

STUDY DESCRIPTION

Data publications in the ADP Collection are based on the so-called Study Description, based on the DDI metadata standard, which is established in the social sciences. By filling-in the prescribed metadata fields, the authors of the study present the creation and content of the submitted digital objects. Filling-in the input fields in the Dataverse web application takes about 30 minutes.

The Study Description form in *.PDF format is only for familiarization with the requirements of the Dataverse application and is not intended for completion. To prepare the Study Description, you must register and complete the procedure in the Dataverse application.

For support in filling-in, you can write to: arhiv.podatkov@fdv.uni-lj.si

1. CITATION METADATA

1.1. TITLE

TITLE*

Write down the title of the study.

If the study has an original title in another language, include it in the abstract.

SUBTITLE

Write down the subtitle of the study.

If the study has an original subtitle in another language, include it in the abstract.

ALTERNATIVE TITLE

Write down the title and subtitle of the study in English language.

ALTERNATIVE URL

The URL where the study can be accessed, for example, a personal or project website.

1.2 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 institution). Assign to each author the corresponding institution.

When entering the institution, always follow the order of university, faculty, centre/department. This also applies for entering abbreviations (e.g. UL FDV CDI).

In Dataverse:

If the author is institution, write it in the field »Name«.

Click “+” on the right side to add authors in the desired order.

NAME*	AFFILIATION	IDENTIFIER SCHEME	IDENTIFIER
<i>The author's Family name, Given name. Author can also be institution or research team.</i>	<i>The institution with which the author is affiliated.</i>	<i>Name of the identifier scheme (we suggest ORCID, ISNI).</i>	<i>Uniquely identifies an individual author or institution, according to various schemes.</i>

CONTRIBUTOR

Name all other coworkers, research groups or institutions that were involved in the study, including their institutional affiliation.

Select a term from the controlled vocabulary DDI – [Contributor Role](#).

In Dataverse:

If contributor is institution, write it in the field »Name«.

In the field »Type« select their main role in the study.

Click “+” on the right side to add contributors in the desired order.

TYPE	NAME	AFFILIATION
<i>Type of role of the contributor of the study.</i>	<i>The Family name, Given name or institution name / research team name of the contributor.</i>	<i>The institution with which the contributor is affiliated.</i>

<input type="checkbox"/> Project/Study design	<input type="checkbox"/> Project/Study design: Standards development	<input type="checkbox"/> Data entry
<input type="checkbox"/> Project/Study design: Conceptualization	<input type="checkbox"/> Project/Study design: Data modelling	<input type="checkbox"/> Data processing
<input type="checkbox"/> Project/Study design: Instrument design	<input type="checkbox"/> Project/Study design: Sampling design	<input type="checkbox"/> Data processing: Disclosure control
<input type="checkbox"/> Project/Study design: Methodology development	<input type="checkbox"/> Data management	<input type="checkbox"/> Data processing: Data aggregation
<input type="checkbox"/> Project/Study design: Weights design	<input type="checkbox"/> Ethics review	<input type="checkbox"/> Data processing: Data integration
	<input type="checkbox"/> Data collection	<input type="checkbox"/> Data processing: Data validation
	<input type="checkbox"/> Sample selection	

<input type="checkbox"/> Data acquisition	<input type="checkbox"/> Funding/sponsorship acquisition	<input type="checkbox"/> Research group
<input type="checkbox"/> Metadata production	<input type="checkbox"/> Sponsorship	<input type="checkbox"/> Rights holding
<input type="checkbox"/> Data distribution	<input type="checkbox"/> Graphic design	<input type="checkbox"/> Rights management
<input type="checkbox"/> Data hosting	<input type="checkbox"/> Project operations	<input type="checkbox"/> Software development
<input type="checkbox"/> Long-term preservation/archiving	<input type="checkbox"/> Project operations: Project leader	<input type="checkbox"/> Supervision
<input type="checkbox"/> Consulting	<input type="checkbox"/> Project operations: Project manager	<input type="checkbox"/> Training
<input type="checkbox"/> Contact	<input type="checkbox"/> Project operations: Project member	<input type="checkbox"/> Translation
<input type="checkbox"/> Data analysis	<input type="checkbox"/> Promotion	<input type="checkbox"/> User support
<input type="checkbox"/> Editing	<input type="checkbox"/> Registration authority	<input type="checkbox"/> Visualization
<input type="checkbox"/> Equipment development	<input type="checkbox"/> Researcher	<input type="checkbox"/> Website development
<input type="checkbox"/> Evaluation		<input type="checkbox"/> Other
<input type="checkbox"/> Funding provision		

CONTACT

Enter the details of the person that is responsible for this study. In principle this is one person, but there can be several.

NAME <i>The contact's Family name, Given name, or the name of the institution.</i>	AFFILIATION <i>The institution with which the contact is affiliated.</i>	E-MAIL <i>The e-mail address of the contact. This will not be displayed.</i>

1.3 DESCRIPTION

ABSTRACT*

Write a short summary of your study in Slovene and English language (max 200-300 words). It should include 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 Dataverse:

Abstract in Slovene language write in first field. Click “+” on the right side to open another field in which you write abstract in English language.

DATE

In cases where the study contains more than one description (for example one is supplied by data producer, and another by the data repository) a date attribute is used to distinguish between the two. The date attribute follows the ISO convention of LLLL-MM-DD.

Leave the field blank.

SUBJECT*

Select domain-specific subject categories that are topically relevant to the study.

<input type="checkbox"/> Agricultural Sciences	<input type="checkbox"/> Computer and Information Science	<input type="checkbox"/> Mathematical Sciences
<input type="checkbox"/> Arts and Humanities	<input type="checkbox"/> Earth and Environmental Sciences	<input type="checkbox"/> Medicine, Health and Life Sciences
<input type="checkbox"/> Astronomy and Astrophysics	<input type="checkbox"/> Engineering	<input type="checkbox"/> Physics
<input type="checkbox"/> Business and Management	<input type="checkbox"/> Law	<input type="checkbox"/> Social Sciences
<input type="checkbox"/> Chemistry		<input type="checkbox"/> Other

KEYWORD ELSST

*Select **Keyword ELSST**, that describe important aspects of the study.*

Keywords ELSST you can preview [HERE](#).

In Dataverse:

From drop-down list select keyword ELSST by starting to type the desired word and selecting one of the options.

Click “+” on the right side to add keywords in the desired order.

ATTENTION! If the desired keyword is not in the list, it cannot be added to the ELSST vocabulary but must be entered under the following heading "KEYWORDS ADP".

KEYWORD ADP

Select or add new **Keyword ADP**, that describe important aspects of the study. If a keyword is not in the list, it can be added by typing it.

In Dataverse:

Select keywords from the drop-down list by starting to type the desired word and selecting one of the options.

Click “+” on the right side to add keywords in the desired order.

ATTENTION! If the keyword is not in the list, you can add it by typing it.

CESSDA TOPIC CLASSIFICATION

Select thematic clusters or topic fields of your research data.

CESSDA topic fields you can preview [HERE](#).

In Dataverse:

Select topic field from drop-down list. You can select only two topic fields.

CERIF TOPIC CLASSIFICATION

Select thematic clusters or topic fields of your research data from CERIF classification.

In Dataverse:

Select topic field from drop-down list. You can select only one topic field.

ADP TOPIC CLASSIFICATION

Filled in by ADP. Leave the field blank.

NOTES

Additional important information about the study, that you cannot write anywhere else, e.g. methods of cleaning the data.

Describe the methods you used to "clean" the data. 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?

LANGUAGE

Language of the study.

1.4 STUDY PRODUCTION

PRODUCER

Name the person or institution that is the manager of the deposited study.

When entering the institution, always follow the order of university, faculty, centre/department. This also applies to entering abbreviations (e.g. UL FDV CDI).

In Dataverse:

ATTENTION: In case of self-financing study, the person is entered in the 'Name' field, and the affiliation field is left blank; if a study is conducted by an institution, the institution is entered in the 'Name' field, and the affiliation field is left blank.

Click “+” on the right side to add multiple people or institutions in the desired order, if necessary.

NAME <i>Name of the institution or person (Family and Given name) responsible for the study.</i>	AFFILIATION <i>Write the institution with which the producer is affiliated (if it exists).</i>	ABBREVIATION <i>Write abbreviation of the institution (e.g. UL ADP).</i>	URL <i>Write the URL of the study producer, if it exists. Enter the absolute address, for example: https://www.adp.fdv.uni-lj.si.</i>	LOGO URL <i>Write the URL of the study producer's logo, if it exists. Enter the absolute address where the producer's logo image is found, for example: https://www.adp.fdv.uni-lj.si/static/img/logo-ADP18.png.</i>

PRODUCTION DATE

Write down the year when the study was conducted. This coincides with the year of data collection. If data was collected over a period of several years, the year of completion of collection is indicated, e.g. 2024.

PRODUCTION PLACE

Write down the location of the institution, under which the study was conducted/data file was prepared. Example: Ljubljana

1.5 GRANT INFORMATION

Information about financial support.

In Dataverse:

Click “+” on the right side to add grant agency and grant number.

GRANT AGENCY

Institution which financed the study. If you financed the study with your own funds, enter the author(s) of the study, without affiliation to an institution.

GRANT NUMBER

Write down the number of project or contract.

