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|  | STUDY DESCRIPTION |

*Version 2.1*

In order to get your study included into the Catalogue of the ADP, the following form needs to be filled-in. Note that to understand the data file and accompanying materials, a thorough description of the study is needed in order to assure secondary use of the study.

The Study Description Form is based on the International Standard Study Description [DDI](http://www.ddialliance.org/). Filling-in the form takes approximately 20 minutes.

Based on the Study Description Form and other submitted materials, the ADP will prepare a metadata description of the study that will be the basis of your data publication. In case you have problems in filling-in the form, do contact us.

1 BASIC INFORMATION OF THE STUDY

## STUDY TITLE

*Write down the title of the study (for example, Slovene Public Opinion 1994/4).*

Title in Slovenian:



Title in English:



### SUBTITLE

*Write down the subtitle of the study (for example, Attitudes towards European Union).*

Subtitle in Slovenian:



Subtitle in English:



## RESPONSIBILITY

### AUTHOR(S)

*Name the author/all authors of the study that were involved in the study conceptualization (an author can be a person or an institution). Assign to each author the corresponding institution.*

|  |  |
| --- | --- |
| **Author** | **Institution** |
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### OTHER COWORKERS

*Name all other coworkers, research groups or organizations that were involved in the study, including their institutional affiliation. Describe the nature of their cooperation, that is their role in the study.*

|  |  |  |
| --- | --- | --- |
| **Coworker\*** | **Institution** | **Role in the Study** |
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## STUDY PRODUCTION

*Name the organization that is the manager of the deposited study. If you are depositing a study you conducted outside institutional affiliation, name the person in charge of managing the study.*

*For example, CJMMK – Public Opinion and Mass Communication Research Centre, Faculty of Social Sciences, University of Ljubljana.*

*Information on data collection will be filled-in seperately under 3.6 »Data Collection«.*

****

### DATA FILE PRODUCTION DATE

*Name the production date of the data file you are depositing to the ADP (for example 1999 or January 2010).*



### PRODUCTION PLACE

*Write down the location of the organization, under which the study was conducted/datafile was prepared (for example Ljubljana).*



### DATA DIGITALIZATION

*Name the software you used to prepare the data file (for example, if quantitative data: SPSS, Blaise, Microsoft Excel, etc.; if qualitative data: NVivo, Atlas.ti, MAXQDA, Microsoft Word, Microsoft Excel, etc.).*



## FINANCIAL SUPPORT

*Name the offical name of all of the institutions that were involved in funding of your study, together with the ID of the project or the ID of the funding contract or the ID of the order form (for example, Slovenian Research Agency, J5-7765).*

*If the study was conducted using your own funds, enter "self-funding".*

|  |  |
| --- | --- |
| **Financing institution** | **ID of project, funding contract or order form** |
|  |  |
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## SERIES INFORMATION

### *If the study is part of one or more series, please write down the title and short description of the series. If not, please leave blank.*

### SERIES TITLE

*For example, SJM – Slovene public opinion.* 

### SERIES DESCRIPTION

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



1. STUDY SUMMARY

## KEYWORDS

*Write down the main keywords (up to 10) that define the content, covered by the data collected with the study (for example, monitoring media content, support for membership in the European Union, , assessment of the situation in society, satisfaction with democracy, etc.).*

*When searching for keywords, you can help yourself with the* [*ELSST Thesaurus*](https://elsst.ukdataservice.ac.uk/thesaurus-search/?langname=Slovenian&q=) *that comprises of more than 2,500 keywords in the field of social sciences also in Slovenian and English, and is intended to connect research in the European space.*

Keywords in Slovenian:



Keywords in English:



## TOPIC CLASSIFICATION

*Select thematic clusters or topic fields of your research data from the CESSDA classification.*

*Based on your choice, we will later on classify your study in accordance with the CERIF classification as well (for more see* [*our website*](https://www.adp.fdv.uni-lj.si/opisi/vsebinska_podrocja/)*).*

