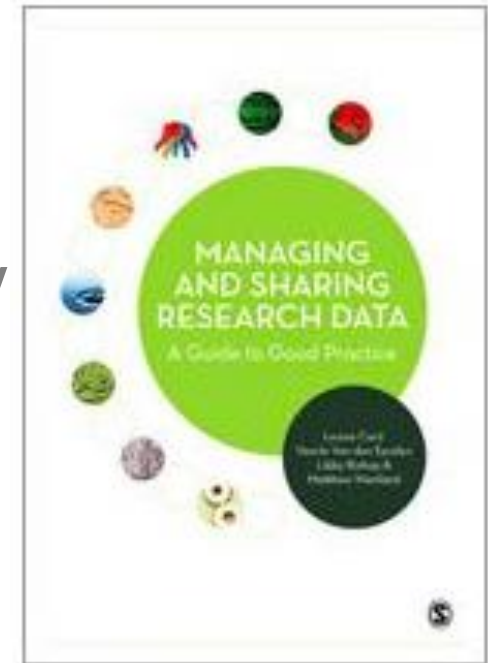
DATA DOCUMENTATION AND CONTEXTUAL DESCRIPTIONS

Irena Vipavc Brvar, Social Science Data Archives



Content

- Which things should I save and how
 - Data (part 1)
 - Documentation (part 2)
- What tools are there



UK Data Service



Documentation

Data documentation might include:

- a survey questionnaire
- an interview schedule
- records of interviewees and their demographic characteristics in a qualitative study
- variable labels in a table
- published articles that provides background information
- description of the methodology used to collect the data

Nashville, Tennessee Music Industry Economic Impact Project

The Nashville Chamber of Commerce, in conjunction with the Music City Partnership and Belmont University, is conducting an economic impact study of the music industry in Nashville, Tennessee. This survey questionnaire is part of that study. The information received on this questionnaire will be held in strict confidence and no specific firm information will be released or published. In addition, all questionnaires and firm-specific information will be destroyed once the study is completed. If you have any questions, please contact Dr. Patrick Raines of Belmont University at 615-460-6175. Please return this survey by October 24, 2005. A stamped envelope is enclosed for your convenience.

Company Name _____
Contact Person _____
Telephone # _____ Fax # _____
Please specify primary nature of business _____

| | Past Fiscal Yr. | Estimated Current Fiscal Yr. |
|---|-----------------|------------------------------|
| Labor | | |
| Total Number of Full-time Employees (Nashville, MSA) ^a | _____ | _____ |
| Total Number of Part-time Employees (Nashville, MSA) | _____ | _____ |
| Annual Employee Wages and Salaries | _____ | _____ |
| Professional/ Business Services, contract and additional labor | _____ | _____ |
| Operations | | |
| Total Operating Expenditures ^b | _____ | _____ |
| Capital Improvements | | |
| Total Capital Expenditures | _____ | _____ |
| Projected 3-Year Capital Expenditures | _____ | _____ |
| Taxes | | |
| State Taxes | _____ | _____ |
| Local Taxes | _____ | _____ |
| Total Nashville Sales Revenues^c | _____ | _____ |



Quality report

Source: UK Data Service

What should be captured?

Contextual information about project and data

- background, project history, aims, objectives, hypotheses
- publications based on data collection

Data collection methodology and processes

- data collection process and sampling
- instruments used - questionnaires, showcards, interview schedules
- temporal/geographic coverage
- data validation - cleaning, error checking
- compilation of derived variables
- weighting: factors and variables, weighting process
- secondary data sources used

Data confidentiality, access and use conditions

- anonymisation carried out
- consent conditions/procedures
- access or use conditions of data

Source: UK Data Service

METADATA

Metadata - data about data

Describe your survey using standard

International **standards/schemes**

- Data Documentation Initiative (DDI)
- ISO19115
- Dublin Core
- Metadata Encoding and Transmission Standard (METS)
- Preservation Metadata Maintenance Activity (PREMIS)

BASIC STRUCTURE OF DDI 2.*

- Section 1.0 - Document Description consists of bibliographic information that can be considered as the header whose elements uniquely describe the full contents of the compliant DDI file.
- Section 2.0 - Study Description consists of information about the data collection. This section includes information about who collected and who distributes the data, about the scope and coverage, sampling (if relevant), data collection methods and processing, citation requirements, etc.