In Dataverse:

If you financed the study with your own funds write »Financed by own funds«.

If there is no project or contract number, enter "/".

1.6 DISTRIBUTION

DISTRIBUTOR

Data is distributed by ADP. Field is pre-filled.

DISTRIBUTION DATE

Distribution date is filled by ADP.

1.6.1 FULFILMENT OF METADATA DESCRIPTION

DEPOSITOR

The field is pre-filled - the person who completed the Deposit agreement.

Please change to the name of the institution (author's affiliation) if it is not self-funded study.

1.7 DATA COLLECTION

TIME PERIOD COVERED

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).

In Dataverse:

If the start and end date are the same, in both boxes write down the same date.

START

Please indicate the starting date of the time period to which the data relates.

END

Please indicate the ending date of the time period to which the data relates.

DATE OF COLLECTION*

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

In Dataverse:

If the collection date is unknown write down 2999.

If the start and end date are the same, in both boxes write down the same date.

START*

Please indicate the starting date of the data collection.

END*

Please indicate the ending date of the data collection.

KIND OF DATA

Select the type of data collected in the study. Select a term from the controlled vocabulary DDI – General Data Format.

TERM

In Dataverse:

Select the type of data from the drop-down list. You can select more than one.

<input type="checkbox"/> Numeric	<input type="checkbox"/> Audio	<input type="checkbox"/> 3D
<input type="checkbox"/> Text	<input type="checkbox"/> Video	<input type="checkbox"/> Other
<input type="checkbox"/> Still image	<input type="checkbox"/> Software	
<input type="checkbox"/> Geospatial	<input type="checkbox"/> Interactive resource	

1.8 SERIES INFORMATION

If the study is part of one or more series, fill in the information about the series.

SERIES NAME

If the study is part of one or more series, write down the name of the series.

SERIES INFORMATION

Provide a short, general description of the series, which will be included in the description of all subsequent studies in the series.

Briefly describe the content of the series (main idea and thematic sections/chapters) and the history of the series (time period, country/countries, population, methodology). Describe any changes and specific characteristics within the series.

If a broader description of the series is publicly available, indicate where it can be found (title of the publication, URL address).

1.9 SOFTWARE

Select the software used in generating the data file. Select the term from the controlled vocabulary DDI – [Software Package](#).

TERM

In Dataverse:

Select the software from the drop-down list.

Click “+” on the right side to add more software.

If your software is not available, select “Other.” Then specify the software in the “Characteristics of data collection situation” field (under “Methodology”).

VERSION

Indicate the version of the software used to generate the data file.

1.10 RELATED PUBLICATION

List publications that were created based on these data or that use data from this study.

In Dataverse:

Click “+” on the right side to add more related publications in the desired order.

CITATION

Provide the full bibliographic reference of the related publication(s).

ID TYPE

Select the type of persistent identifier used for the publication (e.g. DOI).

In Dataverse:

Select the identifier type from the drop-down list.

ark

arXiv

bibcode

<input type="checkbox"/> cobiss	<input type="checkbox"/> isbn	<input type="checkbox"/> pmid
<input type="checkbox"/> doi	<input type="checkbox"/> issn	<input type="checkbox"/> purl
<input type="checkbox"/> ean13	<input type="checkbox"/> istc	<input type="checkbox"/> upc
<input type="checkbox"/> eissn	<input type="checkbox"/> lissn	<input type="checkbox"/> url
<input type="checkbox"/> handle	<input type="checkbox"/> lsid	<input type="checkbox"/> urn

ID NUMBER

*Persistent identifier for the selected type. **Leave blank.***

URL

Enter the URL to the publication's webpage (e.g., journal website, archive site where the publication is stored, etc.).

1.11 RELATED MATERIAL

List all materials related to this study that are not being deposited because they are available elsewhere.

In Dataverse:

Click “+” on the right side to add more related materials in the desired order.

CITATION

Provide the full bibliographic reference of the related material(s).

ID TYPE

Select the type of persistent identifier used for the publication (e.g. DOI).

In Dataverse:

Select the identifier type from the drop-down list.

<input type="checkbox"/> ark	<input type="checkbox"/> doi	<input type="checkbox"/> isbn
<input type="checkbox"/> arXiv	<input type="checkbox"/> ean13	<input type="checkbox"/> issn
<input type="checkbox"/> bibcode	<input type="checkbox"/> eissn	<input type="checkbox"/> istc
<input type="checkbox"/> cobiss	<input type="checkbox"/> handle	<input type="checkbox"/> lissn

lsidpurlurlpmidupcurn

ID NUMBER

*Persistent identifier for the selected type. **Leave blank.***

URL

Enter the URL to the publication's webpage (e.g., journal website, archive site where the publication is stored, etc.).