*It is possible to select* ***up to TWO topic fields.***

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1. **DEMOGRAPHY (POPULATION, VITAL STATISTICS, AND CENSUSES)**    1. Morbidity and mortality    2. Censuses    3. Migration |  | 1. **NATURAL ENVIRONMENT**    1. Environment and conservation    2. Energy and natural resources    3. Plants and animals    4. Natural landscapes |
|  | 1. **ECONOMICS**    1. Economic conditions and indicators    2. Consumption and consumer behaviour    3. Economic policy, public expenditure and revenue    4. Income, property and investment/saving    5. Economic systems and development |  | 1. **POLITICS**    1. Political behaviour and attitudes    2. Elections    3. Political ideology    4. Government, political system and organizations    5. International politics and organisations    6. Conflict, security and peace |
|  | 1. **EDUCATION**    1. Compulsory and pre-school education    2. Higher and further education    3. Vocational education and training    4. Life-long/continuing education    5. Educational policy |  | 1. **SOCIAL WELFARE POLICY AND SYSTEMS**    1. Social welfare policy    2. Social welfare systems/structures    3. Specific social services: use and availability |
|  | 1. **HEALTH**    1. Health care services and policies    2. Specific diseases, disorders and medical conditions    3. Signs and symtoms; pathological conditions    4. Wounds and injuries    5. Medication and treatment    6. General health and well-being    7. Public health    8. Reproductive health    9. Occupational health    10. Health behaviour |  | 1. **SOCIAL STRATIFICATION AND GROUPINGS**    1. Equality, inequality and social exclusion    2. Social and occupational mobility    3. Gender and gender roles    4. Family and marriage    5. Youth    6. Elderly    7. Children    8. Minorities    9. Elites and leadership |
|  | 1. **HISTORY** |  | 1. **PSYCHOLOGY** |
|  | 1. **HOUSING AND LAND USE**    1. Housing    2. Land use and planning |  | 1. **SCIENCE AND TECHNOLOGY**    1. Information technology    2. Biotechnology |
|  | 1. **MEDIA, COMMUNICATION AND LANGUAGE**    1. Media    2. Public relations    3. Information society    4. Language and linguistics |  | 1. **TRADE, INDUSTRY AND MARKETS**    1. Business/industrial management and organisation    2. Agriculture and rural industry    3. Foreign trade |
|  | 1. **LABOUR AND EMPLOYMENT**    1. Employment    2. Unemployment    3. Retirement    4. Employee training    5. Labour relations/conflict    6. Working conditions    7. Labour and employment policy |  | 1. **SOCIETY AND CULTURE**    1. Social behaviour and beliefs    2. Social conditions and indicators    3. Cultural activities and participation    4. Cultural and national identity    5. Leisure, tourism and sport    6. Religion and values    7. Community, urban and rural life    8. Time use    9. Social change |
|  | 1. **LAW, CRIME AND LEGAL SYSTEMS**    1. Legislation and legal systems    2. Crime and law enforcement |  | 1. **TRANSPORT AND TRAVEL** |
|  | 1. **OTHER.** Please, state: |

## STUDY OUTLINE

*Write a short summary of your study (max 200-300 words). This includes:* ***theoretical starting points, the purpose and objectives of the study, and the main problems addressed in the study****. If your study is a continuation or a repetition of a study or part of a major research project (for example, international), please write down basic information about it.* ***Do not write the results and findings of the study in this section!***

In Slovenian:



In English:



1. METHODOLOGY

## INFORMATION ABOUT THE STUDY - time

*Information on chronological and geographical coverage and analysis units.*

### DATA COLLECTION PERIOD

*When did the data collection take place (for example, October 22-25, 2016)?*



### TIME COVERAGE

*Specify the time period to which the data relates. In most cases, this coincides with the data collection period (for example, October 2016), but sometimes the data relates to the past or the future (for example, 1939-1945 or 2050).*



## INFORMATION ABOUT THE STUDY – geographic coverage

### COUNTRY

*Indicate the country or countries covered by the collected data (for example, Slovenia).*



### GEOGRAPHIC COVERAGE

*Specify the geographical area to which the survey relates (for example, the municipality of Maribor).*



### SMALLEST GEOGRAPHIC UNIT

*Specify the smallest "spatial" unit that is accessible as a variable in the data file.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | LOCAL COMMUNITY |  | AREA CODE |
|  | SETTLEMENT |  | REGION |
|  | ELECTORAL DISTRICT |  | COUNTRY |
|  | AREA WITH POSTCODE |  | GEOGRAPHIC UNIT NOT DETERMINED |
|  | MUNICIPALITY |  | OTHER. Please, state: |

*If necessary, please provide additional explanations (for example, reference to a code list such as NUTS2):*



