Social Science Data Archives (ADP) obtains relevant data sources from a wide range of social science disciplines, stores and protects them from destruction. The central Slovenian social archive provides scientists access to important data that are useful for scientific, educational and other purposes.

Adequate understanding of the data files and accompanying materials is a necessary condition for re-use of your data. Therefore a thorough description of your research is needed. For this purpose we prepared this Study description form, which is based on the substantive definitions of international Standard study description DDI (<http://www.ddialliance.org>).

Based on this document and other materials that you provide, we will create a description of your study.

If you will need any assistance, please contact us.

Study description

Title

Original:

English:

Subtitle

Original:

English:

Responsibility

###### Authors

All authors of the study.

###### Other co-workers and their roles

Person, research group or organization that participated in the study. Write down what were their roles.

Production
Person or organization that is the project manager.

Production date

e.g. *1999 or January 2010.*

Production place Place of the organization within which the survey was conducted, e.g.*Ljubljana*.

Software Software used for producing data file, e.g. *SPSS, Blaise.*

**Funding agency/Sponsor**  Name of the funding institution.

**Grant number**

**Series information**
If the study is part of one or more series, please write down the title and short description of the series.

Series title e.g. *SJM – Slovene public opinion.*

Series description Short series description (basic idea, topics) and its history (time cover, country, population, methodology). Describe any changes and peculiarities in the series. If description of the series is already published please, give the reference (publication, URL).

Study summary

Keywords

Topics Specify the thematic sections or content areas covered by the data collected through the survey.

Abstract Short abstract (max. 200-300 words): starting point, purpose and objectives of the research and the main problems addressed in the survey. If the data file is part of the international project, please give some information about it.

Methodology

**Summary data description**

**Time period** Target time period to which the data relate, e.g. *October 1999 - November 1999*.

**Date of data collection** Time period of collecting data in the field, e.g. *October 1999 - November 1999.*

Nation Specify the country or countries covered in the data file, e.g. *Slovenia*.

**Geographic coverage** Geographic area covered by the survey.

**Geographic unit** Minimum "spatial" unit which is available as a variable in the data file, e.g. *local community, region, postal code of a city, settlement, …*

**Unit of analysis**

[ ]  Individual

[ ]  Household

[ ]  Organization / Company

[ ]  Other. Please specify:

Universe Description of target population covered in data file, e.g. *Included: The adult residents of R Slovenia, older than 18 years, living on permanent address. Excluded: People living in household without telephone and institutionalized people.*

Included:

Excluded:

**Kind of data**

[ ]  Survey data

[ ]  Content analysis

[ ]  Administrative records, registers

[ ]  Interview

[ ]  Other. Please specify:

Additional explanations if needed::

**Data collection**

**Data collector** Person or institution responsible for collecting data.

**Time method**

[ ]  Single Cross-section.

[ ]  Repeated cross-sectional study. Specify how often:

[ ]  Panel. Specify number of waves:

[ ]  Other. Please, specify:

**Frequency of data collection**

[ ]  One-time

[ ]  Monthly

[ ]  Quarterly

[ ]  Annual

[ ]  Every two years

[ ]  Other. Please, specify:

**Sampling procedure**  Type of sampling and sampling design used for the selection of the studied units.

[ ]  Without sampling, whole population included.

[ ]  Systematic random sampling.

# [ ]  Non-random sampling.

[ ]  Sampling procedure depends on individual country / target group.

A more detailed definition of the sample type:

# [ ]  Simple random sampling

# [ ]  One/multistage sampling

# [ ]  Stratified sampling

# [ ]  Non-random sampling

# [ ]  Systematic random sampling

# [ ]  Cluster sampling

# [ ]  Quota sampling

# [ ]  Quasi-random sampling

# [ ]  Voluntary sample

# [ ]  Other. Please, specify:

Describe in detail how the sampling was conducted.

**Mode of data collection**

[ ]  Self-completed survey

[ ]  Personal interviews

Please, specify:

[ ]  Field survey (*e.g. at home, on the street*)

[ ]  Personal interviews in the field with a questionnaire on paper

[ ]  Computer assisted personal interviews (CAPI).

[ ]  Telephone interview

[ ]  Computer assisted telephone interview (CATI).

[ ]  Self-completed mail survey

[ ]  Self-completed e-mail survey

[ ]  Web survey

[ ]  Interview

[ ]  Structured interview

[ ]  Semi-structured interview

[ ]  Unstructured interview

[ ]  Diaries

[ ]  Other (e.g. clinical measurement, psychological measurement, observation, data collected during the administrative activities…)

Was collecting data conducted using a computer?

[ ]  YES [ ]  NO

If the file has been created by combining existing data please provide accurate information about the process.

**Research instrument** Type of instrument for collecting data.

[ ]  Closed (Indicates a poll in which all respondents answered the same questions, possibly with pre-coded answers.)

☐ Semi-open

[ ]  Open (depth interview)

Notes:

Data source

In case the data (whole or partly) derive from other published or unpublished sources, please indicate the original source. Describe in detail where the original is stored, how it is documented and how it can be accessed.

**Data collection situation** Information on training of interviewers, respondents participation and average time of interview.

**Actions to minimize losses** *e.g. additional visits, assigning values​​, current and subsequent control of interviewers work...*

**Weighting** If weights were used, please explain reasons for their usage, criterion variables and processes used in the design.

**Cleaning operations** Describe methods used for cleaning data, *e.g. logical consistency check.* Did you use some software for that?

**Response rate** What was response rate in the survey?

Number of units in the sample:

The number of completed interviews (realized sample) (IP):

Number of refused interviews (R):

Number of not contacted respondents (NC):

Other (O, unknown or inadequate units):

The response rate is calculated: $\frac{IP}{IP+R+NC+O}$ .

Additional information about the survey

**Related Studies**

If your data file is continuation or repetition of other study, please write down from which original studies it derives.

**Publications**

Provide all important articles, books or chapters in the books that are based on the data, *e.g.* *attach COBISS ID.*

**The most crucial / interesting finding**

Please, write down a few words about the present study for promotional purposes.

The form is filled by:

Name and surname:

Organization: ­­­­­­­­

Address:

Tel: e-mail:

Date: Choose date

Contact person:

In case of difficulties in reading or understanding the information provided above the name, address and telephone number of the person that is available for further information would be greatly appreciated.

Name and surname:

Organization: ­­­­­­­­

Address:

Tel: e-mail: