

## User Guide for the CESSDA Metadata Model

### Version History

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#### Comments about the User Guide

All links/footnotes in the document checked 2018-12-10.

[CV usage](#) document are marked in yellow (in the User Guide) in case we need to update the link at some point.

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## Introduction and background

This document includes guidelines for the usage of and best practices for the CESSDA Metadata Model. The guidelines address all relevant aspects of the elements in the CESSDA Metadata Model, and serve to provide recommendations and guidance for usage.

The User Guide is part of the CESSDA Metadata Portfolio, and is the output of the second phase of the CESSDA Metadata Management, task 5.

## CESSDA Metadata Management

CESSDA Metadata Management (CMM) was part of the CESSDA Work Plan in 2015-2018. The main objective of the CMM projects was to develop and implement a standardized metadata design and practice for CESSDA. The project partners were FSD (lead), ADP, DDA, GESIS, NSD, SND, UKDS, CASD (first phase) and SODA (second phase).

The first phase of the CMM project was included in CESSDA Work Plan 2015<sup>1</sup>. The first phase of CMM started in November 2015 and ended in April 2017. The second phase of the CMM project started in May 2017, and was part of the CESSDA Work Plan 2017<sup>2</sup>. The objective of CMM phase 2 was to continue the work of CMM phase 1, and to further develop the CESSDA Metadata Portfolio. The second phase of the CMM project ended in December 2018.

## CESSDA Metadata Portfolio

The CESSDA Metadata Portfolio (the Portfolio) consists of the CESSDA Metadata Model (the Model), Controlled Vocabularies, User Guide, Supplementary Materials and Management and Maintenance Plan. It aims to support resource discovery, question banks, preservation and data access. The Portfolio is compliant with the Data Documentation Initiative (DDI) international standard for describing statistical and social science data.

The Portfolio is aligned with other CESSDA projects, like the CESSDA Data Catalogue (CDC) and the Euro Question Bank (EQB).<sup>3</sup> The use of the Portfolio is not limited only to CESSDA. Further, it will support describing data from different disciplines and can be adapted to changing requirements over time.

## CESSDA Metadata Model

The CESSDA Metadata Model contains metadata elements, their definitions and information on other requirements, such as repeatability. The Model is built from the viewpoint of quantitative (social science) data and based on the DDI Lifecycle 3.2 metadata standard. The CESSDA Metadata Model consists of the following top elements:

1. Information on Study
2. Information on Person(s)

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<sup>1</sup> <https://www.cessda.eu/Projects/Work-Plans/Work-Plan-2015>

<sup>2</sup> <https://www.cessda.eu/Projects/Work-Plans/Work-Plan-2017>

<sup>3</sup> <https://www.cessda.eu/Projects/Work-Plans/Work-Plan-2018> CESSDA Data Catalogue (CDC) was formerly known as the Product and Service Catalogue (PaSC). Other CESSDA projects that have been taken in account are EQB - ph4, DataverseEU 2018, Vocabulary Services, the CESSDA PID policy and CESSDA Data Access Policy.

3. Information on Organizations
4. Information on Dataset
5. Information on Instrument
6. Information on Questions and Answers
7. Information on Concepts
8. Information on Further Documents
9. Information on Publications
10. Information on Group of Studies
11. Information about the Document Description ('metadata about metadata')

## Outline of the User Guidelines

The User Guidelines are structured as explanatory tables based on the information in the CESSDA Metadata Model. The number and name of the elements in the User Guide, refer to the number and name in the Model.<sup>4</sup>

## Best Practices

This section presents a set of best practices for the usage of the CESSDA Metadata Model. The best practices that will be included are as follows: DDI, CVs, PID, Language Code, Dates, Coverage Elements and Long Term Preservation.

### Data Documentation Initiative (DDI)

The recommendation is to use the DDI Lifecycle whenever possible. DDI is a well-established metadata standard for describing the data produced by surveys and other observational methods in the social, behavioral, economic, and health sciences.<sup>5</sup> The DDI Lifecycle is designed to document and manage data across the entire data life cycle from conceptualization to data publication and analysis and beyond.<sup>6</sup> The DDI Lifecycle encompasses all of the DDI Codebook specification and extends it. There is also an implementation guide available for DDI Lifecycle 3.2.<sup>7</sup>

### Controlled Vocabularies (CVs)

The CESSDA Metadata Portfolio contains DDI and CESSDA controlled vocabularies (CVs) as well as ISO standards (e.g. for dates). If there is a DDI or a CESSDA CV for an element mentioned in the schema, and the element is used, it is mandatory to use the specified vocabulary in the declared version. When controlled vocabularies are used in the metadata, the recommendation is to include the value of the code, the term, language, the CV Name, version, and URI. The CV Name should be the name in the source language, that is, in English.

CVs should be used consistently. Consistent use requires that if a vocabulary term is used, it is also documented according to the recommendations above, or that the SP can produce this documentation for harvesting. It is also crucial to pay close attention to term definitions in order to

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<sup>4</sup> See explanatory table on pages 7-8 for more information.

<sup>5</sup> <http://www.ddialliance.org/>

<sup>6</sup> <http://www.ddialliance.org/explore-documentation>

<sup>7</sup> <https://www.ddialliance.org/explore-documentation>

keep their use consistent within and across organisations. This produces functional filters in user interfaces.

As ELSST terms do not have IDs that can be used for metadata at this stage, value of the code/ID is not entered but the term in metadata language is used.

Below are listed the vocabularies included in the Model. None of the elements using these vocabularies are marked as mandatory but note that some may be or become mandatory for CESSDA systems like the CESSDA Data Catalogue or Euro Question Bank. Whenever you are using an element that has a CV specified in the model, it is mandatory to use the specified vocabulary for the element.

#### DDI CVs

- Analysis Unit
- Time Method
- Mode of Collection
- Sampling Procedure
- Data Source Type
- Type of Instrument
- Summary Statistic Type

#### CESSDA CVs

- ELSST
- Topic Classification
- Use of Note Field

For more information, see the document [CV usage](#) which contains detailed information on the required content of controlled vocabulary elements included in the CESSDA Metadata Model.<sup>8</sup>

#### Persistent Identifier (PID)

A persistent identifier (PID) is a long-lasting reference to a digital object. Each CESSDA SP shall use persistent identifiers to identify their data holdings. Persistent identifiers will become mandatory in the future. Please Adhere to the CESSDA ERIC PID Policy<sup>9</sup> and the CESSDA Data Access Policy<sup>10</sup>.

#### Language Code

If the element contains text, you have to document the language used. The recommendation is to use the language code for anything where a country code is not needed. For the language code, use the lowercase two-letter ISO 639-1. If the language code and the country code need to be combined, you can use the ISO language code (ISO 639-1 - lower case) and the ISO country code (ISO 3166 -

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<sup>8</sup> The controlled vocabularies should optimally be linked to the CV Manager, but since the tool is not yet published at this point (December 2018), we unfortunately cannot do that in the CMM project. CVs probably need to be updated when the CV Manager is completed.

<sup>9</sup> CESSDA ERIC Persistent Identifier Policy: <https://doi.org/10.18448/16.0040>  
and CESSDA ERIC Persistent Identifier Policy Best Practice Guidelines: <https://doi.org/10.18448/16.0041>

<sup>10</sup> <https://www.cessda.eu/content/download/963/8608/file/CESSDA%20Data%20Access%20Policy.pdf>

upper case) separated by a hyphen. For instance, German as spoken in Austria can be indicated with the following combination: de-AT.

## Dates

Use the ISO 8601 standard to document dates. ISO 8601 describes an internationally accepted way to represent dates using numbers. Use either the full date, the month and year or the year only:

- Full date: the complete calendar date in the YYYY-MM-DD format, e.g. 2018-03-24
- Month and year: the date in the YYYY-MM format, e.g. 2018-03
- Year: the date in the YYYY format, e.g. 2018

## Coverage Elements

The geographical or temporal topic of the resource, the geographical applicability, or the authority/jurisdiction the resource is part of. These elements, e.g. “Topical”, “Geographical”, “Temporal”, should be populated as fully as possible.

## Long Term Preservation

The CMM2 project has produced a recommendation for long-term preservation (LTP) metadata that builds on METS<sup>11</sup>, PREMIS<sup>12</sup> and the Finnish national specifications for long-term digital preservation<sup>13</sup>. The LTP recommendation document can be found in the Supplementary Materials.

# User Guidelines

## Notes about the CESSDA Metadata Model

- The CESSDA Metadata Model is based on the DDI Lifecycle 3.2 but there is not always correspondence between the names of elements in DDI and in the tables/model (e.g. named something else than in DDI). This also applies to the definition of the element. The Model sometimes uses names for the elements that differ from the DDI names because the names selected during the creation of the Model were considered more intuitive and appropriate.
- Exemplary mappings for DDI 3.2 in the CESSDA Metadata Model are supposed to aid understanding of the meaning of the elements. However, the final technical implementation of the elements will be up to each CESSDA Service Provider. There will be no constraint to adopt them.
- Funding refers to the act of providing financial resources. Surveys/projects can have more than one funding agency.
- Whenever possible, document the language of the metadata. You will find more information about this in the tables.
- Publication, Document and Instrument are separated in the Model. Instrument has elements that are not applicable to Publication and Document.

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<sup>11</sup> <http://www.loc.gov/standards/mets/>

<sup>12</sup> <http://www.loc.gov/standards/premis/v3/index.html>

<sup>13</sup> <http://www.kdk.fi/en/digital-preservation/specifications>

- It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an identifier in DDI 3.2. However, it is also possible to use only the URN or only the combination as an identifier.
  - If an SP is using DDI 3.2, the occurrence<sup>14</sup> is 1-2. If an SP is using Codebook, the occurrence is 0. If an SP using DDI 3.2 has only the URN (or only the combination of Agency, ID and Version) as an identifier, the occurrence is 1. If an SP using DDI 3.2 has both the URN and the combination of Agency, ID and Version as an identifier, the occurrence is 2.
- References to an individual or organization do not refer to any kind of an outside DDI PID (like ORCID etc.) but means the ID that has been given to the individual/organization when capturing the metadata of that individual/organization within the DDI 3.2 XML. Please note that DDI Codebook does not support referencing the way the DDI Lifecycle does.
- References use the same type of structure as identifiers. It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an referenced identifier in DDI 3.2. However, it is also possible to use only the URN or only the combination as an referenced identifier.