## INFORMATION ABOUT THE STUDY – analysis unit

*Select the main unit of analysis (select from the options offered or enter your own). For an explanation of individual choices, see the* ***HELP section - Analysis Unit*** *on the* [*our website*](http://www.adp.fdv.uni-lj.si/deli/postopek/opis_raziskave/)*. It is possible to select multiple responses.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | INDIVIDUAL |  | GEOGRAPHIC UNIT |
|  | ORGANIZATION |  | TIME UNIT |
|  | FAMILY |  | TEXT UNIT |
|  | FAMILY: HOUSEHOLD FAMILY |  | GROUP |
|  | HOUSEHOLD |  | OBJECT |
|  | HOUSING UNIT |  | OTHER. Please, state: |
|  | EVENT/PROCESS |

*If necessary, briefly explain your choice.*

## POPULATION

*Describe the target population, covered by the data in the file.*

Included:



*Which groups could you not or did not want to include and how have you excluded them (for example, based on what have you excluded them, what filters did you use, etc.)?*

Excluded:



## KIND OF DATA FORMAT

*Select the type of data collected in the study. For an explanation of individual choices, see the* ***HELP section – Kind of Data Format*** *on* [*our website*](http://www.adp.fdv.uni-lj.si/deli/postopek/opis_raziskave/)*. It is possible to select multiple responses.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | NUMERIC |  | VIDEO |
|  | TEXT |  | SOFTWARE |
|  | STILL IMAGE |  | INTERACTIVE RESOURCE |
|  | GEOSPATIAL |  | 3D |
|  | AUDIO |  | OTHER. Please, state: |

*If necessary, please provide additional explanations:*

## DATA COLLECTION

*Indicate the* ***organization*** *responsible for collecting and organizing data (for example, CJMMK - Public Opinion and Mass Communication Research Centre - University of Ljubljana, Faculty of Social Sciences).*

*If data collection and organization took place individually, then indicate the person(s) responsible for collecting and organizing the data.*



## TIME METHOD

*Select the time method of data collection. For an explanation of individual choices, see the* ***HELP section - Time Method*** *on* [*our website*](http://www.adp.fdv.uni-lj.si/deli/postopek/opis_raziskave/)*.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | LONGITUDINAL |  | TIME SERIES |
|  | LONGITUDINAL: COHORT/EVENT BASED |  | TIME SERIES: CONTINUOUS |
|  | REPEATED CROSS-SECTION |  | TIME SERIES: DISCRETE |
|  | LONGITUDINAL: PANEL |  | CROSS-SECTION |
|  | LONGITUDINAL: PANEL: CONTINUOUS |  | CROSS-SECTION AD-HOC FOLLOW-UP |
|  | LONGITUDINAL: PANEL: INTERVAL |  | OTHER. Please, state: |

### FREQUENCY OF DATA COLLECTION

*Specify, how frequently you have collected your data. Select appropriately.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | ONE-TIME DATA COLLECTION |  | ANNUAL DATA COLLECTION |
|  | MONTHLY DATA COLLECTION |  | BI-ANNUAL DATA COLLECTION |
|  | QUARTERLY DATA COLLECTION |  | OTHER. Please, state: |

## SAMPLING PROCEDURE

*Type of sample and sampling plan used to select units for analysis. Please describe the sampling plan and procedures. For an explanation of individual choices, see the* ***HELP section – Sampling Procedure*** *on* [*our website*](http://www.adp.fdv.uni-lj.si/deli/postopek/opis_raziskave/)*.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | TOTAL UNIVERSE/COMPLETE ENUMERATION |  | PROBABILITY: Cluster: Stratified random |
|  | PROBABILITY |  | PROBABILITY: Multistage |
|  | PROBABILITY: Simple random |  | NON-PROBABILITY |
|  | PROBABILITY: Systematic random |  | NON-PROBABILITY: Availability |
|  | PROBABILITY: Stratified |  | NON-PROBABILITY: Purposive |
|  | PROBABILITY: Stratified: Proportional |  | NON-PROBABILITY: Quota |
|  | PROBABILITY: Stratified: Disproportional |  | NON-PROBABILITY: Respondent-assisted |
|  | PROBABILITY: Cluster |  | MIXED PROBABILITY AND NON-PROBABILITY |
|  | PROBABILITY: Cluster: Simple random |  | OTHER. Please, state: |