1.12 RELATED DATASETS

List studies related to this one that are not being deposited because they are available elsewhere (for example, earlier studies on the same topic).

In Dataverse:

Click “+” on the right side to add more related studies in the desired order.

CITATION

Provide the full bibliographic reference of the related studies.

ID TYPE

Select the type of persistent identifier used for the study (e.g. DOI).

In Dataverse:

Select the identifier type from the drop-down list.

arkeissnlsidarXivhandlepmidbibcodeisbnpurlcobississnupcdoiistcurlean13lissnurn

ID NUMBER

*Persistent identifier for the selected type. **Leave blank.***

URL

Enter the URL to the study's webpage (e.g., journal website, archive site where the dataset is stored, etc.).

1.13 OTHER REFERENCES

List any other materials that help in understanding the content of this study but are not being deposited because they are available elsewhere.

In Dataverse:

Click “+” on the right side to add more other materials in the desired order.

CITATION

Provide the full bibliographic reference of the related publication(s).

ID TYPE

Select the type of persistent identifier used for the publication (e.g. DOI).

In Dataverse:

Select the identifier type from the drop-down list.

<input type="checkbox"/> ark	<input type="checkbox"/> eissn	<input type="checkbox"/> lsid
<input type="checkbox"/> arXiv	<input type="checkbox"/> handle	<input type="checkbox"/> pmid
<input type="checkbox"/> bibcode	<input type="checkbox"/> isbn	<input type="checkbox"/> purl
<input type="checkbox"/> cobiss	<input type="checkbox"/> issn	<input type="checkbox"/> upc
<input type="checkbox"/> doi	<input type="checkbox"/> istc	<input type="checkbox"/> url
<input type="checkbox"/> ean13	<input type="checkbox"/> lissn	<input type="checkbox"/> urn

ID NUMBER

*Persistent identifier for the selected type. **Leave blank.***

URL

Enter the URL to the publication's webpage (e.g., journal website, archive site where the publication is stored, etc.).

1.14 DATA SOURCES

Fill in the following section only if you have included data (in whole or in part), that were obtained from another publisher or unpublished sources, regardless of their format. Select a term from the controlled vocabulary DDI – [Data Source Type](#).

TERM

In Dataverse:

Select the source from the drop-down list. You can select more than one.

<input type="checkbox"/> Registers / Records / Accounts	Voting results
<input type="checkbox"/> Registers / Records / Accounts:	<input type="checkbox"/> Events / Interactions
Administrative	<input type="checkbox"/> Processes
<input type="checkbox"/> Registers / Records / Accounts:	<input type="checkbox"/> Processes: Workflow(s)
Historical	<input type="checkbox"/> Communications
<input type="checkbox"/> Registers / Records / Accounts:	<input type="checkbox"/> Communications: Public
Legal	<input type="checkbox"/> Communications: Interpersonal
<input type="checkbox"/> Registers / Records / Accounts:	<input type="checkbox"/> Research data
Medical / Clinical	<input type="checkbox"/> Research data: Published
<input type="checkbox"/> Registers / Records / Accounts:	<input type="checkbox"/> Research data: Unpublished
Academic / Aptitude	<input type="checkbox"/> Population group
<input type="checkbox"/> Registers / Records / Accounts:	<input type="checkbox"/> Geographic area
Economic / Financial	<input type="checkbox"/> Physical objects
<input type="checkbox"/> Registers / Records / Accounts:	<input type="checkbox"/> Biological samples
Personal	<input type="checkbox"/> Other
<input type="checkbox"/> Registers / Records / Accounts:	

ORIGIN OF SOURCES

Specify exactly where the original of the used secondary data is stored, how it is documented and how it can be accessed. Example: Korošci pri Janežiču (1936). URN:NBN:SI:DOC-AVAEB09L na <https://www.dlib.si>.

CHARACTERISTICS OF SOURCES NOTED

Describe characteristics of used sources.

DOCUMENTATION AND ACCESS TO SOURCES

Describe the documentation and access of the original sources.

2. GEOSPATIAL METADATA

2.1 GEOGRAPHIC COVERAGE*

Information about geographic coverage of the study.

COUNTRY / NATION*

Indicate the country or countries covered by the collected data.

In Dataverse:

Select country from the drop-down list. In case of multiple countries, select them from the drop-down list (do not use +).

MUNICIPALITY (STATE / PROVINCE)

Indicate the municipality covered by the collected data.

In Dataverse:

In case of multiple municipalities, separate them with a comma.

CITY

Indicate the city covered by the collected data.

In Dataverse:

In case of multiple cities, separate them with a comma.

OTHER

Write all other information regarding geographic cover of collected data.

