



Facilitate Open Science Training for European Research

## **RESEARCH DATA MANAGEMENT AND OPEN DATA**

**6-7 October 2015**

University of Manchester, UK



# HANDLING QUALITATIVE DATA- TRANSCRIPTION, LISTING (AND QUALIBANK)

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*Libby Bishop, UK Data Service*



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UK Data Service

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# Overview for this session

- Transcription
- Data listing (documentation)
- Digitisation
- QualiBank

# Data transcription

- translation between forms
- all transcription is:
  - representational
  - selective - can be multiple-perspective for video
  - interpretive
  - theoretical



# Transcription template

Should:

- possess a unique identifier
- adopt a uniform layout throughout the research project
- make use of speaker tags - turn-taking
- carry line breaks
- be page numbered
- carry a document header giving brief details of the interview: date, place, interviewer name, interviewee details, etc.

Other considerations:

- cover page
- compatibility with import features of Qualitative Data Analysis Software (QDAS) e.g., Atlas.ti, MAXQDA, and others



# Transcription and data sharing

- added issues to consider when transcribing for data sharing
- in what format will the transcript be accessed?
  - paper
  - digital file
  - web
  - standalone or part of collection
- who will be reading the transcript?
  - need for more/different contextual information ('metadata') for secondary users?
  - exposes the researcher's practices



# In practice: transcript format

Study Name:  
Depositor:  
Interviewer:

Interview number:  
Interview ID: Firstname Lastname  
Date of interview:

Information about interviewee

Date of birth:  
Gender:  
Geographic region:

Marital status:  
Occupation:

Y=Interviewee

I=Interviewer

Y: I came here in late 1968.

I: You came here in late 1968? Many years already.

Y: 31 years already. 31 years already.

I: (laugh) It is really a long time. Why did you choose to come to England at that time?

Y: I met my husband and after we got married in Hong Kong, I applied to come to England.

I: You met your husband in Hong Kong?

Y: Yes.

I: He was working here [in England] already?

# Data-level documentation

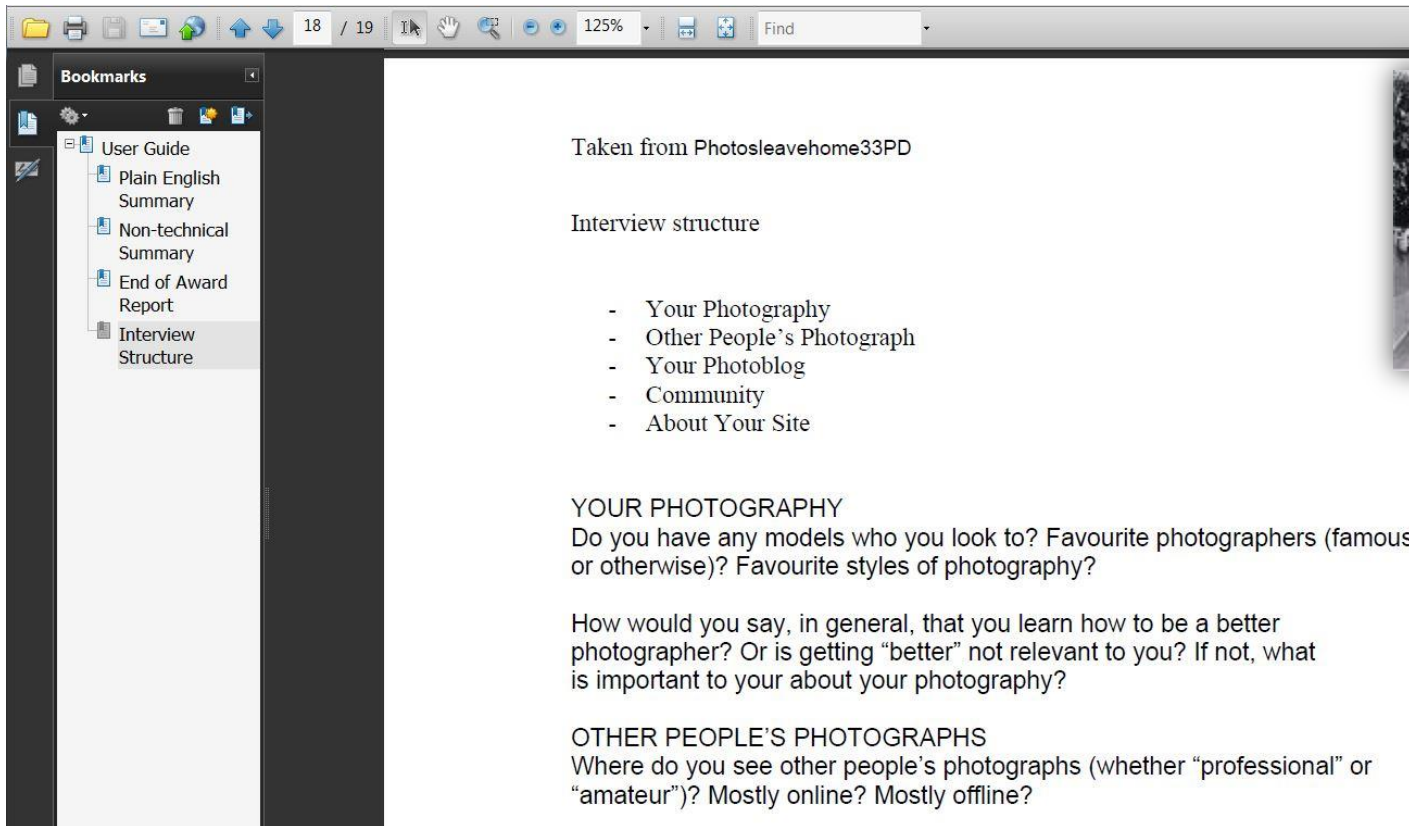
- Aim to embed this documentation in your data file
- Bigger issue lurking - metadata vs. data....no clear boundary (NSA)
- Qualitative data/text documents:
  - interview transcript speech demarcation (speaker tags)
  - document header with brief details of interview date, place, interviewer name, interviewee details, context





# Qualitative study - user guide and doc

- A user guide could contain a variety of documents that provide context: interview schedule, transcription notes, even photos



Taken from Photosleavehome33PD

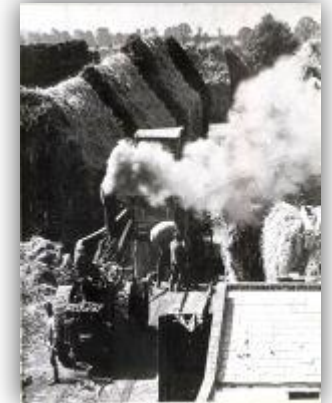
Interview structure

- Your Photography
- Other People's Photograph
- Your Photoblog
- Community
- About Your Site

**YOUR PHOTOGRAPHY**  
Do you have any models who you look to? Favourite photographers (famous or otherwise)? Favourite styles of photography?

How would you say, in general, that you learn how to be a better photographer? Or is getting "better" not relevant to you? If not, what is important to your about your photography?

**OTHER PEOPLE'S PHOTOGRAPHS**  
Where do you see other people's photographs (whether "professional" or "amateur")? Mostly online? Mostly offline?



# Qualitative study - data listing

- Data listing provides an at-a-glance summary of interview sets

**Study Number 5407**  
**Health and Social Consequences of the Foot and Mouth Disease Epidemic in North Cumbria, 2001**  
**Mort, M.**

The panel respondents for the study were divided into six population groups. The data list for the diary and interviews has been colour-coded accordingly for clarity, using the depositor's original colours:

Group 1: Farmers	Group 2: Rural Business	Group 3: Agricultural related occupations	Group 4: Frontline Workers	Group 5: Community	Group 6: Animal / Human Health Professionals
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## 1. Interviews

Respondent ID	Population Group	Date of Birth	Gender	Occupation	Interview summary	Place of Interview
PM02	Group 6: Animal / Human Health Professionals	1975	M	Veterinary Surgeon	Family and background, career and work, arrangements during FMD epidemic and perceptions of situation	North Cumbria, resp home
PM03	Group 6: Animal / Human Health Professionals	1966	F	Veterinary Surgeon	Family and background, career and work, arrangements during FMD epidemic and perceptions of situation	North Cumbria
PM07	Group 6: Animal / Human Health Professionals	1964	F	Veterinary practice manager	Family and background, career and work, arrangements during FMD epidemic and perceptions of situation	North Cumbria, resp home
					Family and background, career and work, arrangements during FMD epidemic and perceptions of situation	

# Digitisation of data

Non-digital data can (and should!) be digitised.