*Describe more precisely how the sampling took place.* ***For quantitative study****, you can find examples of sample descriptions in reports such as the* [*ESS5 - 2010 Documentation Report edition 2.*](https://www.europeansocialsurvey.org/data/download.html?r=5)*1 and the* [*CSES Module 3 - Design reports of a specific country*](http://www.cses.org/datacenter/module3/module3.htm)*.* ***For qualitative research****, you can see the* [*sampling recommendations*](https://www.slideshare.net/sladner/sampling-methods-in-qualitative-and-quantitative-research-presentation) *and a description of* [*sampling methods*](https://cirt.gcu.edu/research/developmentresources/research_ready/qualitative/sampling)*.*



## MODE OF DATA COLLECTION

*Select the mode of data collection you used in the study. For an explanation of individual choices, see the* ***HELP section – Mode of Data Collection*** *on* [*our website*](http://www.adp.fdv.uni-lj.si/deli/postopek/opis_raziskave/)*. It is possible to select multiple responses.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | INTERVIEW |  | FIELD OBSERVATION |
|  | FACE-TO-FACE INTERVIEW |  | PARTICIPANT FIELD OBSERVATION |
|  | FACE-TO-FACE INTERVIEW: CAPI/CAMI |  | NON-PARTICIPANT FIELD OBSERVATION |
|  | FACE-TO-FACE INTERVIEW: PAPI |  | LABORATORY OBSERVATION |
|  | TELEPHONE INTERVIEW |  | PARTICIPANT LABORATORY OBSERVATION |
|  | TELEPHONE INTERVIEW: CATI |  | NON-PARTICIPANT LABORATORY OBSERVATION |
|  | E-MAIL INTERVIEW |  | COMPUTER-BASED OBSERVATION |
|  | WEB-BASED INTERVIEW |  | EXPERIMENT |
|  | SELF-ADMINISTERED QUESTIONNAIRE |  | LABORATORY EXPERIMENT |
|  | SELF-ADMINISTERED QUESTIONNAIRE: e-mail |  | FIELD/INTERVENTION EXPERIMENT |
|  | SELF-ADMINISTERED QUESTIONNAIRE: paper |  | WEB-BASED EXPERIMENT |
|  | SELF-ADMINISTERED QUESTIONNAIRE: SMS/MMS |  | RECORDING |
|  | SELF-ADMINISTERED QUESTIONNAIRE: web-based |  | CONTENT CODING |
|  | SELF-ADMINISTERED QUESTIONNAIRE: computer-assisted (CASI) |  | TRANSCRIPTION |
|  | FOCUS GROUP |  | COMPILATION/SYNTHESIS |
|  | FACE-TO-FACE FOCUS GROUP |  | SUMMARY |
|  | TELEPHONE FOCUS GROUP |  | AGGREGATION |
|  | ONLINE FOCUS GROUP |  | SIMULATION |
|  | SELF-ADMINISTERED WRITINGS AND/OR DIARIES |  | MEASUREMENTS AND TESTS |
|  | SELF-ADMINISTERED WRITINGS AND/OR DIARIES:  e-mail |  | EDUCATIONAL MEASUREMENTS AND TESTS |
|  | SELF-ADMINISTERED WRITINGS AND/OR DIARIES: paper |  | PHYSICAL MEASUREMENTS AND TESTS |
|  | SELF-ADMINISTERED WRITINGS AND/OR DIARIES: web-based |  | PSYCHOLOGICAL MEASUREMENTS AND TESTS |
|  | OBSERVATION |  | OTHER. Please, state: |

## DATA COLLECTION INSTRUMENT

*Specify the type of instrument used to collect data. For an explanation of individual choices, see the* ***HELP section – Type of Iinstrument*** *on* [*our website*](http://www.adp.fdv.uni-lj.si/deli/postopek/opis_raziskave/)*. It is possible to select multiple responses.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | QUESTIONNAIRE |  | DATA COLLECTION GUIDELINES: DISCUSSION GUIDE |
|  | STRUCTURED QUESTIONNAIRE |  | DATA COLLECTION GUIDELINES: SELF-ADMINISTERED WRITINGS GUIDE |
|  | SEMI-STRUCTURED QUESTIONNAIRE |  | DATA COLLECTION GUIDELINES: SECONDARY DATA COLLECTION GUIDE |
|  | UNSTRUCTURED QUESTIONNAIRE |  | PARTICIPANT TASKS |
|  | INTERVIEW SCHEME AND/OR THEMES |  | TECHNICAL INSTRUMENT(S) |
|  | DATA COLLECTION GUIDELINES |  | PROGRAMMING SCRIPT |
|  | DATA COLLECTION GUIDELINES: OBSERVATION GUIDE |  | OTHER. Please, state: |
|  |  |  |  |