## The Tables

The structure of the User Guidelines is in the format of a table. Each element and how to document it is described within its own table. The structure will be as follows:

Number and element	The number and name of the element in the User Guide, for example “1.1 Study Number” and “2.1 Person Name”, refer to the number and name in the Model.
Child element	E.g. top element is 1. “Study”: 1.3 “Principal Investigator” is a child element of 1. “Study” while 1.3.1 “Principal Investigator Reference” is a child element of 1.3 “Principal Investigator”.
Description	Description of what the element refers to and what should be included within the metadata.
Mandatory/Recommended/Optional	Information about the mandatoriness of child elements. A top element can be set as recommended, but the use of a recommended element makes some of its child elements mandatory. E.g. “Information on Dataset: Variables” - 4.3 “Variable” has status ‘recommended’, and 4.3.1.2 “Variable Name” has status ‘mandatory’. This means that if you have a variable, the variable must have a variable name.
Occurrence	The occurrence indicates cardinality/quantity constraints for the properties as follows:  0-n = optional or recommended and repeatable 0-1 = optional or recommended, but not repeatable 0-2 = optional or recommended, if used may occur once or twice

<sup>14</sup> The occurrence indicates cardinality/quantity constraints for the properties.



	<p>1-n = required and repeatable  1 = required, but not repeatable  1-2 = required, may occur once or twice</p> <p>Some fields are mandatory elements and necessary. All elements with an occurrence of 1-n, 1 or 1-2 are only mandatory if the parent element/container element is filled.</p>
Controlled vocabulary	<p>Information about what kind of controlled vocabulary to use. See document <a href="#">CV usage</a> for detailed information about the CVs.</p>
Usage notes	<p>Additional information on how to document the element.</p>

## 1. Information on Study

Number and element	1 Study
Child element	1.1 Bibliographic Information 1.2 Content Information 1.3 Methodical Information 1.4 Legal Information or Access Information
Description	Information on the study/studies. No metadata element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	-

### Information on Study: Bibliographic Information

Number and element	1.1 Bibliographic Information
Child element	1.1.1 Study ID 1.1.2 Study Number 1.1.3 Study Title 1.1.4 Subtitle 1.1.5 Alternative Title 1.1.6 Funding Information 1.1.7 Principal Investigator Reference 1.1.8 Publisher 1.1.9 Publication Year (controlled [YYYY]) 1.1.10 Study Version 1.1.11 Contributor Reference 1.1.12 Content Information
Description	Bibliographic information. No metadata element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	-

Number and element	1.1.1 Study ID
Child element	None
Description	Identifier of the study according to the DDI 3.2 structure.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5.
Occurrence	1-2 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an identifier in DDI-L 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as an identifier.

Number and element	1.1.2 Study Number
Child element	1.1.1.2 Type of Study Number (for DDI 3.2)
Description	Unique archival number of the project/study.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1-n
Controlled vocabulary	-
Usage notes	E.g. NSD2567, FSD1292, SN 8090 (the examples are from NSD, FSD and UKDS). If there is no unique archival number available, a PID may be used alternatively. If a PID is used as a study number, the information should be repeated in the element 1.8 'PID Study'.

Number and element	1.1.2.1 Type of Study Number (for DDI 3.2)
Child element	None
Description	Required attribute containing the local user identification system that maintains and defines the UserID.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5.
Occurrence	1 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-

Usage notes	UniqueArchivalNumber
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Number and element	1.1.3 Study Title
Child element	1.1.3.1 Language of Study Title 1.1.3.2 Translation status of Study Title
Description	The title of the project/survey.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1-n
Controlled vocabulary	-
Usage notes	-

Number and element	1.1.3.1 Language of Study Title
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	1.1.3.2 Translation Status of Study Title
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	1.1.4 Subtitle
Child element	1.1.4.1 Language of Subtitle 1.1.4.2 Translation Status of Subtitle
Description	Subtitle of the study
Mandatory/Recommended/Optional	Optional
Occurrence	0-n
Controlled vocabulary	-
Usage notes	-

Number and element	1.1.4.1 Language of Subtitle
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	1.1.4.2 Translation Status of Subtitle
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	1.1.5 Alternative Title
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Child element	1.1.5.1 Language of Alternative Title 1.1.5.2 Translation Status of Alternative Title
Description	Alternative title of the study.
Mandatory/Recommended/Optional	Optional
Occurrence	0-n
Controlled vocabulary	-
Usage notes	-

Number and element	1.1.5.1 Language of Alternative Title
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	1.1.5.2 Translation Status of Alternative Title
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	1.1.6 Funding Information
Child element	1.1.6.1 Funding Agency Reference
Description	Information about the agency which funded the described

	entity. No metadata element.
Mandatory/Recommended/Optional	Optional
Occurrence	0-n
Controlled Vocabulary	-
Usage notes	-

Number and element	1.1.6.1 Funding Agency Reference
Child element	1.1.6.1.1 Type of Funding Agency Reference (for DDI 3.2)
Description	Reference to the funding agency (the agency which funded the described entity).
Mandatory/Recommended/Optional	Optional
Occurrence	0-n
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an referenced identifier in DDI 3.2. However, it is also possible to use only the URN or only the combination as an referenced identifier.

Number and element	1.1.6.1.1 Type of Funding Agency Reference (for DDI 3.2)
Child element	None
Description	Type of funding agency reference for DDI 3.2.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5.
Occurrence	1 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	TypeOfObject is Organization

Number and element	1.1.6.2 Grant Number
Child element	None
Description	The identification code of the grant or other monetary award

	which provided funding for the described object.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	-

Number and element	1.1.6.3 Grant Title
Child element	None
Description	Title of the grant.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	-

Number and element	1.1.7 Principal Investigator Reference
Child element	1.1.7.1 Principal Investigator (Person Reference) 1.1.7.2 Principal Investigator (Institution Reference)
Description	Reference to individual/s and/or institution/s that is/are principal investigators. Principal Investigator/s is/are the main researchers involved in producing the data.No metadata element. The metadata elements concerning the principal investigator are the elements 1.3.1.1. and 1.3.1.2.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1-n for DDI 3.2, 0 for DDI 2.5
Usage notes	In order to capture the information for this element we use the DDI 3.2 reference. This references the information that have been captured within the section 'Person' or 'Institution' of the individuals or organizations that are considered Principal Investigators. The reference does not refer to any kind of outside DDI PID (like ORCID etc.) but means the ID that has been given to the individual/organization when capturing the metadata of that individual/organization within the DDI 3.2 XML.



Number and element	1.1.7.1 Principal Investigator (Person Reference)
Child element	1.1.7.1.1 Type of Principal Investigator (Person Reference for DDI 3.2)
Description	Reference to a person who is the principal investigator.
Mandatory/Recommended/Optional	Optional (note that there must be at least one person or one organization reference)
Occurrence	0-2 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	<p>Freertext. The principal investigators are the main researchers involved in producing the data. For institution reference see 1.3.1.2 Principal Investigator (Institution Reference).</p> <p>If there is more than one person, please reference the different principal investigators in priority order within the XML. The order in which they are referenced will determine the order they appear in. If there is more than one person, repeat the parent element. It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an referenced identifier in DDI 3.2. However, it is also possible to use only the URN or only the combination as an referenced identifier.</p>

Number and element	1.1.7.1.1 Type of Principal Investigator (Person Reference)
Child element	None
Description	Type of Principal Investigator (Person Reference) for DDI 3.2.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5.
Occurrence	1 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	Type of object is individual.

Number and element	1.1.7.2 Principal Investigator (Institution Reference)
Child element	1.1.7.2.1 Type of Principal Investigator (Institution Reference) (for DDI 3.2)

Description	Reference to an organization that is a principal investigator.
Mandatory/Recommended/Optional	Optional (note that there must be at least one person or one organization reference)
Occurrence	0-2 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	Freertext. The principal investigators are the main researchers involved in producing the data. When there is not a person (or persons) who are the principal investigator(s) but an organization, then reference the organization. If there is more than one organization, repeat the parent element. It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an referenced identifier in DDI 3.2. However, it is also possible to use only the URN or only the combination as an referenced identifier.

Number and element	1.1.7.2.1 Type of Principal Investigator (Institution Reference)
Child element	None
Description	Type of Principal Investigator (Institution Reference) for DDI 3.2.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5.
Occurrence	1 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	Type of object is Organization.

Number and element	1.1.8 Publisher
Child element	1.1.8.1 Language of Publisher 1.1.8.2 Translation Status of Publisher
Description	Name of the institution publishing the research data.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1-n
Controlled vocabulary	-
Usage notes	Freertext. Name of the actual CESSDA Service Provider

	providing the metadata information. The name of the entity that holds, archives, publishes, prints, distributes, releases, issues, or produces the resource, e.g. NSD - Norwegian Centre for Research Data.
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Number and element	1.1.8.1 Language of Publisher
Child element	None
Description	The language of the content of the element
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	1.1.8.2 Translation Status of Publisher
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	1.1.9 Publication Year (controlled [YYYY])
Child element	None
Description	Year of publication (by publisher) of the study (for citation) - [YYYY].
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-

Usage notes	<p>This element refers to the year when the data of the study was or will be made publicly available. If there is an embargo on the data in effect, use the date when the embargo period ends. Use this element to document when this particular version of the data of the study was or will be made available.</p> <p>Use ISO 8601. Use either the full date, the month and year or the year only. The complete calendar date in the YYYY-MM-DD format, e.g. 2018-03-24. Month and year: the date in the YYYY-MM format, e.g. 2018-03. Year: the date in the YYYY format, e.g. 2018.</p>
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Number and element	1.1.10 Study Version
Child element	1.1.10.1 Version Number of the Study 1.1.10.2 Version Date of the Study (controlled) 1.1.10.3 Reason for Versioning the Study 1.1.10.4 Study PID
Description	Information about the study version. No metadata element.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	1.1.10.1 Version Number of the Study
Child element	None
Description	Number of the version of the study.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	Freetext. Use this element to document the version of the study/resource. E.g. first version, second version etc.