Controlled Vocabulary

Multilingual

XML

Semantic and technical **interoperability**

BASIC STRUCTURE OF DDI 2.*

- Section 3.0 - Data Files Description provides information about the Data file(s).
- Section 4.0 - Variable Description provides a detailed description of variables, including (when relevant) the variable type, variable and value labels, literal questions, computation or imputation methods, instructions to interviewers, universe, descriptive statistics, etc.
- Section 5.0 - Other Study Related Materials allows for the inclusion of other materials related to the study such as questionnaires, user manuals, computer programs, interviewer manuals, maps, coding information, etc.

Nesstar Publisher

ects:

My Projects

- euvet12-en_F1
- euvet12-en
 - Document Description
 - Study Description
 - Other Study Materials
 - Datasets
 - Variable Groups
 - Other Materials
 - External Resources

Other Materials

- 7 EU VET – Study on vocational ed
- 7 EU VET – Berufsbildungssysteme
- 7 EU VET – Raziskava o poklicnem i
- 7 EU VET – Raziskava o poklicnem i
- 7 EU - Berufsschüler in Europa - Ge
- 7 EU VET – Detalizeta metodologisk
- 7 EU VET – Septyniū Europos šaliu
- 7 EU VET – Detailed Methodologica
- 7EU VET Coding for Master Questio
- 7EU VET Coding of answer categor
- Manual for Entering and Cleaning D
- Sample design

+ Title:

7 EU - Berufsschüler in Europa - German [Questionnaire]

-

Location (URI):

http://www.7eu-vet.org/uploadi/editor/1309423056pupil_DE

↑

Description:

↓

Other Materials

- 7 EU VET – Study on vocational ed
- 7 EU VET – Berufsbildungssysteme
- 7 EU VET – Raziskava o poklicnem i
- 7 EU VET – Raziskava o poklicnem i
- 7 EU - Berufsschüler in Europa - Ge
- 7 EU VET – Detalizeta metodologisk
- 7 EU VET – Septyniū Europos šaliu
- 7 EU VET – Detailed Methodologica
- 7EU VET Coding for Master Questio
- 7EU VET Coding of answer categor
- Manual for Entering and Cleaning D
- Sample design

+ Title:

7 EU VET – Study on vocational education in seven european countries [Questionnaire]

-

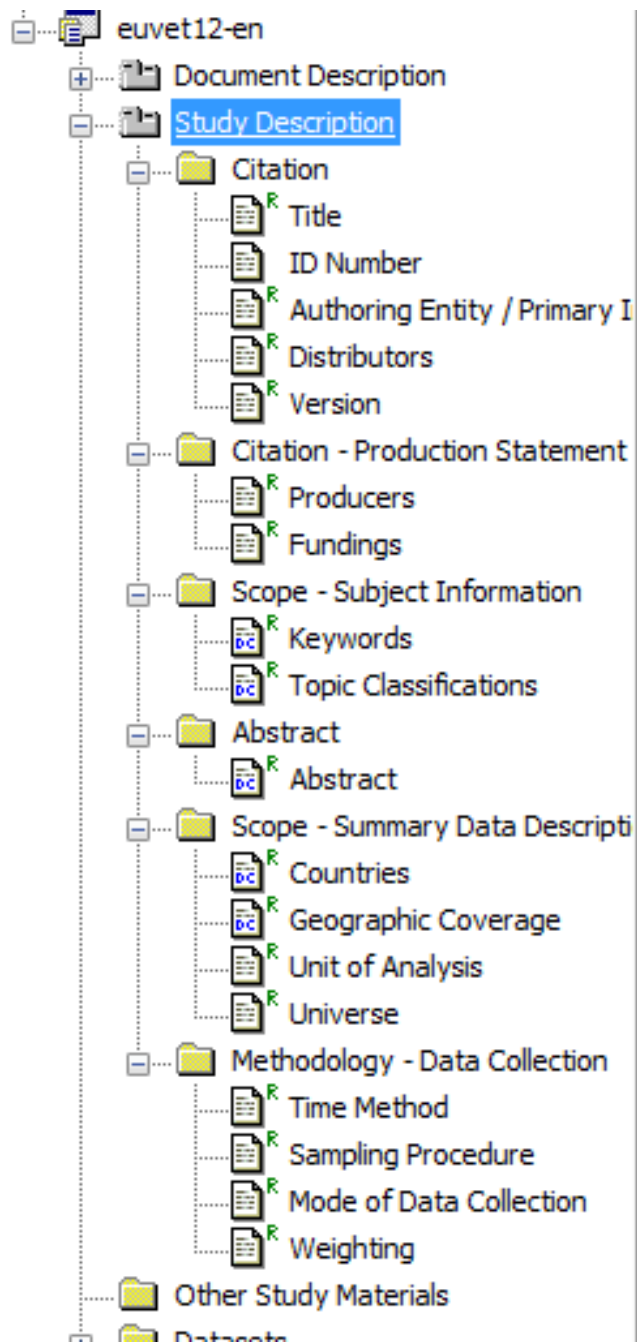
Location (URI):