## DATA COLLECTION SITUATION

*Write down of all the information that you think is important for understanding the method of data collection (for example traning of interviewers, participation of respondents, duration of interviews and/or focus groups, how materials were collected (for example, photos, websites) etc.). If available, add a reference to a report.*



### MISSING DATA MEASURES

*Describe the steps taken to reduce missing data (for example, re-visits, assigning values, current and subsequent control of the work of the interviewers, etc.).*



### WEIGHTING

*If weights were used, note the reasons for their use, the criterion variables, and the procedures of their use. For assistance you can see* [*an example of a weighing description*](http://ess.nsd.uib.no/ess/doc/weighting.pdf)*. Leave blank if it does not apply to your study.*



### DATA CLEANING

*Describe the methods you used to "clean" the data (for example, checking the logical consistency of responses, skipping, checking whether the answers are within the predicted ranks, proofreading the transcript etc.). Have you used a program? Which one?*



### RESPONSE RATE

*Enter the response rate of the study (for example, in the Youth 2000 study, the participation rate is 70%). For additional assistance, you can see the* [*ESS5-2010 Documentation Report*](https://www.europeansocialsurvey.org/data/download.html?r=5) *and the* [*Standard Definitions of the American Public Opinion Research Association*](http://www.aapor.org/AAPOR_Main/media/publications/Standard-Definitions20169theditionfinal.pdf)*. The degree of cooperation is calculated using the following formula: .*

*Leave blank if it does not apply to your study.*

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):

**Response rate** (calculate using the formula above):



## SECONDARY DATA SOURCES

*Fill in the following section only if you have included data (in whole or in part) that were obtained from other published or unpublished sources, regardless of their format. Specify what kind of secondary data was included in the study. For an explanation of individual choices, see the* ***HELP section – Data Source Type*** *on* [*our website*](http://www.adp.fdv.uni-lj.si/deli/postopek/opis_raziskave/)*.*

*It is possible to select multiple responses.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | REGISTERS/RECORDS/ACCOUNTS |  | COMMUNICATIONS |
|  | REGISTERS/RECORDS/ACCOUNTS: ADMINISTRATIVE |  | COMMUNICATIONS: PUBLIC |
|  | REGISTERS/RECORDS/ACCOUNTS: HISTORICAL |  | COMMUNICATIONS: INTERPERSONAL |
|  | REGISTERS/RECORDS/ACCOUNTS: LEGAL |  | RESEARCH DATA |
|  | REGISTERS/RECORDS/ACCOUNTS: MEDIAL/CLINICAL |  | RESEARCH DATA: PUBLISHED |
|  | REGISTERS/RECORDS/ACCOUNTS: ACADEMIC/APTITUDE |  | RESEARCH DATA: UNPUBLISHED |
|  | REGISTERS/RECORDS/ACCOUNTS: ECONOMIC/FINANCIAL |  | POPULATION GROUP |
|  | REGISTERS/RECORDS/ACCOUNTS: PERSONAL |  | GEOGRAPHIC AREA |
|  | REGISTERS/RECORDS/ACCOUNTS: VOTING RESULTS |  | PHYSICAL OBJECTS |
|  | EVENTS/INTERACTIONS |  | BIOLOGICAL SAMPLES |
|  | PROCESSES |  | OTHER. Please, specify: |
|  | PROCESSES: WORKFLOW(S) |

*Specify exactly where the original of the used secondary data is stored, how it is documented, and how it can be accessed. For example, Korošci in Janežič (1936). URN: NBN: SI: DOC-AVAEB09L at* [*https://www.dlib.si*](https://www.dlib.si)*.*



1. ADDITIONAL INFORMATION

## PUBLICATION/S

*List all relevant articles, chapters of books or books that are based on the deposited data (for example, paste a permanent link to a publication from COBISS).*



## MAIN RESULTS OF THE STUDY

*Try to briefly present your study in an appealing manner. We will use your description for the purpose of promoting the publication of the study in the Catalogue of the ADP.*



1. CONTACT

## FILLED IN BY

Name and Surname:



Institution:



Address:



Telephone: E-mail address:

 

DATE OF FULFILLMENT OF THE FORM: Click and select the date.

## CONTACT PERSON

*Enter the details of the person that the ADP may contact in the event of an uncertainty or additional information needed.*

Name and Surname:



Institution:



Address:



Telephone: E-mail address: 