Number and element	
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	1.1.10.2 Version Date of the Study (controlled)
Child element	None
Description	Date of the version, that the Service Provider uses to identify this version of the study.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	Use ISO 8601. The complete calendar date in the YYYY-MM-DD format, e.g. 2018-03-24.

Number and element	1.1.10.3 Reason for Versioning the Study
Child element	None
Description	Textual description of the rationale/purpose for the version change.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	Fretext. E.g. new variable added to dataset.

Number and element	1.1.10.4 Study PID
Child element	1.1.10.4.1 Study PID Type 1.1.10.4.2 Study PID URL
Description	PID of the study.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	To capture information on PID(s) of the study. E.g. "DOI 10.XXXXX". Please adhere to the CESSDA PID policy.

Number and element	
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	1.1.10.4.1 Study PID Type
Child element	None
Description	The identification of the agency which assigns and manages the identifier.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	E.g. ISBN, ISSN, DOI, etc.

Number and element	1.1.10.4.2 Study PID URL
Child element	None
Description	The URL of the PID.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	The URL of the PID should be generated automatically by CEESDA Data Catalogue (CDC).

Number and element	1.1.11 Contributor Reference
Child element	1.1.11.1 Contributor (Person Reference) 1.1.11.2 Contributor (Institution Reference)
Description	A contributor is a person or an institution that is responsible for collecting, managing, distributing or otherwise contributing to the development of the resource. It is any kind of contributor to the study, that is NOT the principal investigator - e.g. data collector, data manager, data depositor, project manager, sponsor etc. No metadata element.
Mandatory/Recommended/Optional	Optional
Occurrence	0-n
Usage notes	In order to capture the information for this element we use the DDI 3.2 reference. This references the information that have been captured within the section 'Person' or 'Institution' of the individuals or organizations that are considered Further

	Contributor. The reference does not refer to any kind of outside DDI PID (like ORCID etc.) but means the ID that has been given to the individual/organization when capturing the metadata of that individual/organization within the DDI 3.2 XML.
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Number and element	1.11.1.1 Contributor (Person Reference)
Child element	1.1.11.1.1 Type of Contributor (Person Reference)
Description	Reference in XML to the Person that is the contributor.
Mandatory/Recommended/Optional	Optional
Occurrence	0-2 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	A contributor is a person or an institution responsible for collecting, managing, distributing or otherwise contributing to the development of the resource. It refers to any kind of contributor to the study that is not the principal investigator, e.g. data collector, data manager, data depositor, project manager, sponsor etc. It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an referenced identifier in DDI 3.2. However, it is also possible to use only the URN or only the combination as an referenced identifier.

Number and element	1.1.11.1.1 Type of Contributor (Person Reference)
Child element	None
Description	Type of contributor (Person Reference) for DDI 3.2.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5.
Occurrence	1 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	Type of object is Individual.

Number and element	1.1.11.2 Contributor (Institution Reference)
Child element	1.1.11.2.1 Type of Contributor Institution Reference) for

	DDI 3.2
Description	Reference in XML to the Institution that is the contributor.
Mandatory/Recommended/Optional	Optional
Occurrence	0-2 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	A contributor is a person or an institution responsible for collecting, managing, distributing or otherwise contributing to the development of the resource. It is any kind of contributor to the study, that is not the principal investigator, e.g. data collector, data manager, data depositor, project manager, sponsor etc. Reference in XML to the Institution that is the contributor. It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an referenced identifier in DDI 3.2. However, it is also possible to use only the URN or only the combination as an referenced identifier.

Number and element	1.1.11.2.1 Type of Contributor (Institution Reference)
Child element	None
Description	Type of Contributor (Institution Reference) for DDI 3.2.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5.
Occurrence	1 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	Type of object is Organization

Number and element	1.1.11.3 Role of Contributor (freetext)
Child element	None
Description	Role of the contributor to the study.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	E.g. data collector, data depositor, project manager, sponsor.



	The DDI CV group is currently working on a DDI CV for 'Role of Contributor'. But since this CV is not yet published, the element will be used as freetext.
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Number and element	1.1.12 Reference Study To Document
Child element	None
Description	Reference of a study to a document.
Mandatory/Recommended/Optional	Optional
Occurrence	0-n for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	E.g. reference of a study to a questionnaire.

#### Information on Study: Content Information

Number and element	1.2 Content Information
Child element	1.2.1 Abstract 1.2.2 Study Topic (controlled) 1.2.3 Keyword
Description	Content information. No metadata element.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	1.2.1 Abstract
Child element	1.2.1.1 Language of Abstract 1.2.1.2 Translation Status of Abstract
Description	Abstract that describes the content(s) of the study.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1-n
Controlled vocabulary	-

Usage notes	Freertext. The abstract should describe the purpose, nature, and scope of the data collection, special characteristics of its contents, major subject areas covered, and questions investigated. The length may vary from study to study.
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Number and element	1.2.1.1 Language of Abstract
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	1.2.1.2 Translation Status of Abstract
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	1.2.2 Study Topic (controlled)
Child element	1.2.2.1 Language of Study Topic 1.2.2.2. Translation Status of Study Topic 1.2.2.3 Topic Classification Vocabulary 1.2.2.4 Topic Classification Agency 1.2.2.5 Topic Classification URI
Description	Term used for class/category within the classification system.
Mandatory/Recommended/Optional	Mandatory

Occurrence	1-n
Controlled vocabulary	CESSDA Topic Classification
Usage notes	As classification, the use of the CESSDA Topic Classification is mandatory. Classification serves to identify the general topics of a study. If more categories of the CESSDA Topic Classification apply to one study, classification may be used repeatedly. More specific information on what content to enter into the CV element and its subelements in <a href="#">CV usage</a> .

Number and element	1.2.2.1 Language of Study Topic
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	1.2.2.2 Translation Status of Study Topic
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	1.2.2.3 Topic Classification Vocabulary
Child element	None
Description	Name of the used classification system.
Mandatory/Recommended/Optional	Mandatory

Occurrence	1
Controlled vocabulary	CESSDA Topic Classification
Usage notes	Since the use of the CESSDA Topic Classification is mandatory, the Classification System Name is by default 'CESSDA Topic Classification'.

Number and element	1.2.2.4 Topic Classification Agency
Child element	None
Description	The name of the agency maintaining the classification.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	CESSDA
Usage notes	Since the use of the CESSDA Topic Classification is mandatory, the default is 'CESSDA'.

Number and element	1.2.2.5 Topic Classification URI
Child element	None
Description	Persistent Identifier of the Topic Classification.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	-

Number and element	1.2.3 Keyword
Child element	1.2.3.1 Language of Keyword 1.2.3.2 Translation Status of Keyword 1.2.3.3 Keyword Vocabulary 1.2.3.4 Keyword Vocabulary Agency 1.2.3.5 Keyword Vocabulary URI
Description	Use keywords from thesauri or CVs that specify the

	content/subject of the study. Keyword in metadata language.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1-n
Controlled vocabulary	ELSST
Usage notes	Use keywords from thesauri or CVs. The recommendation is to use ELSST, latest published version. More specific information on what content to enter into the CV element and its subelements in <a href="#">CV usage</a> .

Number and element	1.2.3.1 Language of Keyword
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	1.2.3.2 Translation Status of Keyword
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	1.2.3.3 Keyword Vocabulary
Child element	None
Description	The name of the used thesauri or system for keywords.

Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	ELSST
Usage notes	The recommendation is to use ELSST, if possible.

Number and element	1.2.3.4 Keyword Vocabulary Agency
Child element	None
Description	The name of the agency maintaining the keyword vocabulary.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	1.2.3.5 Keyword Vocabulary URI
Child element	None
Description	Persistent identifier of the keyword system.
Mandatory/Recommended/Optional	Recommended
Occurrence	1
Controlled vocabulary	ELSST
Usage notes	-

#### Information on Study: Methodical Information

Number and element	1.3. Methodical Information
Child element	1.3.1 Time Method (controlled) 1.3.2 Study Area as a Country (controlled) 1.3.3 Study Area as a Country (freetext) 1.3.4 Universe (freetext) 1.3.5 Unit of Analysis (controlled) 1.3.6 Sampling Information 1.3.7 Survey Period

Description	Methodical information. No metadata element.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	1.3.1 Time Method (controlled)
Child element	1.3.1.1 Time Method Vocabulary 1.3.1.2 Time Method Vocabulary Agency 1.3.1.3 Time Method Vocabulary URI
Description	Describes the time dimension of the data collection.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	DDI Time Method
Usage notes	Use this element to document the time method. Controlled vocabulary includes a typology of time method e.g. longitudinal, time series, cross-section, other. Use the code of the term. More specific information on what content to enter into the CV element and its subelements in <a href="#">CV usage</a> .

Number and element	1.3.1.1 Time Method Vocabulary
Child element	None
Description	The name of the vocabulary used for Time Method.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	DDI Time Method
Usage notes	-

Number and element	1.3.1.2 Time Method Vocabulary Agency
Child element	None

Description	The name of the agency maintaining the vocabulary for Time Method.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	DDI Alliance

Number and element	1.3.1.3 Time Method Vocabulary URI
Child element	None
Description	Persistent Identifier of the vocabulary for Time Method.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	-

Number and element	1.3.2 Study Area as a Country (controlled)
Child element	1.3.2.1 Study Area Vocabulary 1.3.2.2 Study Area Vocabulary Agency 1.3.2.3 Study Area Vocabulary URI
Description	Country in which the study took place.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1-n
Controlled vocabulary	-
Usage notes	Use the ISO 3166 2-letter code for country. If that is not possible, e.g. if a country no longer exists, use another ISO Code and state in the attribute which ISO Code you are using. If the study took place in e.g. two different countries, repeat the element.