↑

http://www.7eu-vet.org/db/18/833/Project%20results/Questionnaires_WP7/

↓

Description:



Study Description

Title

[EUVET12]3 7 EU VET - Study on vocational education in seven european countries

Authoring Entity / Primary Investigator

| Name | Affiliation |
|------------------|---|
| Dahmen, Caroline | University of Damstadt, Germany |
| Brečko, Barbara | Fakulteta za družbene vede = Faculty of Social Sciences, Univerza v Ljubljani = University of Ljubljana, Slovenia |
| Fuchs, Marek | University of Damstadt, Germany |
| Vehovar, Vasja | Fakulteta za družbene vede = Faculty of Social Sciences, Univerza v Ljubljani = University of Ljubljana, Slovenia |

Distributors

| Name | Abbreviation | Affiliation |
|---|--------------|--|
| Arhiv družboslovnih podatkov = Social Science Data Archives | ADP | Univerza v Ljubljani = University of Ljubljana |

Producers

| Name | Abbreviation | Affiliation |
|--|--------------|---|
| Center za družboslovno informatiko = Centre for Social Informatics | CDI | Fakulteta za družbene vede = Faculty of Social Sc |

Fundings

| Agency | Grant Number |
|---|--------------|
| The European Commission-Life long Learning programme (75 %) | 2009-12029 |
| Own resources of the participating institutions (25 %) | 2009-12029 |

Keywords

| Text |
|----------------------|
| vocational education |
| vocational programme |
| knowledge |
| competences |

Variable Groups

- Variable Groups
 - A_F1: Preliminary program and the tra
 - B_F1: Current programme
 - C_F1: Acquired Knowledge
 - D_F1: About yourself and your career**
 - E_F1: Acquired skills and abilities
 - F_F1: Information and communication
 - G_F1: You and your family
 - Other_F1
 - A_F2: Preliminary program and the tra
 - B_F2: Current programme
 - C_F2: Acquired Knowledge
 - D_F2: About yourself and your career
 - E_F2: Acquired skills and abilities
 - F_F2: Information and communication
 - G_F2: You and your family
 - Other_F2

