



DEPOSIT FORM

1. Dataset title

2. Subtitle

3. Alternative title

4. Authoring Entity/Primary Investigator

The person, corporate body, or agency responsible for the work's substantive and intellectual content.

5. Producer

The producer is the person or organization with the financial or administrative responsibility for the physical processes whereby the document was brought into existence.

6. Copyright



7. Date of Production

Date when the marked-up document/ marked-up document source/data collection/other material(s) were produced (not distributed or archived).

8. Place of Production

Address of the archive or organization that produced the work.

9. Funding Agency/Sponsor

The source(s) of funds for production of the work.

10. Contact Persons

Names and addresses of individuals responsible for the work.

11. Depositor

The name of the person (or institution) who provided this work to the archive storing it.

12. Date of Deposit

The date that the work was deposited with the archive that originally received it.

13. Series Name

The name of the series to which the work belongs.



14. Series Information

Contains a history of the series and a summary of those features that apply to the series as a whole.

15. Bibliographic Citation

Complete bibliographic reference containing all of the standard elements of a citation that can be used to cite the work

16. Topic Classification

The classification field indicates the broad substantive topic(s) that the data cover.

17. Abstract

An unformatted summary describing the purpose, nature, and scope of the data collection, special characteristics of its contents, major subject areas covered, and what questions the PIs attempted to answer when they conducted the study. A listing of major variables in the study is important here.

18. Time Period Covered

The time period to which the data refer. This item reflects the time period covered by the data, not the dates of coding or making documents machine-readable or the dates the data were collected.

19. Date of Collection

Contains the date(s) when the data were collected.



20. Country

Indicates the country or countries covered in the file.

21. Geographic Coverage

Information on the geographic coverage of the data. Includes the total geographic scope of the data, and any additional levels of geographic coding provided in the variables.

22. Geographic Unit

Lowest level of geographic aggregation covered by the data.

23. Unit of Analysis

Basic unit of analysis or observation that the file describes: individuals, families/households, groups, institutions/organizations, administrative units, etc.

24. Universe

The group of persons or other elements that are the object of research and to which any analytic results refer. Age, nationality, and residence commonly help to delineate a given universe, but any of a number of factors may be involved, such as sex, race, income, veteran status, criminal convictions, etc. The universe may consist of elements other than persons, such as housing units, court cases, deaths, countries, etc. In general, it should be possible to tell from the description of the universe whether a given individual or element (hypothetical or real) is a member of the population under study.

25. Notes and comments

Optional, for clarifying information/annotation regarding the parent element (the length of the data set).



26. Time Method

The time method or time dimension of the data collection.

27. Data Collector

The entity (individual, agency, or institution) responsible for administering the questionnaire or interview or compiling the data. This refers to the entity collecting the data, not to the entity producing the documentation.

28. Sampling Procedure

The type of sample and sample design used to select the survey respondents to represent the population. May include reference to the target sample size and the sampling fraction.

29. Mode of Data Collection

The method used to collect the data; instrumentation characteristics.

Telephone interviews

Face-to-face interviews

Mail questionnaires

Computer-aided telephone interviews
(CATI)

30. Type of Research Instrument

The type of data collection instrument used. "Structured" indicates an instrument in which all respondents are asked the same questions/tests, possibly with precoded answers. If a small portion of such a questionnaire includes open-ended questions, provide appropriate comments. "Semi-structured" indicates that the research instrument contains mainly open-ended questions. "Unstructured" indicates that in-depth interviews were conducted.



31. Weighting

The use of sampling procedures may make it necessary to apply weights to produce accurate statistical results. Describe here the criteria for using weights in analysis of a collection. If a weighting formula or coefficient was developed, provide this formula, define its elements, and indicate how the formula is applied to data.