Approach dependent on situation

- e.g. type of data, resources available, purpose of digitisation

Some general notes:

Photographs

- scan and save as TIFF

Maps

- scan, geo-reference using GIS software, and save as GeoTIFF

Audio e.g. audio recording

- capture as WAV

Video

- video formats complex, take care when digitising/converting to avoid degradation and errors



# Digitising textual data

Text - more complex, with tiers of digitisation:

Create image file

- scan (or photograph) and save as TIFF image file
- used for poor typeface, handwritten materials, text with tables & graphs

Create searchable PDF

- collate TIFFs and convert to PDF
- bookmark PDF file for navigation: contents page, headings & metadata

Create rich text using Optical Character Recognition (OCR)

- automatically convert TIFF to RTF format
- requires rigorous proof reading and checking

Transcribe manually

- represent the original material as closely as possible
- avoid using formatting in data files

# Exploring data online





Discover

Variable and question bank

UK Quali Bank

Collection title

Mothers Alone (11)

Mothers and Daughters (1)

The Edwardians (136)

100 Families (31)

Angels in Marble (0)

BOAPAH (0)

Morale and Home Intelligence Reports (0)

Show more... Refine

Resource type

Interview transcript (12)

Fssav (0)

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Discover > UK Quali Bank

# UK Quali Bank

Search and browse qualitative surveys, interviews and open-ended questions

farm

GO

Reset filters

Clear search

Auto-complete

Help



Utterance



Image



File



Audio

## SEARCH RESULTS

Displaying 1-10 of 12 results

1 2 >>>



Interview with Ms. Ledbetter

SN5072 Mothers Alone, 1955-1966

**Sex:** Female. **Socioeconomic status:** Never worked/long-term unemployed.

... bothered with little boxes for saving up. Food She pays quite a lot for meat and eggs she's got potatoes from her brother-in-law who works on a **farm** but otherwise she had a lot out of the garden too. She'd not noticed any drop in the standard of living since her husband died he used to spend...

[Access whole collection](#)



Interview with Ms. Thurgood

SN5072 Mothers Alone, 1955-1966

**Sex:** Female. **Socioeconomic status:** Never worked/long-term unemployed.

... She is divorced and has one child living with her, illegitimate aged three, another child aged thirteen lives with her husband. Past History I think my father was a **farm** labourer. At least that's what it said on my Birth Certificate, but I never knew him. I didn't have a...



[Discover](#) > [UK Quali Bank](#) > [Document](#)

## Interview with G2

### Discover

[Variable and question bank](#)

[UK Quali Bank](#)

[Enable citation](#)

[Web resources](#)

[Access whole collection](#)

### DETAILS

SN:	4943
Title:	Mothers and Daughters : Accounts of Health in the Grandmother Generation, 1945-1978
Principal investigator:	Blaxter, M., University of East Anglia
Sex:	Female
Age group:	45-54
Socioeconomic status:	Routine
Region:	Scotland

[+ Additional metadata](#)

### FULL INTERVIEW TEXT

I: There's just one or two factual questions first of all; do you mind me asking how old you are?

R: Well, I'm 51.

I: 51. And what schools did you go to yourself?

R: Well, I started off at Dunecht, and I finished at O'Neil Corse.

I: Whereabouts..?

