**Qualitative Dataset Template**

**Title [H1]**

**e.g. “Analysing Focus Groups on Politics with Young People in Wales”**

In the title, lead with the method/data type/issue you will be focusing on, and then the topic of the dataset

**Abstract (less than 150 words) [H1 heading level]**

This is a very short blurb to describe the method focus on the dataset, the type and source of the data and what can be learnt from the dataset. See the example below:

“This dataset is designed for teaching narrative analysis of documents. This data is provided by Professor Donileen R. Loseke and Ph.D. student Janine Beahm from the University of South Florida’s Department of Sociology, and is drawn from a publicly available transcript of a final hearing in the United States House of Representatives in 1996. The example focuses on how the "talk" in policy hearings can be qualitatively examined as discourse rhetorically, producing a story that justifies policy in terms of its moral value. The dataset file is accompanied by a teaching guide and a student guide.”

**Student Guide [H1]**

**Introduction (100-250 words) [H1]**

The introduction should do two things, and will overlap with the abstract:

1. Outline the methodological focus of the narrative (this example illustrates a specific analytic method, issue, or type of data you might encounter in qualitative research).
2. Give details of the data source the data exemplar is drawn from (please include who the researcher(s) is/are, what the topic is, what the aims of the research were etc., as appropriate).

This introduction section should be written in the third person.

**Heading with method/issue/data type (150-250 words) [H1]**

**e.g. “Focus Groups”**

This section acts as a sort of mini literature review. Using focus groups as an example, include a few more lines here about focus groups, transcripts, and say how they are produced etc. and give a very basic explanation of its function in qualitative research and why it’s important to a student learning about qualitative research.

**Heading describing the dataset/exemplar (150-250 words) [H1]**

**e.g. “Data Exemplar: Focus Groups on Politics with Young People in Wales”**

In this section, you can go into more detail here than in the abstract about your original research and the origins of the data. You don’t need to repeat what is in the introduction but there can be a little overlap. You want to use this section to briefly say something about one or more of the following; what data is being used, what the context of the research was, what drew the researcher to this topic, what the aims were, who the participants were, where it took place etc.

**Analysis: [Include the type of Analysis] (1000-1500 words) [H1]**

**e.g. “Analysis: Grounded Theory”**

**Here is the important part.** This is the focus of the dataset and the section where you talk the user through how you might go about analysing the data that you provided. This is to be as much a how-to guide as is possible, or at least, a “how-you-did guide”. This section can be divided into sub-sections with clearly formatted sub-headings, for instance:

**Stage 2: Coding [H2 heading level]**

It is key to draw illustrative examples out of the data exemplar you have provided as much as possible. We can imagine a dataset almost as an exercise for a student of research methods – with this section teaching them before they are asked to apply their new knowledge to the provided data in the reflective questions below.

**Summary [H2]**

It is always useful to finish the dataset with a section that sums up what the user has learnt and ties everything together.

**Reflective Questions (3-4 questions) [H1]**

Please include 3-4 questions that allow students to reflect on issues brought up in the exemplar. As much as possible, these questions should also have a ‘review’ function (i.e. they draw attention to the purpose of the example and then ask students to think further about these methodological questions). Datasets are a practical teaching tool, so these questions must also challenge the student to attempt the method or analysis using the data you have provided.

**Further Reading (6-8 references, please don’t be afraid to advertise your own work here) [H1]**

**Data Exemplar [H1]**

The data you provide will appear on the platform alongside your narrative on the analysis – it will also be available to download. For example, depending on your research this could be - photographs, a skype conversation or an interview transcript, a video, archive material, ethnographic field notes or documents. This data is the illustrative example that used to provide a description of how one might go about analysing in the Analysis section on the dataset.

If possible, alongside this we would like some ‘clean’, unanalysed extra data which users can have a go at analysing after reading the exemplar as part of the questions in the reflective question section. For example, “Considering all the data available, what themes can you see emerging from the data?”

The data should be presented as follows:

**Data collected by:** [insert name of researcher here]

[A brief explanation of presented data so the user knows what they are looking at (<100 words) e.g: “The data reproduced here is the transcript of an elite interview investigating XYZ”]

[Present the data. Please use headings and sub-headings to separate sections of data if necessary or if aids in reference from the narrative e.g:]

**Exemplar 1 [H2]**

**Sub-heading [H3 heading level]**

**Extra Data for Use With Reflective Questions [H2]**

**Sub-heading [H3]**

**METADATA**

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| --- | --- | --- |
| **Metadata Field** | **Description/explanation** | **To be completed by Contributor** |
| Author /Contributor biographies | Brief (<150 words) academic biography of EACH author |  |
| Discipline(s) | i.e. Those disciplines covered by dataset and guides. A dataset may have multiple subject areas. | Choose an item.  Choose an item.  Choose an item.  Choose an item.  Choose an item. |
| Data type | Please choose ‘Other’ if your data type is not listed, and add the new data type underneath | Choose an item. |
| Prerequisites | Quant only |  |

**About This Dataset info**

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| --- | --- | --- |
| **Meta Data Field** | **Description/explanation** | **To be completed by Contributor** |
| Data Source Citation |  |  |
| Full title of originating dataset |  |  |
| Data author(s) and affiliations |  |  |
| Dataset source website address |  |  |
| First publication date |  |  |
| Data Universe |  |  |
| Funding sources/suppliers | Names of funding bodies, including grant numbers and related acknowledgements |  |
| Sample/sampling procedures | If readily available |  |
| Weighting | If appropriate and available |  |
| Data collection dates |  |  |
| Time frame of analysis |  |  |
| Unit of analysis | Technical term for who or what is being studied |  |
| Location covered by data | Location from which the data was gathered |  |
| Other sources | If dataset is drawn from other secondary sources |  |
| Links to SRM content |  |  |
| List of variables | Where available, practical and accessible |  |
| Abbreviations, conventions or notation devices |  |  |