2.2 GEOGRAPHIC UNIT

Specify the smallest "geographic" unit that is accessible as a variable in the data file. Select a term from the controlled vocabulary.

TERM

In Dataverse:

Select the geographic unit from the drop-down list. Select a term from the controlled vocabulary.

<input type="checkbox"/> Local community	<input type="checkbox"/> Area code
<input type="checkbox"/> Settlement	<input type="checkbox"/> Region
<input type="checkbox"/> Electoral district	<input type="checkbox"/> Country
<input type="checkbox"/> Area with postcode	<input type="checkbox"/> Geographic units are not determined
<input type="checkbox"/> Municipality	<input type="checkbox"/> Other

2.3 GEOGRAPHIC BOUNDING BOX

The basic geometric description for any study is its latitude and longitude. Latitude and longitude describe the west and east longitudes and the north and south latitudes, which represent the best geographic description of the selected data. Inclusion of this element in the study description is not mandatory but is required if the collected data that includes polygons.

WEST LONGITUDE

The westernmost coordinate delimiting the geographic extent of the Dataset. A valid range of values expressed in decimal degrees is: -180.0 to 180.0.

EAST LONGITUDE

The easternmost coordinate delimiting the geographic extent of the Dataset. A valid range of values expressed in decimal degrees is: -180.0 to 180.0.

NORTH LATITUDE

The northernmost coordinate delimiting the geographic extent of the Dataset. A valid range of values expressed in decimal degrees is: -90.0 to 90.0.

SOUTH LATITUDE

The southernmost coordinate delimiting the geographic extent of the Dataset. A valid range of values expressed in decimal degrees is: -90.0 to 90.0.

3. METHODOLOGY

3.1 UNIT OF ANALYSIS

Select the main unit of analysis. Select from the controlled vocabulary DDI – [Analysis Unit](#).

TERM

In Dataverse:

Select the main unit of analysis from the drop-down list. You can select more than one.

If you select »Other«, specify the analysis unit in the "Characteristics of data collection situation" field (under "Methodology").

<input type="checkbox"/> Individual	<input type="checkbox"/> Time unit
<input type="checkbox"/> Organization/Institution	<input type="checkbox"/> Media unit
<input type="checkbox"/> Family	<input type="checkbox"/> Media unit: Sound
<input type="checkbox"/> Family: Household family	<input type="checkbox"/> Media unit: Still image
<input type="checkbox"/> Household	<input type="checkbox"/> Media unit: Text
<input type="checkbox"/> Housing unit	<input type="checkbox"/> Media unit: Video
<input type="checkbox"/> Event / Process / Activity	<input type="checkbox"/> Group
<input type="checkbox"/> Geographic unit	<input type="checkbox"/> Object
<input type="checkbox"/> Political-administrative area	<input type="checkbox"/> Other

3.2 UNIVERSE*

Describe the target population, covered by the data in the file. Which groups could you not or did not want to include and how have you excluded them. Example: based on what have you excluded them, what filters did you use, etc.?

INCLUDED*

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

EXCLUDED

Describe the target population, that was not included.

3.3 TIME METHOD

Select the time method of data collection. Select a term from the controlled vocabulary DDI – [Time Method](#).

TERM

In Dataverse:

Select the time method from the drop-down list. You can select more than one.

<input type="checkbox"/> Longitudinal	<input type="checkbox"/> Time series
<input type="checkbox"/> Longitudinal: Cohort/Event-based	<input type="checkbox"/> Time series: Continuous
<input type="checkbox"/> Longitudinal: Trend/Repeated cross-section	<input type="checkbox"/> Time series: Discrete
<input type="checkbox"/> Longitudinal: Panel	<input type="checkbox"/> Cross-section
<input type="checkbox"/> Longitudinal: Panel: Continuous	<input type="checkbox"/> Cross-section ad-hoc follow-up
<input type="checkbox"/> Longitudinal: Panel: Interval	<input type="checkbox"/> Other

3.4 DATA COLLECTOR

Indicate the institution responsible for collecting and organizing data. Example: University of Ljubljana, Faculty of Social Sciences, Public Opinion and Mass Communication Research Centre.

When entering the institution, always follow the order of university, faculty, centre/department. This also applies for entering abbreviations (e.g. UL FDV CDI).

If case of a self-supporting data collection, indicate the person(s) who was/were responsible for collecting the data.

In Dataverse:

Each institution/person enter in separate field (use + on the right side).

3.5 FREQUENCY

Specify, how frequently you have collected your data. Select a term from the controlled vocabulary DDI – Type of Frequency.

TERM

In Dataverse:

Select frequency of data collection from the drop-down list. You can select more than one.

In case of one-time data collection select »Not applicable«.

If you select »Other«, specify the frequency in the "Characteristics of data collection situation" field (under "Methodology").