Number and element	1.3.2.1 Study Area Vocabulary
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Child element	None
Description	The name of the vocabulary used for Study Area.
Mandatory/Recommended/Optional	Recommended
Occurrence	1
Controlled vocabulary	-
Usage notes	ISO 3166 2-letter

Number and element	1.3.2.2 Study Area Vocabulary Agency
Child element	None
Description	The name of the vocabulary used for Study Area.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	ISO

Number and element	1.3.2.3 Study Area Vocabulary URI
Child element	None
Description	Persistent Identifier of the vocabulary for study area.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	1.3.3 Study Area as a Country (freetext)
Child element	1.3.3.1 Language of Study Area freetext 1.3.3.2 Translation Status of Study Area freetext
Description	Country in which the study took place.

Mandatory/Recommended/Optional	Optional
Occurrence	0-n
Controlled vocabulary	-
Usage notes	Freetext. E.g. Denmark.

Number and element	1.3.3.1 Language of Study Area (freetext)
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	1.3.3.2 Translation Status of Study Area (freetext)
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	1.3.4 Universe (freetext)
Child element	1.3.4.1 Language of Universe freetext 1.3.4.2 Translation Status of Universe freetext
Description	Description of the population of the study.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n

Controlled vocabulary	-
Usage notes	Fretext. E.g. persons aged 16 - 79 living in Sweden.

Number and element	1.3.4.1. Language of Universe
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	1.3.4.2 Translation Status of Universe
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	1.3.5 Unit of Analysis (controlled)
Child element	1.3.5.1 Unit of Analysis Vocabulary 1.3.5.2 Unit of Analysis Vocabulary Agency 1.3.5.3 Unit of Analysis Vocabulary URI
Description	Describes the entity being analyzed in the study or in the variable.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	DDI Analysis Unit
Usage notes	Description of the unit sampled, type of units in the dataset,

	e.g. individual, organization, household. Use the code of the term. More specific information on what content to enter into the CV element and its subelements in <a href="#">CV usage</a> .
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Number and element	1.3.5.1 Unit of Analysis Vocabulary
Child element	None
Description	The name of the vocabulary used for Unit of analysis.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	DDI Analysis Unit
Usage notes	-

Number and element	1.3.5.2 Unit of Analysis Vocabulary Agency
Child element	None
Description	The name of the agency maintaining the vocabulary for Unit of analysis.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	DDI Alliance
Usage notes	-

Number and element	1.3.5.3 Unit of Analysis Vocabulary URI
Child element	None
Description	Persistent identifier of the vocabulary for Unit of analysis.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	-

Number and element	1.3.6 Sampling information
Child element	1.3.6.1 Type of Data Source (controlled) 1.3.6.2 Type of Sampling Procedure (controlled) 1.3.6.3 Sampling Procedure (freetext) 1.3.6.4 Mode Of Dta Collection (controlled) 1.3.6.5 Mode of Data Collection (freetext)
Description	Sampling information. No metadata element.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	-

Number and element	1.3.6.1 Type of Data Source (controlled)
Child element	1.3.6.1.1 Type of Data Source Vocabulary 1.3.6.1.2 Type of Data Source Vocabulary Agency 1.3.6.1.3 Type of Data Source Vocabulary URI
Description	Includes a typology of data sources.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	DDI Data Source Type
Usage notes	Provides information on whether the data are derived from e.g. register and/or survey data. Use the code of the term. More specific information on what content to enter into the CV element and its subelements in <a href="#">CV usage</a> .

Number and element	1.3.6.1.1 Type of Data Source Vocabulary
Child element	None
Description	The name of the vocabulary used for Type of Data Source.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1

Controlled vocabulary	DDI Data Source Type
Usage notes	-

Number and element	1.3.6.1.2 Type of Data Source Vocabulary Agency
Child element	None
Description	The name of the agency maintaining the vocabulary for Type of Data Source.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	DDI Alliance
Usage notes	-

Number and element	1.3.6.1.3 Type of Data Source Vocabulary URI
Child element	None
Description	Persistent identifier of the vocabulary for Type of Data Source.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	-

Number and element	1.3.6.2 Type of Sampling Procedure (controlled)
Child element	1.3.6.2.1 Type of sampling procedure Vocabulary 1.3.6.2.2. Type of sampling procedure Vocabulary Agency 1.3.6.2.3 Type of sampling procedure Vocabulary URI
Description	Type of sampling procedure used for data collection.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	DDI Sampling Procedure

Usage notes	Controlled vocabulary includes a typology of sampling methods. In many cases, users would benefit from having a more detailed description of the sampling procedure used. Use the code of the term. More specific information on what content to enter into the CV element and its subelements in <a href="#">CV usage</a> .
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Number and element	1.3.6.2.1 Sampling Procedure Vocabulary
Child element	None
Description	The name of the used vocabulary for Sampling Procedure.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	DDI Sampling Procedure
Usage notes	-

Number and element	1.3.6.2.2 Sampling Procedure Vocabulary Agency
Child element	None
Description	The name of the agency maintaining the vocabulary for Sampling Procedure.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	DDI Alliance
Usage notes	-

Number and element	1.3.6.2.3 Sampling Procedure Vocabulary URI
Child element	None
Description	Persistent identifier of the vocabulary for Sampling Procedure.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-

Usage notes	-
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Number and element	1.3.6.3 Sampling Procedure (freetext)
Child element	1.3.6.3.1 Language of Sampling Procedure freetext 1.3.6.3.2 Translation Status of Sampling Procedure freetext
Description	Freetext description of the type of sampling procedure used for data collection.
Mandatory/Recommended/Optional	Optional
Occurrence	0-n
Controlled vocabulary	-
Usage notes	Freetext. Use in case additional information needs to be provided that cannot be covered with the categories of the DDI Sampling Procedure. At least one of 1.18.2.1 (CV) or 1.18.2.2 (freetext) should be used.

Number and element	1.3.6.3.1 Language of Sampling Procedure
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	1.3.6.3.2 Translation Status of Sampling Procedure
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1



Controlled vocabulary	-
Usage notes	True/false

Number and element	1.3.6.4 Mode of Data Collection (controlled)
Child element	1.3.6.4.1 Mode of Data Collection Vocabulary 1.3.6.4.2 Mode of Data Collection Vocabulary Agency 1.3.6.4.3 Mode of Data Collection Vocabulary URI
Description	Description of the method of data collection, the procedure, technique, or mode of inquiry used to attain the data.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	DDI Mode Of Collection
Usage notes	Enter the method(s) used in the data collection in the survey. Controlled vocabulary includes a typology of mode of collection. Use the code of the term. More specific information on what content to enter into the CV element and its subelements in <a href="#">CV usage</a> .

Number and element	1.3.6.4.1 Mode of Data Collection Vocabulary
Child element	None
Description	The name of the used vocabulary for Mode of Data Collection.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	DDI Mode Of Collection
Usage notes	-

Number and element	1.3.6.4.2 Mode of Data Collection Vocabulary Agency
Child element	None
Description	The name of the agency maintaining the vocabulary for Mode of Data Collection.

Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	DDI Alliance
Usage notes	-

Number and element	1.3.6.4.3 Mode of Data Collection Vocabulary URI
Child element	None
Description	Persistent identifier of the vocabulary for Mode of Data Collection.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	-

Number and element	1.3.6.5 Mode of Data Collection (freetext)
Child element	1.3.6.5.1 Language of Mode of Data Collection freetext 1.3.6.5.2 Translation Status of Mode of Data Collection freetext
Description	Freertext element for the description of the method of data collection - the procedure, technique, or mode of inquiry used to attain the data.
Mandatory/Recommended/Optional	Optional
Occurrence	0-n
Controlled vocabulary	-
Usage notes	Freertext.

Number and element	1.3.6.5.1 Language of Mode of Data Collection
Child element	None
Description	The language of the content of the element.

Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	1.3.6.5.2 Translation Status of Mode of Data Collection
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Optional
Occurrence	0-n
Controlled vocabulary	-
Usage notes	True/false

Number and element	1.3.7 Survey Period
Child element	1.3.7.1 Data Collection Period Start Date 1.3.7.2 Data Collection Period End Date 1.3.7.3 Data Collection Single Date 1.3.7.4 Data Collection Period (freetext)
Description	Survey Period. No metadata element.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	-

Number and element	1.3.7.1 Data Collection Period Start date (controlled)
Child element	None
Description	Start of data collection.

Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	Use ISO 8601. If there are multiple start dates, use the first date. If there is only one date available, this element can be used as single date. Use either the full date, the month and year or the year only. The complete calendar date in the YYYY-MM-DD format, e.g. 2018-03-24. Month and year: the date in the YYYY-MM format, e.g. 2018-03. Year: the date in the YYYY format, e.g. 2018.

Number and element	1.3.7.2 Data Collection Period End Date (controlled)
Child element	None
Description	End of data collection.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	This element is mandatory if survey period has already ended and Survey Period Start Date is used. Use ISO 8601. If there are multiple end dates, use the last date. Can be used as single date. Use either the full date, the month and year or the year only. The complete calendar date in the YYYY-MM-DD format, e.g. 2018-03-24. Month and year: the date in the YYYY-MM format, e.g. 2018-03. Year: the date in the YYYY format, e.g. 2018.

Number and element	1.3.7.3 Data Collection Single Date
Child element	-
Description	If there is only one date available concerning the data collection this element is to be used. A single point in time. If a duration is expressed as a SimpleDate, it is defining a period of time without a designated Start or End date.
Mandatory/Recommended/Optional	Optional
Occurrence	0-n

Controlled vocabulary	-
Usage notes	Use ISO 8601. The complete calendar date in the YYYY-MM-DD format, e.g. 2018-03-24.

Number and element	1.3.7.4 Data Collection Period (freetext)
Child element	1.3.7.4.1 Language of Data Collection Period Freetext 1.3.7.4.2 Translation Status of Data Collection Period Freetext
Description	Freetext element to the period of the data collection.
Mandatory/Recommended/Optional	Optional
Occurrence	0-n
Controlled vocabulary	-
Usage notes	Freetext.