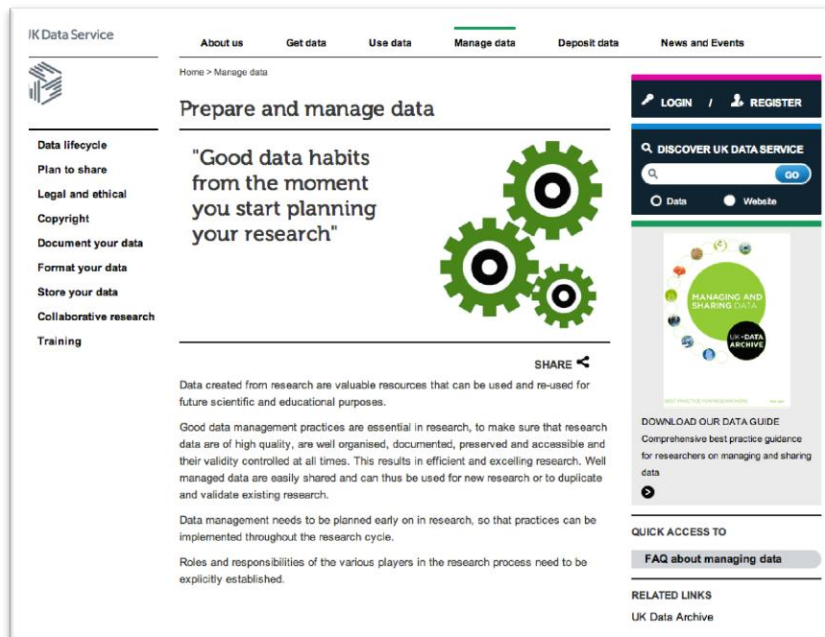
R: O'Neil Corse... well, it's between Craigievar and Cushnie...

I: So you moved about...



# Our data management guidance

- Online best practice guidance: [ukdataservice.ac.uk/manage-data.aspx](http://ukdataservice.ac.uk/manage-data.aspx)
- [Managing and Sharing Research Data - a Guide to Good Practice](#): (Sage Publications Ltd)
- Helpdesk for queries: [ukdataservice.ac.uk/help/get-in-touch.aspx](http://ukdataservice.ac.uk/help/get-in-touch.aspx)
- Training: [www.data-archive.ac.uk/create-manage/advice-training/events](http://www.data-archive.ac.uk/create-manage/advice-training/events)



The screenshot shows the UK Data Service website interface. The main heading is "Prepare and manage data". Below this, there is a quote: "Good data habits from the moment you start planning your research" accompanied by an illustration of three interlocking green gears. The page includes a sidebar with navigation links such as "Data lifecycle", "Plan to share", "Legal and ethical", "Copyright", "Document your data", "Format your data", "Store your data", "Collaborative research", and "Training". On the right side, there are sections for "DISCOVER UK DATA SERVICE" with a search bar, "DOWNLOAD OUR DATA GUIDE", "QUICK ACCESS TO" with a link for "FAQ about managing data", and "RELATED LINKS" pointing to the "UK Data Archive".





# Our guidance

- plan to share research data
- legal and ethical aspects of data sharing and reuse
- data copyright
- documentation and metadata to understand and use data
- file formats, organising, versioning and quality control
- storage, backup, encryption and security of data and files
- strategies for collaborative research



**Plan to share**



**Legal and ethical**



**Copyright**



**Document your data**



**Format your data**



**Store your data**



**Collaborative research**

# Other resources

- Research Data Management Training MANTRA (Edinburgh) - online learning units, also e.g. RDM guidance for N-Vivo  
<http://datalib.edina.ac.uk/mantra/>
- NASA Distributed Active Archive Centre:  
[http://daac.ornl.gov/PI/pi\\_info.shtml](http://daac.ornl.gov/PI/pi_info.shtml)
- Digital Curation Centre:
  - Data management planning  
<http://www.dcc.ac.uk/resources/data-management-plans>
  - Data management training / courses  
<http://www.dcc.ac.uk/training/data-management-courses-and-training>

# Tools & templates

- Model consent form: <http://www.data-archive.ac.uk/media/112638/ukdamodelconsent.pdf>
- Survey consent statement: <http://data-archive.ac.uk/media/147338/ukdasurveyconsent.doc>
- Transcription template: <http://data-archive.ac.uk/media/136055/ukdamodeltranscript.pdf>
- Transcription instructions: <http://data-archive.ac.uk/media/285633/ukda-example-transcription-instructions.pdf>
- Transcription confidentiality agreement: <http://data-archive.ac.uk/media/285636/ukda-transcriber-confidentiality-agreement.pdf>
- Data list template: <http://data-archive.ac.uk/media/2989/UK%20Data%20Archive%20Example%20Data%20List.pdf>
- RDM costing tool: [www.data-archive.ac.uk/media/247429/costingtool.pdf](http://www.data-archive.ac.uk/media/247429/costingtool.pdf)