<input type="checkbox"/> Continuous	<input type="checkbox"/> Every three weeks
<input type="checkbox"/> Every minute	<input type="checkbox"/> Every four weeks
<input type="checkbox"/> Every hour	<input type="checkbox"/> Every month
<input type="checkbox"/> Every two hours	<input type="checkbox"/> Occasional monthly
<input type="checkbox"/> Every three hours	<input type="checkbox"/> Every two months
<input type="checkbox"/> Twice a day	<input type="checkbox"/> Every three months
<input type="checkbox"/> Every day	<input type="checkbox"/> Three times a year
<input type="checkbox"/> Every business day	<input type="checkbox"/> Twice a year
<input type="checkbox"/> Occasional daily	<input type="checkbox"/> Every year
<input type="checkbox"/> Three times a week	<input type="checkbox"/> Occasional annual
<input type="checkbox"/> Twice a week	<input type="checkbox"/> Every two years
<input type="checkbox"/> Every week	<input type="checkbox"/> Every three years
<input type="checkbox"/> Occasional weekly	<input type="checkbox"/> Every four years
<input type="checkbox"/> Every ten days	<input type="checkbox"/> Every five years
<input type="checkbox"/> Three times a month	<input type="checkbox"/> Every ten years
<input type="checkbox"/> Every two weeks	<input type="checkbox"/> Every twenty years
<input type="checkbox"/> Twice a month	<input type="checkbox"/> Every thirty years

- Irregular
- Unspecified
- Other
- Not applicable

3.6 SAMPLING PROCEDURE*

Type of sample and sampling plan used to select units for analysis. For the sample select a term from the controlled vocabulary DDI – [Sampling Procedure](#).

TERM*

In Dataverse:

Select a type of sampling from the drop-down list. You can select more than one.

- Total universe/Complete enumeration
- Probability: Multistage
- Probability
- Theoretical Sampling
- 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
- Probability: Cluster: Stratified random

SAMPLING PROCEDURE - TEXT

Describe more precisely how the sampling took place (describe plan and procedures of sampling). For quantitative study, you can find examples of sample descriptions in reports such as the [ESS10-Sampling Guidelines](#) and [CSES - Module 3: Sample Design and Data Collection Report](#). For qualitative study, you can see the [sampling recommendations](#) and the description of [sampling methods](#).

3.7 COLLECTION MODE*

Select the mode of data collection you used in the study. Select a term from the controlled vocabulary DDI – [Mode of Collection](#).

TERM*

In Dataverse:

Select the mode of data collection from the drop-down list. You can select more than one.

- Interview
- Face-to-face interview
- Face-to-face interview: Computer-assisted (CAPI/CAMI)
- Face-to-face interview: Paper-and-pencil (PAPI)
- Telephone interview
- Telephone interview: Computer-assisted (CATI)
- E-mail interview
- Web-based interview
- Self-administered questionnaire
- Self-administered questionnaire: E-mail
- Self-administered questionnaire: Paper
- Self-administered questionnaire: Messaging (SMS/MMS)
- Self-administered questionnaire: Web-based (CAWI)
- Self-administered questionnaire: Computer-assisted (CASI)
- Focus group
- Face-to-face focus group
- Telephone focus group
- Online focus group
- Self-administered writings and/or diaries
- Self-administered writings and/or diaries: E-mail
- Self-administered writings and/or diaries: Paper
- Self-administered writings and/or diaries: Web-based
- Observation
- Field observation
- Participant field observation
- Non-participant field observation
- Laboratory observation
- Participant laboratory observation
- Non-participant laboratory observation
- Computer-based observation
- Experiment
- Laboratory experiment
- Field/intervention experiment
- Web-based experiment
- Recording
- Recording: Remote sensing
- Automated data extraction
- Automated data extraction: API query
- Automated data extraction: Database query
- Automated data extraction: Web scraping
- Content coding
- Transcription

<input type="checkbox"/> Compilation/Synthesis	<input type="checkbox"/> Cognitive measurements and tests
<input type="checkbox"/> Summary	<input type="checkbox"/> Educational measurements and tests
<input type="checkbox"/> Aggregation	<input type="checkbox"/> Physical measurements and tests
<input type="checkbox"/> Simulation	<input type="checkbox"/> Psychological measurements and tests
<input type="checkbox"/> Measurement and tests	<input type="checkbox"/> Other

3.8 TYPE OF RESEARCH INSTRUMENT

Type of instrument, used to collect data. Select a term from the controlled vocabulary DDI – [Type of Instrument](#).

TERM

In Dataverse:

Select an instrument from the drop-down list. You can select more than one.

If you select »Other«, specify the instrument in the "Characteristics of data collection situation" field (under "Methodology").