Number and element	1.3.7.4.1 Language of Data Collection Period (freetext)
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	1.3.7.4.2 Translation Status of Data Collection Period (freetext)
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Optional
Occurrence	0-n
Controlled vocabulary	-

Usage notes	True/false
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#### Information on Study: Legal Information

Number and element	1.4 Legal Information or Access Information
Child element	1.4.1 Data Access (freetext) 1.4.2 Data Use Restrictions
Description	Legal Information or Access Information. No metadata element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1-n
Controlled vocabulary	-
Usage notes	-

Number and element	1.4.1 Data Access (freetext)
Child element	1.4.1.1 Language of Data Access freetext 1.4.1.2 Translation Status of Data Access freetext
Description	Freetext description of possibilities to access data.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1-n
Controlled vocabulary	-
Usage notes	Freetext. Refers to any information relating to the access and use conditions of data. E.g. "Data is freely available".

Number and element	1.4.1.1 Language of Data Access (freetext)
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-

Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.
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Number and element	1.4.1.2 Translation Status of Data Access (freetext)
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	1.4.2 Data Use Restrictions
Child element	1.4.2.1 Language of Data Use Restrictions 1.4.2.2 Translation Status of Data Use Restrictions
Description	If the preserved content is subject to any access restrictions, those must be expressed in as much detail as possible in the information package in accordance with cataloguing rules and metadata formats used.
Mandatory/Recommended/Optional	Optional
Occurrence	0-n
Controlled vocabulary	-
Usage notes	Examples of such restrictions are the copyright status, usage restrictions based on legislation, a licence, or other agreement concerning the content usage. Should the information package contain several digital objects with different restrictions, these restrictions should be attached correctly and individually to those objects that the restrictions concern.

Number and element	1.4.2.1 Language of Data Use Restrictions
Child element	None
Description	The language of the content of the element.

Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	1.4.2.2 Translation Status of Data Use Restrictions
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

## 2. Information on Person(s)

Number and element	2. Person
Child element	2.1 Person ID 2.2 Person Name 2.3 Associated organization 2.4 Person PID
Description	Information on individual(s). No metadata element.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	-

Number and element	2.1 Person ID
Child element	None



Description	Identifier of the person (individual) according to DDI 3.2 structure. ID that can be used in references related to this individual (e.g in relations).
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5.
Occurrence	1-2 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an identifier in DDI 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as an identifier.

Number and element	2.2 Person Name
Child element	2.2.1 Person: First given name 2.2.2 Person: Middle name 2.2.3 Person: Last / family name
Description	Name of the person the metadata information refer to. No metadata element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Freetext. DDI 3.2 specific to separate persons and institutions and to reference them.

Number and element	2.2.1 Person: First given name
Child element	None
Description	First given name.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Freetext.

Number and element	2.2.2 Person: Middle name
Child element	None
Description	Middle name
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	Freertext.

Number and element	2.2.3 Person: Last/family name
Child element	None
Description	Last/family name.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Freertext.

Number and element	2.3 Associated organization
Child element	2.3.1 Associated Organization (Individual) 2.3.2 Role of the Target Object (organization) in this relation 2.3.3 Associated Organization (Organization)
Description	Describes the organization affiliated to the person. No metadata element.
Mandatory/Recommended/Optional	Optional
Occurrence	0-n
Controlled vocabulary	-
Usage notes	-

Number and element	2.3.1 Associated Organization (Individual)
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Child element	2.3.1.1 Type of Associated Organization (Individual) (for DDI 3.2)
Description	Name of affiliation of the person the metadata information refer to.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5.
Occurrence	1-2 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	<p>Fretext. DDI 3.2 specific to separate persons and institutions and to reference them. In DDI 3.2 you need to create relation between referenced source object (individual) and referenced target object (organization) to affiliate organization and individual (person) together.</p> <p>It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an referenced identifier in DDI 3.2. However, it is also possible to use only the URN or only the combination as an referenced identifier.</p>

Number and element	2.3.1.1 Type of Associated Organization (Individual)
Child element	None
Description	Type of Associated Organization (Individual) for DDI 3.2
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5.
Occurrence	1
Controlled vocabulary	-
Usage notes	Type of object is Individual

Number and element	2.3.2 Role of the target object (organization) in this relation
Child element	None
Description	Role of the target object (organization) in this relation.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-

Usage notes	Role of the target object (organization) is affiliation.
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Number and element	2.3.3 Associated Organization (Organization)
Child element	2.3.3.1 Type of Associated Organization (Organization) (for DDI 3.2)
Description	Associated Organization (Organization).
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5
Occurrence	1-2 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	<p>In DDI 3.2 you need to create relation between referenced source object (individual) and referenced target object (organization) to affiliate organization and individual (person) together.</p> <p>It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an referenced identifier in DDI 3.2. However, it is also possible to use only the URN or only the combination as an referenced identifier.</p>

Number and element	2.3.3.1 Type of Associated Organization (Organization)
Child element	None
Description	Type of Associated Organization for DDI 3.2.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5.
Occurrence	1
Controlled vocabulary	-
Usage notes	Type of object is Organization

Number and element	2.4 Person PID
Child element	2.4.1 Person PID Type 2.4.2 Person PID URL
Description	The persistent identifier of the person. To capture information - type and PID Value - on PID(s) of a person.

Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	Content = PID Value

Number and element	2.4.1 Person PID Type
Child element	None
Description	Type of the PID used for the person.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	-

Number and element	2.4.2 Person PID URL
Child element	None
Description	Person PID URL.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled Vocabulary	-
Usage notes	The URL of the PID should be generated automatically by CESSDA Data Catalogue (CDC).

### 3. Information on Organizations

Number and element	3 Organizations/Consortium
Child element	3.1 Organization ID 3.2 Full Name of Organization 3.3 Organization Name Abbreviation/Acronym 3.4 Country (using ISO 3166 2 -letter code)

Description	Organizations and Consortia. No metadata element.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	-

Number and element	3.1 Organization ID
Child element	None
Description	Identifier of the organization according to the DDI 3.2 structure.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5
Occurrence	1-2 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an identifier in DDI-L 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as an identifier.

Number and element	3.2 Full Name of Organization
Child element	3.2.1 Language of Full Name of Organization 3.2.2 Translation Status of Full Name of Organization
Description	Name of the organization the metadata information refer to.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1-n
Controlled vocabulary	-
Usage notes	DDI 3.2 specific to separate persons and institutions and to reference them.

Number and element	3.2.1 Language of Full Name of Organization
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Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	3.2.2 Translation Status of Full Name of Organization
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	3.3 Organization Name Abbreviation/Acronym
Child element	None
Description	If applicable: abbreviation of the organization's name the metadata information refer to.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	DDI 3.2 specific to separate persons and institutions and to reference them. If the institution have an abbreviation/acronym, use this element to document it. Examples of abbreviation: FSD (Finnish Social Science Data Archive), UCLA (University of California, Los Angeles).

Number and element	3.4 Country (using ISO 3166 2-letter code)
Child element	3.4.1 Country Vocabulary 3.4.2 Country Vocabulary Agency 3.4.3 Country Vocabulary URI
Description	Country of the organization the metadata information refer to.
Mandatory/Recommended/Optional	Optional
Occurrence	0-n
Controlled vocabulary	-
Usage notes	Use the ISO 3166 2-letter code for country. If that is not possible, e.g. if a country no longer exists, use another ISO code and state in the attribute which ISO code you are using. If the study took place in e.g. two different countries, repeat the element.

Number and element	3.4.1 Country Vocabulary
Child element	None
Description	The name of the used vocabulary for Country.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	ISO 3166 2-letter code/which ISO code you are using.

Number and element	3.4.2 Country Vocabulary Agency
Child element	None
Description	The name of the agency maintaining the vocabulary for Country.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	ISO



Number and element	3.4.2 Country Vocabulary URI
Child element	None
Description	Persistent identifier of the vocabulary for Country.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

#### 4. Information on Dataset

Number and element	4. Dataset
Child element	4.1 Identification Information 4.2 Content Information 4.3 Variable 4.4 Technical Information
Description	Information on dataset(s). No metadata element.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	A collection of data, where every column of the statistical data matrix represents a particular variable, and each row corresponds to a given member of the data set in question.

#### Information on Dataset: Identification Information

Number and element	4.1 Identification information
Child element	4.1.1 Dataset ID 4.1.2 Dataset PID 4.1.3 Reference of Study to Dataset 4.1.4 Dataset Publication Date 4.1.5 Dataset Version 4.1.6 Dataset Version Description

Description	Identification information on dataset(s). No metadata element.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	4.1.1 Dataset ID
Child element	None
Description	Identifier of the Dataset according to the DDI 3.2 structure.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5
Occurrence	1-2 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an identifier in DDI-L 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as an identifier.

Number and element	4.1.2 Dataset PID
Child element	4.1.2.1 Dataset PID Type 4.1.2.2 Dataset PID URL
Description	To capture information - type and PID Value - on PID(s) of the dataset.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	Content = PID Value.

Number and element	4.1.2.1 Dataset PID Type
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Child element	None
Description	The identification of the agency which assigns and manages the identifier.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	E.g., ISBN, ISSN, DOI, etc.

Number and element	4.1.2.2 Dataset PID URL
Child element	None
Description	Dataset PID URL.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	The URL of the PID should be generated automatically by CESSDA Data Catalogue (CDC).

Number and element	4.1.3 Reference of Study to Dataset
Child element	4.1.3.1 Type of Reference between Study and Dataset (for DDI 3.2)
Description	Reference of a study to a dataset.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an referenced identifier in DDI-L 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as an referenced identifier.

Number and element	4.1.3.1 Type of Reference between Study and Dataset (for DDI 3.2)
Child element	None
Description	Type of Reference between Study and Dataset for DDI 3.2.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	LogicalProduct

Number and element	4.1.4 Dataset Publication Date
Child element	None
Description	The date this specific version of the dataset was published (different dates of publication of different datasets of study).
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	4.1.5 Dataset Version
Child element	None
Description	Version of dataset.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	Use this element to document the version of the dataset. E.g. first version, second version etc.