| Description | | Variables | |
|-------------|--------|-----------|---|
| Dataset | Number | Name | Label |
| euvet12_f1 | v148 | D1_1 | Goals: Obtaining solid occupational proficiencies |
| euvet12_f1 | v149 | D1_2 | Goals: Receiving a high income |
| euvet12_f1 | v150 | D1_3 | Goals: Gaining job security |
| euvet12_f1 | v151 | D1_4 | Goals: Having responsibility at work |
| euvet12_f1 | v152 | D1_5 | Goals: Having opportunities to learn new things at work |
| euvet12_f1 | v153 | D1_6 | Goals: Undertaking interesting tasks in the workplace |
| euvet12_f1 | v154 | D1_7 | Goals: Having a job that makes me happy |
| euvet12_f1 | v155 | D1_8 | Goals: Having a good relationship with colleagues |
| euvet12_f1 | v156 | D1_9 | Goals: Advancing to a high level of status in society |
| euvet12_f1 | v157 | D1_10 | Goals: having enough spare-time to do other things in life |
| euvet12_f1 | v158 | D1_11 | Goals: Making and maintaining relationships with others (e.g. family and friends) |
| euvet12_f1 | v159 | D2_1 | Role: A woman should be prepared to cut down on her paid work for the sake of her family (not asked |
| euvet12_f1 | v160 | D2_2 | Role: When jobs are scarce, men should have more right to a job than women (not asked in UK) |
| euvet12_f1 | v161 | D2_3 | Role: There should be many more women in political and public leadership roles (not asked in UK) |
| euvet12_f1 | v162 | D2_4 | Role: Men should take as much responsibility as women for the home and children (not asked in UK) |
| euvet12_f1 | v163 | D2_5 | Role: A man who stays at home and runs the household is not a real man (not asked in UK) |
| euvet12_f1 | v164 | D2_6 | Role: When there are children in the home, parents should stay together even if they do not get along |
| euvet12_f1 | v165 | D2_7 | Role: A persons family ought to be his or her main priority in life (not asked in UK) |
| euvet12_f1 | v166 | D3 | Do you think men and women have the same opportunities to get a job in your aspired occupation? (n |
| euvet12_f1 | v167 | D4 | What kind of job do you expect to have when you are about 30 years old? |
| euvet12_f1 | v168 | d40 | What kind of job do you expect to have when you are about 30 years old? |
| euvet12_f1 | v169 | d41 | What kind of job do you expect to have when you are about 30 years old? |
| euvet12_f1 | v170 | d42 | What kind of job do you expect to have when you are about 30 years old? |
| euvet12_f1 | v171 | D4_ISCO | ISCO: What kind of job do you expect to have when you are about 30 years old? |
| euvet12_f1 | v172 | D5_1 | Sector: Industry (e.g. producing industry, steel, motor, oil) |
| euvet12_f1 | v173 | D5_2 | Sector: Services (e.g. nursing, policing, hairdressing) |

| | | | | | | |
|-----|---------|---|----|---|---|---|
| v31 | A3_3a_2 | Previous grade: first foreign language_comparable | 8 | * | * | 1 |
| v32 | A4_1 | Choice: The programme offered good job prospects | 11 | * | * | 1 |
| v33 | A4_2 | Choice: My previous examination grades prevented me being able to enrol | 11 | * | * | 1 |
| v34 | A4_3 | Choice: My parents suggested I enrol on this programme | 11 | * | * | 1 |

Documentation

Statistics | Weights | Documentation

- Question
 - Pre-Question Text
 - Literal Question
 - Post-Question Text
 - Interviewer Instructions
- Description
 - Variable Text
 - Concepts

Literal Question

A4. How important were the following aspects to you when you were choosing your current programme? (Please tick only one box in each row) The programme offered good job prospects

Survey Documentation

ESS6 Data Documentation Report ed. 2.1

ESS6 Appendix A1 Education ed. 2.0

[European Social Survey, Round 6](#)