<input type="checkbox"/> Questionnaire	<input type="checkbox"/> Data collection guidelines: Self-administered writings guide
<input type="checkbox"/> Structured questionnaire	<input type="checkbox"/> Data collection guidelines: Secondary data collection guide
<input type="checkbox"/> Semi-structured questionnaire	<input type="checkbox"/> Participant tasks
<input type="checkbox"/> Unstructured questionnaire	<input type="checkbox"/> Technical instrument(s)
<input type="checkbox"/> Interview scheme and/or themes	<input type="checkbox"/> Program script
<input type="checkbox"/> Data collection guidelines	<input type="checkbox"/> Other
<input type="checkbox"/> Data collection guidelines: Observation guide	
<input type="checkbox"/> Data collection guidelines: Discussion guide	

3.9 CHARACTERISTICS OF DATA COLLECTION SITUATION

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

3.10 ACTIONS TO MINIMIZE LOSSES

Describe the steps to reduce missing data. Example: re-visits, assigning values, current and subcurrent control of the work of the interviewers, etc.

3.11 WEIGHTING

If weights were used, note the reasons for their use, the criterion variables, and the procedures of their use.

Leave blank if it does not apply to your study.

3.12 CLEANING OPERATIONS

Information about whether the data has been cleaned or not. Select the term from the controlled vocabulary.

TERM

In Dataverse:

Select the right term describing the state of data.

- Data was cleaned.
- Data was not cleaned.
- No information.

3.13 RESPONSE RATE

Enter the response rate of the study. Example: in the Youth 2000 study the participation rate is 70%.

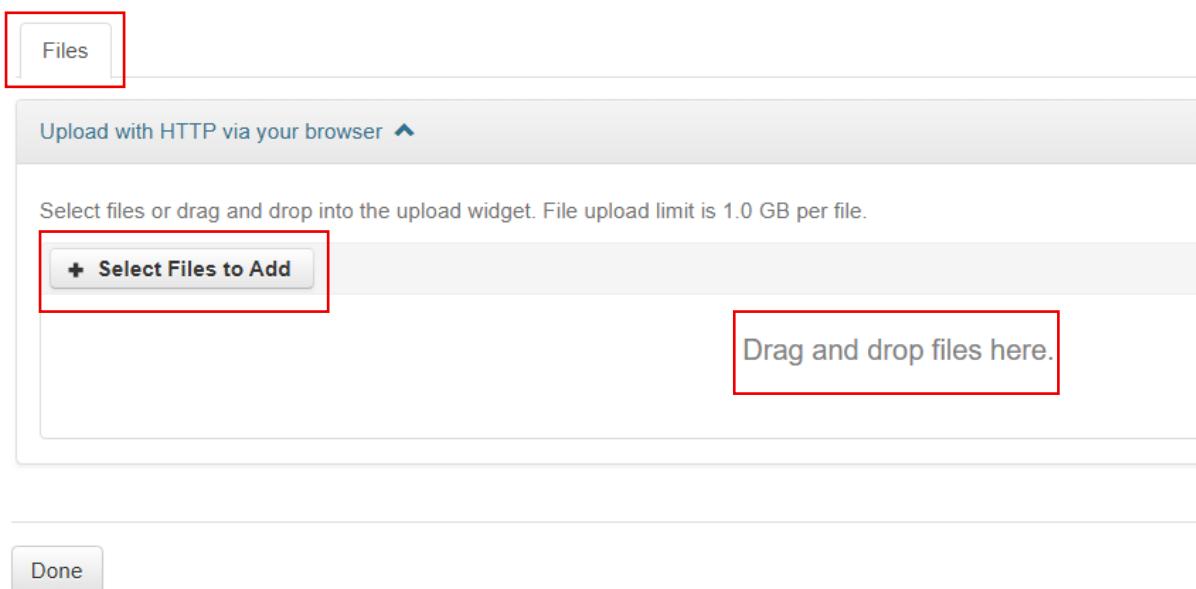
4. SUBMISSION OF DIGITAL OBJECTS

4.1 SUBMISSION

At the end of the metadata description of the study in Dataverse, there is a section (Files) for submitting digital objects related to the study.