Number and element	4.1.6 Dataset Version Description
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Child element	4.1.6.1 Language of Dataset Version Description 4.1.6.2 Translation Status of Dataset Version Description
Description	A description of the rationale for the new version of the dataset expressed using an International String to support multiple language versions of the same content.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	4.1.6.1 Language of Dataset Version Description
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	4.1.6.2 Translation Status of Dataset Version Description
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

#### Information on Dataset: Content Information

Number and element	4.2 Content Information
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Child element	4.2.1 Dataset File Description 4.2.2 File Name 4.2.3 Number of Units 4.2.4 Number of Variables
Description	Content Information. No metadata element.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	4.2.1 Dataset File Description
Child element	4.2.1.1 Language of Dataset File Description 4.2.1.2 Translation Status of Dataset File Description
Description	Description of the file content.
Mandatory/Recommended/Optional	Optional
Occurrence	0-n
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	4.2.1.1 Language of Dataset File Description
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	
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	4.2.1.2 Translation Status of Dataset File Description
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	4.2.2 File Name
Child element	4.2.2.1 Language of File Name 4.2.2.2 Translation Status of File Name
Description	File name of the dataset.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1-n
Controlled vocabulary	-
Usage notes	-

Number and element	4.2.2.1 Language of File Name
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	The language of the variable names/labels and the metadata within the dataset.  Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	
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	4.2.2.2 Translation Status of File Name
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	4.2.3 Number of Units
Child element	None
Description	Number of units in the dataset.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	4.2.4 Number of Variables
Child element	None
Description	Number of variables in the dataset.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

#### Information on Dataset: Variables

Number and element	4.3 Variable
Child element	4.3.1 Basic Information about Variable 4.3.2 Reference and Variable Group Information



	4.3.3 Statistical Information 4.3.4 CodeList
Description	Variable. No metadata element.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	-

Number and element	4.3.1 Basic Information about Variable
Child element	4.3.1.1 Variable ID 4.3.1.2 Variable Name
Description	Basic information about variable. No metadata element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	-

Number and element	4.3.1.1 Variable ID
Child element	None
Description	Identifier of the variable according to DDI 3.2 structure.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5
Occurrence	1-2 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an identifier in DDI 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as an identifier.

Number and element	4.3.1.2 Variable Name
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Child element	4.3.1.2.1 Language of Variable Name 4.3.2.2.1 Translation Status of Variable Name
Description	Name of variable within a dataset.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1-n
Controlled vocabulary	-
Usage notes	-

Number and element	4.3.1.2.1 Language of Variable Name
Child element	None
Description	The language of the content of the element, meaning: language of the variable names/labels and the metadata within the dataset.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	Use ISO 639-1

Number and element	4.3.1.2.2 Translation Status of Variable Name
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	4.3.1.3 Variable Label
Child element	4.3.1.3.1 Language of Variable Label 4.3.1.3.2 Translation Status of Variable label

Description	Label of variable for display.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	-

Number and element	4.3.1.3.1 Language of Variable Label
Child element	None
Description	The language of the content of the element
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	4.3.1.3.2 Translation Status of Variable label
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	4.3.1.4 Derivation Instructions
Child element	None
Description	Derived variable derivation instruction.
Mandatory/Recommended/Optional	Optional

Occurrence	0-n
Controlled vocabulary	-
Usage notes	-

Number and element	4.3.1.5 Variable Description
Child element	4.3.1.5.1 Language of the variable Description 4.3.1.5.2 Translation Status of the variable Description
Description	Description of the Variable Content.
Mandatory/Recommended/Optional	Optional
Occurrence	0-n
Controlled vocabulary	-
Usage notes	-

Number and element	4.3.1.5.1 Language of the variable Description
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	4.3.1.5.2 Translation Status of the Variable Description
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-

Usage notes	True/false
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Number and element	4.3.1.6 Variable Note
Child element	4.3.1.6.1 Language of Variable Note 4.3.1.6.2 Translation Status of Variable Note 4.3.1.6.3 Type of Note
Description	Any kind of further information that needs to be provided concerning the referenced variable.
Mandatory/Recommended/Optional	Optional
Occurrence	0-n
Controlled vocabulary	CESSDA CV: Use of Note Field
Usage notes	Use CESSDA CV: Use of Note Field and ISO 639-1.

Number and element	4.3.1.6.1 Language of Variable Note
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	4.3.1.6.2 Translation Status of Variable Note
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-

Usage notes	True/false
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Number and element	4.3.1.6.3 Type of Note
Child element	4.3.1.6.3.1 Type of Note Vocabulary 4.3.1.6.3.2 Type of Note Vocabulary Agency 4.3.1.6.3.3 Type of Note Vocabulary URI
Description	The type of note used.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Note to the variable. Use the code of the term.

Number and element	4.3.1.6.3.1 Type of Note Vocabulary
Child element	None
Description	The name of the vocabulary used for Type of Note.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	CESSDA CV: Use of Note Field
Usage notes	-

Number and element	4.3.1.6.3.2 Type of Note Vocabulary Agency
Child element	None
Description	The name of the agency maintaining the vocabulary for Type of Note.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	Name of agency: CESSDA.

Number and element	4.3.1.6.3.3 Type of Note Vocabulary URI
Child element	None
Description	Persistent identifier of the vocabulary for Type of Note.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	-

Number and element	4.3.1.7 Variable Type
Child element	None
Description	Type of variable.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	"variableType"= numeric

Number and element	4.3.1.8 Measurement Level
Child element	None
Description	Refers to the highest level of measurement applicable.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	The possible levels of measurements are defined by the attribute @classificationLevel of DDI 3.2. Possible values are: nominal, ordinal, interval, ratio, continuous.

Number and element	4.3.1.9 Weighting Variable
--------------------	----------------------------

Child element	None
Description	Indicates if the variable in question is a weighting variable or not.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	4.3.2 Reference and variable group information
Child element	4.3.2.1 Reference Variable to Concept 4.3.2.2 Reference Variable to Question 4.3.2.3 Reference Variable to Code List
Description	Reference and variable group information. No metadata element.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	4.3.2.1 Reference Variable to Concept
Child element	4.3.2.1.1 Type of Reference between Variable and Code List (for DDI 3.2)
Description	Reference of a variable to a concept.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	E.g. ELSST, CESSDA Topic Classification.

Number and element	4.3.2.1.1 Type of Reference between Variable and Concept (for
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	DDI 3.2)
Child element	None
Description	Reference of variable to a concept.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5.
Occurrence	1
Controlled vocabulary	-
Usage notes	Type of object is Concept

Number and element	4.3.2.2 Reference Variable to Question
Child element	4.3.2.2.1 Type of Reference Variable to Question (for DDI 3.2)
Description	Reference of a variable to a question.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an referenced identifier in DDI-L 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as an referenced identifier.

Number and element	4.3.2.2.1 Type of Reference Variable to Question (for DDI 3.2)
Child element	None
Description	Type of reference variable to question for DDI 3.2.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5.
Occurrence	1
Controlled vocabulary	-
Usage notes	Type of object is QuestionItem

Number and element	4.3.2.3 Reference Variable to Code List
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Child element	4.3.2.3.1 Type of Reference between Variable and Code List (for DDI 3.2)
Description	Reference of a variable to a codelist.
Mandatory/Recommended/Optional	Optional
Occurrence	0-2 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an referenced identifier in DDI-L 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as an referenced identifier.

Number and element	4.3.2.3.1 Type of Reference between Variable and Code List (for DDI 3.2)
Child element	None
Description	Type of reference between variable and code list for DDI 3.2.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5.
Occurrence	1
Controlled vocabulary	-
Usage notes	Type of object is CodeList

Number and element	4.3.3 Statistical Information
Child element	4.3.3.1 Minimum (Summary Statistics) 4.3.3.2 Maximum (Summary Statistics) 4.3.3.3 Arithmetic mean (Summary Statistics) 4.3.3.4 Standard deviation (Summary Statistics)
Description	Statistical information. No metadata element.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	4.3.3.1 Minimum (Summary Statistics)
Child element	4.3.3.1.1 Minimum Summary Statistics Vocabulary 4.3.3.1.2 Minimum Summary Statistics Vocabulary Agency 4.3.3.1.3 Minimum Summary Statistics Vocabulary URI 4.3.3.1.4 Minimum Summary Statistics Value
Description	The lowest valid value in a variable. Use DDI Summary Statistic Type and "Minimum".
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	DDI Summary Statistic Type
Usage notes	Use CodeValueType for Minimum. More specific information on what content to enter into the CV element and its subelements in <a href="#">CV usage</a> .

Number and element	4.3.3.1.1 Minimum Summary Statistics Vocabulary
Child element	None
Description	The name of the used vocabulary for Summary Statistics.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	DDI Summary Statistic Type
Usage notes	-

Number and element	4.3.3.1.2 Minimum Summary Statistics Vocabulary Agency
Child element	None
Description	The name of the agency maintaining the vocabulary for Summary Statistics.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	DDI Alliance

Usage notes	-
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Number and element	4.3.3.1.3 Minimum Summary Statistics Vocabulary URI
Child element	None
Description	Persistent identifier of the the vocabulary for Summary Statistics.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	4.3.3.1.4 Minimum Summary Statistics Value
Child element	None
Description	The value of the Summary Statistics
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	-

Number and element	4.3.3.2 Maximum (Summary Statistics)
Child element	4.3.3.2.1 Maximum Summary Statistics Vocabulary 4.3.3.2.2 Maximum Summary Statistics Vocabulary Agency 4.3.3.2.3 Maximum Summary Statistics Vocabulary URI 4.3.3.2.4 Maximum Summary Statistics Value
Description	The highest valid value in a variable. Use DDI Summary Statistic Type and "Maximum".
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	DDI Summary Statistic Type

Usage notes	Use CodeValueType for Maximum. More specific information on what content to enter into the CV element and its subelements in <a href="#">CV usage</a> .
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Number and element	4.3.3.2.1 Maximum Summary Statistics Vocabulary
Child element	None
Description	The name of the used vocabulary for Summary Statistics.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	DDI Summary Statistic Type
Usage notes	-

Number and element	4.3.3.2.2 Maximum Summary Statistics Vocabulary Agency
Child element	None
Description	The name of the agency maintaining the vocabulary for Summary Statistics.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	DDI Alliance
Usage notes	-

Number and element	4.3.3.2.3 Maximum Summary Statistics Vocabulary URI
Child element	None
Description	Persistent identifier of the the vocabulary for Summary Statistics.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	4.3.3.2.4 Maximum Summary Statistics Value
Child element	None
Description	The value of the Summary Statistics.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	-

Number and element	4.3.3.3 Arithmetic Mean (Summary Statistics)
Child element	4.3.3.3.1 Arithmetic Mean Summary Statistics Vocabulary 4.3.3.3.2 Arithmetic Mean Summary Statistics Vocabulary Agency 4.3.3.3.3 Arithmetic mean Summary Statistics Vocabulary URI 4.3.3.3.4 Arithmetic mean Summary Statistics Value
Description	Mathematical average of a set of values. Use DDI Summary Statistic Type and "ArithmeticMean".
Mandatory/Recommended/Optional	Recommended.
Occurrence	0-1
Controlled vocabulary	DDI Summary Statistic Type
Usage notes	Use CodeValueType for Arithmetic Mean More specific information on what content to enter into the CV element and its subelements in <a href="#">CV usage</a> .