ESS6 Appendix A2 Income ed. 2.0

ESS6 Appendix A3 Political Parties ed. 2.0

ESS6 Appendix A4 Legal Marital and Relationship Status ed. 2.0

ESS6 Appendix A5 Population Statistics ed. 2.0

ESS6 Appendix A6 Classifications and Coding Standards

ESS6 Appendix A7 Variables and Questions ed. 2.1

ESS6 Appendix A8 Variable List ed. 2.1

ESS6 Data Protocol ed. 1.4

ESS6 Quality Report

Fieldwork Documents

ESS6 Source Main Questionnaire

ESS6 Source Showcards Main Questionnaire

ESS6 Source Contact Forms

ESS6 Source Supplementary Questionnaires

ESS6 Source Showcards Supplementary Questionnaires

ESS6 Source Administration of Supplementary Questionnaires

ESS6 Source Project Instructions

EUVET 12 Survey

| 7EU_VET | Today 08:43 | -- | Folder |
|------------------------|-------------------|--------|----------------|
| ▶ survey | Yesterday 09:44 | -- | Folder |
| ▶ tabele_za net | 18 Oct 2012 11:46 | -- | Folder |
| ▶ focus groups | 18 Oct 2012 11:45 | -- | Folder |
| ▶ opisRaziskave.docx | 9 Oct 2012 12:20 | 113 KB | Micros...ument |
| ▶ wp_ji | 5 Jun 2012 09:45 | -- | Folder |
| ▶ questionnaires_final | 5 Jun 2012 09:45 | -- | Folder |
| ▶ vet docuementnts | 5 Jun 2012 09:45 | -- | Folder |
| ▶ tuja praksa | 5 Jun 2012 09:45 | -- | Folder |
| ▶ tasks | 5 Jun 2012 09:45 | -- | Folder |
| ▶ samo_draft material | 5 Jun 2012 09:41 | -- | Folder |
| ▶ data | 5 Jun 2012 09:41 | -- | Folder |
| ▶ samo-minutes | 5 Jun 2012 09:41 | -- | Folder |
| ▶ presentations | 5 Jun 2012 09:41 | -- | Folder |
| ▶ logoti | 5 Jun 2012 09:41 | -- | Folder |
| ▶ manuals | 5 Jun 2012 09:41 | -- | Folder |
| ▶ finalni | 5 Jun 2012 09:41 | -- | Folder |
| ▶ gantt chart | 5 Jun 2012 09:41 | -- | Folder |
| ▶ documentation | 5 Jun 2012 09:41 | -- | Folder |
| ▶ baza_poklicne | 5 Jun 2012 09:41 | -- | Folder |
| ▶ baze | 5 Jun 2012 09:41 | -- | Folder |
| ▶ baza_gimn | 5 Jun 2012 09:41 | -- | Folder |
| ▶ 7EU-VET budget | 5 Jun 2012 09:41 | -- | Folder |
| ▶ 4th meeting | 5 Jun 2012 09:41 | -- | Folder |
| ▶ 3rd_meeting | 5 Jun 2012 09:41 | -- | Folder |
| ▶ 3rd interim report | 5 Jun 2012 09:41 | -- | Folder |
| ▶ 2nd_interim_repoort | 5 Jun 2012 09:41 | -- | Folder |
| ▶ 2nd meeting | 5 Jun 2012 09:41 | -- | Folder |
| ▶ 1_st_meeting | 5 Jun 2012 09:41 | -- | Folder |



| Forum: 7EU VET | Threads | Replies | Last post | |
|--|----------------|----------------|------------------|---|
| INTERIM REPORT | 13 | 94 | ana | Re: WP10 deliverables 04.07.2011 16:32 |
| WP10 National Reports | 7 | 19 | bozidar | Re: National report - Slovenia 13.12.2012 11:57 |
| WP1 - Management | 6 | 17 | vasja | Draft agenda 4th meeting 23.11.2011 14:48 |
| WP2 - Quality assurance | 9 | 20 | ana | Dehems QA 25.05.2011 15:09 |
| WP3 - Dissemination | 28 | 93 | simon | Re: WP3 Germany 26.11.2012 12:04 |
| WP4_WP5 Second stage | 14 | 74 | vjaceslavs | Re: WP4/5 Latvia 17.03.2012 22:40 |
| WP4 - An overview of existing documentation | 8 | 26 | Markos | Re: WP4 - Latest Version 28.06.2010 19:51 |
| WP5 - Secondary study of national contexts and trends | 6 | 55 | simon | WP5: Updated Report 2012 04.12.2012 13:23 |
| WP6 - Focus groups with pupils of secondary school | 6 | 62 | barbara | Re: Focus Groups - second round... 24.10.2012 12:31 |
| WP7 - Survey among secondary school pupils | 45 | 294 | barbara | primerjava gimnazije poklicne 20.07.2012 11:26 |
| WP8 - Qualitative interviews among experts and decision makers | 5 | 25 | simon | WP8: 2nd draft of Int. Report 19.11.2012 13:22 |
| WP9 - Exploitation of results | 7 | 27 | virginija | Re: National exploitation-Lithuania... 14.01.2013 08:24 |
| WP10 - Synthesis of the results | 8 | 15 | bozidar | Final report - draft version1.... 07.12.2012 13:36 |
| Other | 11 | 50 | caroline | Progress report submitted 30.06.2011 11:55 |
| Zapisniki - Irena | 4 | 6 | tinad | Zapisnik sestanka z dne 23.2.2011... 24.02.2011 09:21 |
| Meetings | 12 | 25 | andrejap | IISES 2012, Lisbon 05.11.2012 10:23 |
| Zapisniki VV; BB, SP | 27 | 126 | gc | SUBMISSION 04.03.2013 09:50 |
| Admin | 6 | 7 | vasja | Re: Amendment request JUNIJ 2011... 08.06.2011 10:42 |
| FINAL REPORT | 13 | 28 | bozidar | Re: WP8 deliverables 23.01.2013 11:48 |
| Forum: Special forums | Threads | Replies | Last post | |
| last threads | | | | |