In Dataverse:

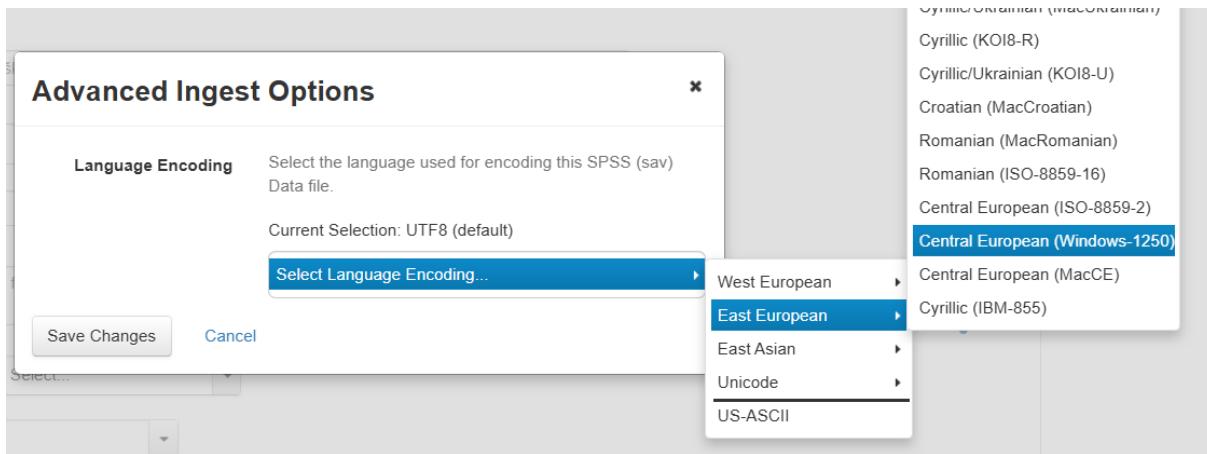
You can drag the files from your directory into the designated area or upload them by clicking the “+” button in the upper left corner. See the image for reference.



ATTENTION! When loading an SPSS data file, it is imperative to select the appropriate display language before saving the entry. If you do not do this, the entire entry must be deleted, and the file must be reloaded and the metadata filled in.

Procedure:

- Load the *SAV file
- in the process of entering file metadata, click on the 3 parallel dots on the right, select “Advanced ingest options” → “Select language encoding” → East European → Central European (WIN-1250) → Save changes



4.2 INFORMATION AND TERMS OF DISTRIBUTION FOR DIGITAL OBJECT

FILE NAME

It is automatically displayed.

TITLE OF DIGITAL OBJECT

Add the title of digital object. If the digital object does not have its own title, enter the title of the research with the type of digital object (e.g. Happiness Research, 2024. Information letter).

AUTHOR(S)

Add all authors of the individual digital object.

In Dataverse: Click “+” on the right side to add multiple authors.

YEAR

Add the year the digital object was created.

DESCRIPTION

Add description of the digital object, if necessary.

TYPE OF DIGITAL OBJECT

Select the type of digital object. Select the term from the controlled vocabulary.

In Dataverse: Select the type of digital object from the drop-down list.

<input type="checkbox"/> <i>Data file</i> <input type="checkbox"/> <i>Data file (sensitive data)</i> <input type="checkbox"/> <i>Questionnaire or other data collection instrument</i> <input type="checkbox"/> <i>Example of information document or letter</i> <input type="checkbox"/> <i>Example of consent of research participants</i> <input type="checkbox"/> <i>Doctoral, master's dissertations</i> <input type="checkbox"/> <i>Documentary programmes</i> <input type="checkbox"/> <i>Permission of the commissioner of the study for sharing data</i> <input type="checkbox"/> <i>Research progress forms</i>	<input type="checkbox"/> <i>Frequency statistics of all variables</i> <input type="checkbox"/> <i>Coding book, list of codes or categories, code list</i> <input type="checkbox"/> <i>Instructions to the respondent</i> <input type="checkbox"/> <i>Instructions for interviewers</i> <input type="checkbox"/> <i>Show cards</i> <input type="checkbox"/> <i>Report written immediately after the study</i> <input type="checkbox"/> <i>Data collection protocol</i> <input type="checkbox"/> <i>Publication (article, monograph, other)</i> <input type="checkbox"/> <i>Leaflet</i> <input type="checkbox"/> <i>Other</i>
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METHOD OF DISTRIBUTION

In Dataverse: Select the method of distribution of digital object from the drop-down list. Select one of the options.

- Publication****
- Archival copy
- Reference copy

****In case the digital object is published in Zbirka ADP Dataverse, it is necessary to select access and license for each digital object.**

TYPE OF ACCESS

In Dataverse: Select the type of access for the digital object from the drop-down list. Select one of the options.

- Access without registration
- PUF – Public Use File
- SUF – Scientific Use File
- ScUF – Secure Use File

LICENSE

In Dataverse: Select the license for the digital object from the drop-down list. Select one of the options.

- CC0 1.0 – Public Domain Dedication
- CC BY 4.0 – Attribution 4.0 International
- CC BY-NC 4.0 – Attribution-NonCommercial 4.0 International

NOTES

Additional important information about the file that could not be entered elsewhere. Also provide information about any embargoes on the file here. Example: Embargo until_date.