

SERSCIDA WP4 – WORKSHOP Ljubljana sept. 2013

Thursday, 26.9.2013

9:00 – 10:00

1. Introduction to metadata standards (DDI) + tools for editing Study descriptions (Irena Vipavc Brvar)

- Introduction to DDI fields
- Comparing DDI 2 and DDI3
- Controlled vocabularies and Thesaurus
- Tools that can be used

10:00 - 10:30

2. Introduction to Nesstar Publisher 4.0.9 (Maja Ojsteršek)

Opening, basic structure importing different files, controlled vocabularies, templates

10:30 -11:00

Coffee Break

11:00 – 12:00

3. Research data workflow (Sanja Lužar)

- SIP, AIP, DIP
- Recommendations for data depositors related to materials provided to DA
- Recommended formats for input and for archiving
- Licence Agreement
- Naming files and versioning + URN /DOI
- Cleaning data and documentation – preparing for AIP and DIP
- Managing workflow (JIRA)

12:00 – 13:00 (Σ day 1 = 3h, 30 min)

4. Preparing survey for distribution (Irena, Sanja, Maja + all participants)

- Preparing data and documentation
- Preparing metadata description in DDI format
- Preparing report and publish

13:00 – 14:15

Lunch break

14:15 – 15:30

Continuing with preparing study description.

15:30 – 15:45

Short break

15:45 – 17:00

Continuing with preparing study description.

Friday, 27.9.2013

9:00 – 9:45

5. Tools for publishing data and metadata (Janez Štebe)

9:45 – 10:30

6. Data Acquisition: Sharing your data – why and how (from Managing and Sharing Data – UKDA , training resources) (Irena Vipavc Brvar + all participants)

10:30 -11:00

Coffee Break

11:00 – 11:30

7. Examples of problematic data (Irena Vipavc Brvar)

11:30 – 13:00 (all)

Continuing with preparing study description.

13:00 – 14:00

Lunch break

14:00 – 15:30 (all)

Continuing with preparing study description.

FOR PARTICIPANTS:

- We will use SPSS as software for cleaning and preparing data file (basic knowledge recommended). For archiving and documenting purposes Syntax windows with commands will be used.
- Browse through DDI metadata standard (<http://www.ddialliance.org/>) and related items (like [DDI Codebook](http://www.ddialliance.org/sites/default/files/ddi-lite.html) etc.); DDI Lite – recommended elements (<http://www.ddialliance.org/sites/default/files/ddi-lite.html>); XML Shema Tag Library (<http://www.ddialliance.org/Specification/DDI-Codebook/2.1/DTD/Documentation/version2-1-all.html>).
- Please see instructions for depositors (for exam. <http://www.icpsr.umich.edu/icpsrweb/deposit/index.jsp>) on what you need to have with you, recommended format of data files and documentation.
- Please prepare basic metadata description in advance (in MS Word or alike). See full descriptions prepared for ESS5 – European Social Survey (<http://nesstar.ess.nsd.uib.no/webview/>), ISSP 2011 – International Social Survey Programme (<http://zocat.gesis.org/webview/>) or EUVET12 - Study on vocational education in seven european countries (<http://nesstar2.adp.fdv.uni-lj.si/webview/velocity?study=http://193.2.85.182:80/obj/fStudy/euвет12-en&node=0&mode=documentation&submode=ddi&v=2&language=en>) .

You can also help yourselves with UK Data Service – Data deposition form http://ukdataservice.ac.uk/media/158016/Data_Deposit_Form.docx.

- Nesstar Publisher will be used for preparing metadata description (if you have time <http://www.nesstar.com/help/4.0/publisher/extras/downloads.html>).
- Recommended additional reading. “IHSN : Data archiving and dissemination” <http://www.ihsn.org/HOME/node/115>.

All software needed for this workshop will be available on Faculty computers. You are free to use your own computers thou.

Please remember that SERSCIDA promote Open Access.