Number and element	4.3.3.3.1 Arithmetic mean Summary Statistics Vocabulary
Child element	None
Description	The name of the used vocabulary for Summary Statistics.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	DDI Summary Statistic Type

Usage notes	-
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Number and element	4.3.3.3.2 Arithmetic mean Summary Statistics Vocabulary Agency
Child element	None
Description	The name of the agency maintaining the vocabulary for Summary Statistics.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	DDI Alliance
Usage notes	-

Number and element	4.3.3.3.3 Arithmetic mean Summary Statistics Vocabulary URI
Child element	None
Description	Persistent identifier of the the vocabulary for Summary Statistics.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	4.3.3.3.4 Arithmetic mean Summary Statistics Value
Child element	None
Description	The value of the Summary Statistics.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	-

Number and element	4.3.3.4 Standard deviation (Summary Statistics)
Child element	4.3.3.4.1 Standard deviation Summary Statistics Vocabulary 4.3.3.4.2 Standard deviation Summary Statistics Vocabulary Agency 4.3.3.4.3 Standard deviation Summary Statistics Vocabulary URI 4.3.3.4.4. Standard deviation Summary Statistics Value
Description	Indicates the degree to which individuals within the sample differ from the sample mean. Use DDI Summary Statistic Type and "StandardDeviation".
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	DDI Summary Statistic Type
Usage notes	Use CodeValueType for Standard Deviation. More specific information on what content to enter into the CV element and its subelements in <a href="#">CV usage</a> .

Number and element	4.3.3.4.1 Standard deviation Summary Statistics Vocabulary
Child element	None
Description	The name of the used vocabulary for Summary Statistics.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	DDI Summary Statistic Type
Usage notes	-

Number and element	4.3.3.4.2 Standard deviation Summary Statistics Vocabulary Agency
Child element	None
Description	The name of the agency maintaining the vocabulary for Summary Statistics
Mandatory/Recommended/Optional	Recommended



Occurrence	0-1
Controlled vocabulary	DDI Alliance
Usage notes	-

Number and element	4.3.3.4.3 Standard deviation Summary Statistics Vocabulary URI
Child element	None
Description	Persistent identifier of the the vocabulary for Summary Statistics.
Mandatory/Recommended/Optional	Recommeded
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	4.3.3.4.4 Standard deviation Summary Statistics Value
Child element	None
Description	The value of the Summary Statistics.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	-

Number and element	4.3.4 CodeList
Child element	4.3.4.1 CodeList ID 4.3.4.2 Variable Value Code 4.3.4.3 Category ID 4.3.4.4 Category Name 4.3.4.5 Reference Code to Category Name
Description	Code list. No metadata element.

Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	-

Number and element	4.3.4.1 CodeList ID
Child element	None
Description	Identifier of the Code List according to the DDI 3.2 structure. A CodeList is a structure used to associate a list of code values to specified categories.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5
Occurrence	1-2 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an identifier in DDI 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as an identifier.

Number and element	4.3.4.2 Variable Value Code
Child element	None
Description	Value of the code.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	-

Number and element	4.3.4.3 Category ID
Child element	None
Description	Identifier of the Category according to the DDI 3.2 structure.

Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5
Occurrence	1-2 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an identifier in DDI 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as an identifier.

Number and element	4.3.4.4 Category Name
Child element	4.3.4.4.1 Language of Category Name 4.3.4.4.2 Translation status of Category Name
Description	Label for the code value.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	-

Number and element	4.3.4.4.1 Language of Category Name
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	4.3.4.4.2 Translation status of Category Name
Child element	None
Description	Indicates whether the content of the element is translated.

Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	4.3.4.5 Reference Code to Category Name
Child element	4.3.4.5.1 Type of Reference between Code and Category Name (for DDI 3.2)
Description	Reference of a code to a category.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1-2 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an referenced identifier in DDI-L 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as an referenced identifier.

Number and element	4.3.4.5.1 Type of Reference between Code and Category Name (for DDI 3.2)
Child element	None
Description	Type of reference between code and category name for DDI 3.2.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5.
Occurrence	1 for DDI 3.2 , 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	Category

#### Information on Dataset: Technical Information

Number and element	4.4 Technical Information
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Child element	4.4.1 Dataset Software 4.4.2 Dataset File Checksum Value
Description	Technical Information. No metadata element.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	4.4.1 Dataset Software
Child element	None
Description	Software needed to use the dataset - including version number etc. If necessary: information on specific packages that are not automatically included in the software, need to be installed, purchased or imported etc.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	-

Number and element	4.4.2 Dataset File Checksum Value
Child element	4.4.2.1 Dataset Checksum Algorithm
Description	Value of a check routine for the dataset file to ensure integrity.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	-

Number and element	4.4.2.1 Dataset Checksum Algorithm
Child element	None

Description	Procedure/algorithm used to create the checksum of the dataset.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	-

## 5. Information on Instrument

Number and element	5. Instrument
Child element	5.1 Instrument ID 5.2 Reference Instrument to Study 5.3 Content Information 5.4 Technical Information
Description	A tool to obtain data from respondents. For most social and behavioral surveys, the instrument involves a questionnaire with questions and response options. No metadata element.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled Vocabulary	-
Usage notes	-

Number and element	5.1 Instrument ID
Child element	None
Description	Identifier of the Instrument according to the DDI 3.2 structure.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5
Occurrence	1-2 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an identifier in DDI 3.2. However, it is possible to use only the URN or only the

	combination of Agency, ID and Version as an identifier.
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Number and element	5.2 Reference Instrument to Study
Child element	5.2.1 Type of Reference Instrument to Study (for DDI 3.2)
Description	Reference of an instrument to a study.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5
Occurrence	1-n for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an referenced identifier in DDI-L 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as an referenced identifier.

Number and element	5.2.1 Type of Reference Instrument to Study (for DDI 3.2)
Child element	None
Description	Type of Reference Instrument to Study for DDI 3.2.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5.
Occurrence	1
Controlled vocabulary	-
Usage notes	Type of object is Instrument.

#### Information on Instrument: Content Information

Number and element	5.3 Content Information
Child element	5.3.1 Instrument Type (controlled) 5.3.2 Instrument Name 5.3.4 Instrument Language (controlled) 5.3.5 Instrument Source 5.3.6 Instrument Source Reference
Description	Content Information. No metadata element.
Mandatory/Recommended/Optional	Mandatory

Occurrence	1
Controlled Vocabulary	-
Usage notes	-

Number and element	5.3.1 Instrument Type (controlled)
Child element	5.3.1.1 Instrument Type Vocabulary 5.3.1.2 Instrument Type Vocabulary Agency 5.3.1.3 Instrument Type Vocabulary URI
Description	Type of the instrument (measurement device(s) of a study.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	DDI Type Of Instrument
Usage notes	CV Includes a typology of data collection instruments, e.g. a questionnaire. More specific information on what content to enter into the CV element and its subelements in <a href="#">CV usage</a> .

Number and element	5.3.1.1 Instrument Type Vocabulary
Child element	None
Description	The name of the used vocabulary for instrument type.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	DDI Type Of Instrument
Usage notes	-

Number and element	5.3.1.2 Instrument Type Vocabulary Agency
Child element	None
Description	The name of the agency maintaining the vocabulary for Instrument Type.
Mandatory/Recommended/Optional	Recommended



Occurrence	0-1
Controlled vocabulary	DDI Alliance
Usage notes	-

Number and element	5.3.1.3 Instrument Type Vocabulary URI
Child element	None
Description	Persistent identifier of the vocabulary for Instrument Type
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	-

Number and element	5.3.2 Instrument Name
Child element	5.3.2.1 Language of Instrument Name 5.3.2.2 Translation Status of Instrument Name
Description	Name of the instrument the metadata refer to.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1-n
Controlled vocabulary	-
Usage notes	-

Number and element	5.3.2.1 Language of Instrument Name
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-

Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.
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Number and element	5.3.2.2 Translation Status of Instrument Name
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	5.3.3 Instrument Language (controlled)
Child element	None
Description	A language for the instrument that is being used in the study using the ISO language code.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. Language does not refer to computer language in this case, but spoken language by humans.

Number and element	5.3.4 Instrument Source
Child element	None
Description	Description of other instruments on which the instrument in question is based.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-

Usage notes	-
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Number and element	5.3.5 Instrument Source Reference
Child element	5.3.5.1 Type of Instrument Source Reference (for DDI 3.2)
Description	Reference to other instrument on which this instrument is based.
Mandatory/Recommended/Optional	Optional
Occurrence	0-n for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an referenced identifier in DDI-L 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as an referenced identifier.

Number and element	5.3.5.1 Type of Instrument Source Reference (for DDI 3.2)
Child element	None
Description	Type of Instrument Source Reference for DDI 3.2
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5.
Occurrence	1
Controlled vocabulary	-
Usage notes	Type of object is Instrument.

#### Information on Instrument: Technical Information

Number and element	5.4 Technical information
Child element	5.4.1 Reference Of Instrument To Question
Description	Technical information. No metadata element
Mandatory/Recommended/Optional	Optional

Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	5.4.1 Reference Of Instrument To Question
Child element	5.4.1.1 Type of Rreference of Instrument to Question.
Description	A reference of the instrument to a question using the DDI reference structure (ID, Version, Agency).
Mandatory/Recommended/Optional	Mandatory
Occurrence	1-2
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an referenced identifier in DDI-L 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as an referenced identifier.