[Add thread](#)

-  **Forum: 7EU VET**
-  INTERIM REPORT
-  WP10 National Reports
-  WP1 - Management
-  WP2 - Quality assurance
-  WP3 - Dissemination
-  WP4_WP5 Second stage
-  WP4 - An overview of existing documentation
-  WP5 - Secondary study of national contexts and trends
-  WP6 - Focus groups with pupils of secondary school
-  WP7 - Survey among secondary school pupils
-  WP8 - Qualitative interviews among experts and decision makers
-  WP9 - Exploitation of results
-  WP10 - Synthesis of the results
-  Other
-  Zapisniki - Irena
-  Meetings
-  Zapisniki VV; BB, SP
-  Admin
-  [FINAL REPORT](#)
- Forum: Special forums**
-  last threads

|  Folder: FINAL REPORT | Replies | Views | Author | Last post |
|---|---------|-------|---------|----------------------------|
|  WP8 deliverables | 2 | 34 | barbara | 23.01.2013 11:48 - bozidar |
|  WP6 deliverables | 2 | 23 | barbara | 23.01.2013 11:47 - bozidar |
|  WP7 deliverables | 3 | 55 | barbara | 23.01.2013 11:47 - bozidar |
|  WP5 deliverables | 2 | 21 | barbara | 23.01.2013 11:45 - bozidar |
|  WP4 deliverables | 2 | 29 | barbara | 23.01.2013 11:45 - bozidar |
|  WP1 deliverables | 4 | 96 | barbara | 23.01.2013 11:44 - bozidar |
|  WP3 deliverables | 3 | 60 | barbara | 23.01.2013 11:44 - bozidar |
|  WP2 deliverables | 2 | 33 | barbara | 23.01.2013 11:44 - bozidar |
|  WP10 deliverables | 2 | 110 | barbara | 05.11.2012 07:18 - julian |
|  WORKPLAN scheldlue | 3 | 64 | vasja | 27.06.2012 13:18 - vasja |
|  DELIVRALBE LIST | 1 | 44 | vasja | 11.11.2011 13:49 - vasja |
|  WP9 deliverables | 1 | 35 | barbara | 19.10.2011 09:59 - barbara |
|  Final report plan | 1 | 57 | barbara | 19.10.2011 09:51 - barbara |

7.4 International database

One of the WP 7 products will be a **publicly accessible international database** with the corresponding documentation (questionnaires, technical information, sampling information) based on which anyone interested will be able to perform secondary analyses. The international database will be published on the web page and publicly after the publication of the final report.

You can find more in

- UKDA - Create & Manage Data

<http://www.data-archive.ac.uk/create-manage>

- ICSPR - Guide to Social Science Data Preparation and Archiving

<http://www.icpsr.umich.edu/icpsrweb/content/deposit/guide/chapter5.html>

IHSN - Data archiving and dissemination

<http://www.ihsn.org/home/archiving>

MANTRA - Research Data Management Training

<http://datalib.edina.ac.uk/mantra/>