




AUSSDA

AUSTRIAN
SOCIAL SCIENCE
DATA ARCHIVE

AUSSDA METADATA

Version 0.9

AUSSDA

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License	 This work is licensed under a Creative Commons Attribution 4.0 International License .
Access	Public
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Version control

Version	Date	Reason	Revised by
0.1	23.06.2017	First version	PM
0.2	07.07.2017	Added controlled vocabularies	PM
0.3	02.08.2017	Added hints	PM
0.9	24.08.2017	Testing phase	PM
1.0			

1. Background

AUSSDA makes social science data accessible following the FAIR principles to make data Findable, Accessible, Interoperable and Reusable. The foundation of these principles is a good documentation and part of this documentation are metadata (information about your data) that are necessary for your data deposition at AUSSDA.

The description of the produced data follows international standards set by the Data Documentation Initiative (DDI) and the Consortium of European Social Science Data Archives (CESSDA ERIC).

The following checklist guides you through the metadata requirements. Here is a short introduction on the terms used:

free text	Enter a free text describing the content.
controlled	Choose one or more elements from a controlled vocabulary. Controlled vocabulary means that you select an entry from a list that either originates from DDI, CESSDA ERIC or AUSSDA. This standardizes entries to simplify, among others, translation to other languages and searchability. The complete lists are usually available on the web.
more information	The links forward you to the complete controlled vocabulary, we encourage you to open the links to find the best description of your content.
hints	examples for more common applications

If you have any questions don't hesitate to contact info@aussda.at or call us (+43 1 4277 15323)!

2. Metadata (information about your data)

- Information on study: bibliographic and content
 - Study title (original language and English)
 - Principal investigator/PI (name, institution and preferably: personal identifier like ORCID)

Hint: Consider registering with <https://orcid.org/> as it is a great way to link to your grants and publications.

 - More than one PI (name all)
 - Contributors
 - Name or Institution
 - Role of the contributor (free text, e.g. data collector, data manager)
 - Content/Abstract
 - Grant information
 - Funding Agency
 - Grant Number

- Information on study: methodology
 - Kind of Data (controlled: select one from the list e.g. numeric, text, video, more information http://www.ddialliance.org/Specification/DDI-CV/KindOfDataFormat_1.0.html), Hint: If your data was collected using a questionnaire that mostly contained standardized answer choices, consider to select “numeric”.
 - Topics (free text: they could be on a more general level like ‘society and culture’, ‘social groups’, ‘economy’, ‘health’, ‘politics’; or more specific like ‘elections’, ‘political ideologies’; AUSSDA will transfer your free text to fit the CESSDA topic classification)
 - Keywords (freetext, e.g. Age, Ageing, Employment, Working Conditions, Work Attitude, Retirement, Educational Background, Health, Job Satisfaction; AUSSDA will transfer them to fit the European Language Social Science Thesaurus ([ELSST](http://www.elsst.org/)))
 - Description of “time method” of data collection (controlled: select one from the list, e.g. longitudinal, time series, cross section, more details http://www.ddialliance.org/Specification/DDI-CV/TimeMethod_1.2.html)
 - Countries in which the study took place (controlled, the expected format is the standardized two letter country code; more details about ISO 3166-1 alpha 2 https://en.wikipedia.org/wiki/ISO_3166-1_alpha-2)

Hint: Write AT for Austria, DE for Germany, CH for Switzerland
 - Universe (free text, describe the population)

Hint: For surveys: If a company collected your data, you might find this

information in the methods section of the report that describes the eligibility of being included in the sample. Otherwise consider describing the population in terms of age, region, language, and any other eligibility criteria.

- Unit type (controlled: select one from the list, e.g. individual, family, household, more information http://www.ddialliance.org/Specification/DDI-CV/AnalysisUnit_1.0.html)
- Type of data source (controlled: select one from the list, e.g. data derived from register, from published research, from unpublished research, more information http://www.ddialliance.org/Specification/DDI-CV/DataSourceType_1.0.html)
Hint: If this is data from a survey, consider selecting "PopulationGroup".
- Type of sampling procedure
 - controlled: select one from the list , e.g. total universe, subcategories of probability like stratified or simple random; and non-probability like availability, more information http://www.ddialliance.org/Specification/DDI-CV/SamplingProcedure_1.1.html
Hint: For surveys it is likely that you either have "Probability" or "Nonprobability.Quota". In case of probability it would be good if you could select the subcategory as well.
 - free text (for additional information)
- method of data collection (controlled: select one from the list, e.g. Interview, SelfAdministeredQuestionnaire, Observation, Experiment, ContentCoding, ... ; and subgroups of these categories, more information http://www.ddialliance.org/Specification/DDI-CV/ModeOfCollection_2.1.html)
 - Instrument name (controlled: select all that apply from the list of possible measurement devices, e.g. questionnaire (structured/semistructured/unstructured), Data Collection Guidelines, ProgrammingScript; more information https://www.ddialliance.org/Specification/DDI-CV/TypeOfInstrument_1.0.html)
- Start date of data collection (YYYY-MM-DD, e.g. 2017-06-23; more information on ISO 8601 https://en.wikipedia.org/wiki/ISO_8601)
- End date of data collection (the point in time after which no more observations are added, for example the day of the deactivation of an online survey, YYYY-MM-DD, e.g. 2017-06-24; more information on ISO 8601 https://en.wikipedia.org/wiki/ISO_8601)
- Information on study: legal information**
 - Licences (controlled: choose a license, e.g. CC-BY; more information <https://creativecommons.org/share-your-work/licensing-types-examples/>)
Hint: Contact us to help you make a decision on a license that fits your needs.

- Access class (controlled: open, restricted)
Hint: Contact us to help you make a decision that fits your needs.
 - If restricted choose one from the list: standard access(registered users can download all data), restricted user groups (predefined groups can access data), access on demand (data access granted with every request)

Information on dataset

- File name
Hint: use _ instead of spaces, keep it short. There are many naming styles. A concise one would be to use the first letters of the principal investigators and add the year of data collection (Anna Smith and John Doe could be SD2017). You could also add an abbreviation of the project title after that (e.g., SD2017_projectx).

Information on further documents (for every document that we receive)

- document name
- document type (e.g. codebook, technical report etc.)
- document author
- document year (YYYY, e.g. 2017; more information on ISO 8601 https://en.wikipedia.org/wiki/ISO_8601)
- document web address

Information on literature (for publications related to the dataset)

- Author
- Editor
- Publication title
- Year
- Publisher
- Journal
- Volume
- Issue
- Compilation
- Pages