Number and element	5.4.1.1 Type of Reference of Instrument to Question
Child element	None
Description	Type of reference of instrument to question.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	QuestionItem

Number and element	5.4.2 Instrument PID
Child element	5.4.2.1 Instrument PID Type 5.4.2.2 Instrument PID URL
Description	To capture information - type and PID Value - on PID(s) of the instrument.

Mandatory/Recommended/Optional	Optional
Occurrence	0-n
Controlled vocabulary	-
Usage notes	Content = PID Value.

Number and element	5.4.2.1 Instrument PID Type
Child element	None
Description	Type of UserID for instrument PID for DDI 3.2.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	-

Number and element	5.4.2.2 Instrument PID URL
Child element	None
Description	Instrument PID URL
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	The URL of the PID should be generated automatically by CESSDA Data Catalogue (CDC).

Number and element	5.4.3 Instrument Description
Child element	None
Description	A description of the instrument.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1

Controlled vocabulary	-
Usage notes	-

Number and element	5.4.4 Instrument File Checksum Value
Child element	5.4.4.1 Instrument Checksum Algorithm
Description	Value of a check routine for the instrument file to ensure integrity.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	type="data/dataFile".

Number and element	5.4.4.1 Instrument Checksum Algorithm
Child element	None
Description	Procedure/algorithm used to create the checksum of the instrument.
Mandatory/Recommended/Optional	Mandatory if checksum is used.
Occurrence	Mandatory
Controlled vocabulary	1
Usage notes	-

## 6. Information on Questions and Responses

Number and element	6 Questions and Responses
Child element	6.1 Questions 6.2 Response Domain Type
Description	Questions and Responses. No metadata element.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1

Controlled vocabulary	-
Usage notes	-

#### Information on Questions and Responses: Questions

Number and element	6.1 Questions
Child element	6.1.1 Question Item 6.1.2 Questions - QuestionGrid
Description	Information on Question(s). No metadata element.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	-

Number and element	6.1.1 Question Item
Child element	6.1.1.1 Question Item ID 6.1.1.2 Question Item Version 6.1.1.3 User ID for Question Item 6.1.1.4 Question Item Name 6.1.1.5 Question Item Text 6.1.1.6 Question Item Statement 6.1.1.7 Question Item Interviewer instruction 6.1.1.8 Question Item Number 6.1.1.9 Reference Of Questionitem to ResponseDomain 6.1.1.10 Reference Of Questionitem To Concept 6.1.1.11 Showcards
Description	A question item is a term for a single question that contains a version, ID, title, text, statement, interviewer instructions and number. No metadata element.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	-

Number and element	6.1.1.1 Question Item ID
Child element	None
Description	An identifier of Question according to the DDI 3.2 structure.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5.
Occurrence	1-2 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an identifier in DDI 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as an identifier.

Number and element	6.1.1.2 Question Item Version
Child element	None
Description	Version number of the question item.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	6.1.1.3 User ID for Question Item
Child element	6.1.1.3.1 Type of User ID for Question Item
Description	An identifier provided by the user for the Question.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1-n
Controlled vocabulary	-
Usage notes	-

Number and element	6.1.1.3.1 Type of User ID for Question Item
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Child element	None
Description	Type of UserID for User ID for Question for DDI 3.2.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5.
Occurrence	1 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	QuestionID

Number and element	6.1.1.4 Question Item Name
Child element	6.1.1.4.1 Context for the QuestionItemName (to separate Question number and label for DDI 3.2) 6.1.1.4.2 Language of Question Item Name 6.1.1.4.3 Translation Status of Question Item Name
Description	Label of the question the metadata refers to for display.
Mandatory/Recommended/Optional	Optional
Occurrence	0-n
Controlled vocabulary	-
Usage notes	-

Number and element	6.1.1.4.1 Context for the QuestionItemName (to separate Question number and label for DDI 3.2)
Child element	None
Description	Context for the QuestionItemName (to separate Question number and label for DDI 3.2).
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5.
Occurrence	1 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	Examples: title-english, title-originallang

Number and element	6.1.1.4.2 Language of Question Item Name
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Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	6.1.1.4.3 Translation Status of Question Item Name
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	6.1.1.5 Question Item Text
Child element	6.1.1.5.1 Language of Question Text 6.1.1.5.2 Translation Status of Question Text
Description	A literal question item text.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1-n
Controlled vocabulary	-
Usage notes	-

Number and element	6.1.1.5.1 Language of Question Text
Child element	None

Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	6.1.1.5.2 Translation Status of Question Text
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	6.1.1.6 Question Item Statement
Child element	6.1.1.6.1 Language of Question Item Statement 6.1.1.6.2 Translation Status of Question Item Statement
Description	A pre-question and/or post-question and other statements as part of the question item text.
Mandatory/Recommended/Optional	Optional
Occurrence	0-n
Controlled vocabulary	-
Usage notes	<p>Pre-question text: can be used to supplement certain questions, explain how something should be understood or transition to new themes.</p> <p>Post-question text: can be used to clarify words, terms or concepts used in the literal question text. It can also be used to provide further instructions on answering the question or skipping to another question in the questionnaire.</p>

Number and element	6.1.1.6.1 Language of Question Item Statement
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	6.1.1.6.2 Translation Status of Question Item Statement
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	6.1.1.7 Question Item Interviewer instruction
Child element	6.1.1.7.1 Language of Question Item Interviewerinstruction 6.1.1.7.2 Translation Status of Question Item Interviewerinstruction
Description	Instructions for the interviewer.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	Interviewer instructions: can be used in cases where an interviewer poses questions to the respondent, either face to face or over the phone and the original questionnaire contains

	instructions on how the questions should be asked and how to proceed after each response.
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Number and element	6.1.1.7.1 Language of Question Item Interviewer instruction
Child element	None
Description	The language of the content of the element
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	6.1.1.7.2 Translation Status of Question Item Interviewer instruction
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	6.1.1.8 Question Item Number
Child element	6.1.1.8.1 Context for the Question Item Number (to separate Question number and label for DDI 3.2) 6.1.1.8.2 Language of Question Item Number 6.1.1.8.3 Translation Status of Question Item Number
Description	Number of the question item the metadata refer to within the associated instrument.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n

Controlled vocabulary	-
Usage notes	-

Number and element	6.1.1.8.1 Context for the Question Item Number (to separate Question number and label for DDI 3.2)
Child element	None
Description	Context for the Question Item Number (to separate Question number and label for DDI 3.2).
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5.
Occurrence	1 for DDI 3.2, not for DDI 2.5
Controlled vocabulary	-
Usage notes	questionNumber

Number and element	6.1.1.8.2 Language of Question Item Number
Child element	None
Description	The language of Question Item Number.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	6.1.1.8.3 Translation Status of Question Item Number
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-

Usage notes	True/false
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Number and element	6.1.1.9 Reference Of Question Item to Response Domain
Child element	6.1.1.9.1 Type of response domain (domain reference)
Description	A reference of a specific question item to an existing response domain type (e.g., CodeDomain, NumericDomain or TextDomain) using the DDI reference structure (Agency, ID, Version).
Mandatory/Recommended/Optional	Recommended
Occurrence	0-2 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an referenced identifier in DDI-L 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as an referenced identifier.

Number and element	6.1.1.9.1 Type of Response Domain (domain reference)
Child element	None
Description	Type of response domain (domain reference)
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5
Occurrence	1
Controlled vocabulary	-
Usage notes	Possible values for the type of object are: ManagedNumericRepresentation; ManagedScaleRepresentation; ManagedTextRepresentation

Number and element	6.1.1.10 Reference Of Question Item To Concept
Child element	6.1.1.10.1 Type of Concept
Description	A reference of a specific question item to an existing concept or keyword that is related to the question using the DDI

	reference structure (Agency, ID, Version).
Mandatory/Recommended/Optional	Recommended
Occurrence	0-2 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an referenced identifier in DDI-L 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as an referenced identifier.

Number and element	6.1.1.10.1 Type of Concept
Child element	None
Description	A reference of a specific question item to an existing concept or keyword that is related to the question using the DDI reference structure (Agency, ID, Version).
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5.
Occurrence	1 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	Type of object is Concept.

Number and element	6.1.1.11 Showcards
Child element	6.1.1.11.1 Showcard File Name 6.1.1.11.2 Showcard URL
Description	Within the context of survey research, a show card or show sheet is a visual aid used predominantly during in-person surveys. It is a card, a piece of paper, or an electronic screen containing answer categories to a question, from which the respondent chooses the answer to the survey question. No metadata element.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-



Usage notes	-
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Number and element	6.1.1.11.1 Showcard File Name
Child element	6.1.1.11.1.1 Language of the Showcard File name 6.1.1.11.1.2 Translation Status of the Showcard File name
Description	File name of the showcard.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	-

Number and element	6.1.1.11.1.1 Language of the Showcard File Name
Child element	None
Description	Language of the Showcard File Name.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	6.1.1.11.1.2 Translation Status of the Showcard File Name
Child element	None
Description	Translation Status of the Showcard File Name.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	6.1.1.11.2 Showcard URL
Child element	None
Description	Link to the showcard.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	6.1.2 Questions - Question Grid
Child element	6.1.2.1 Question Grid Version 6.1.2.2 Question Grid ID 6.1.2.3 QuestionGrid Name 6.1.2.4 QuestionGrid Text 6.1.2.5 Question Grid Statement 6.1.2.6 Question Grid Interviewerinstruction 6.1.2.7 Question Grid Number 6.1.2.8 Reference of QuestionGrid to a concept
Description	A question grid is a term for a matrix or a ranking scale question that contains an ID, number, title, text, statement and interviewer instructions. No metadata element.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	-

Number and element	6.1.2.1 Question Grid Version
Child element	None
Description	Version number of the question grid.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1

Controlled vocabulary	-
Usage notes	-

Number and element	6.1.2.2 Question Grid ID
Child element	6.1.2.2.1 Type of Question Grid ID
Description	An identifier for a question grid the metadata refer to.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1-n
Controlled vocabulary	-
Usage notes	-

Number and element	6.1.2.2.1 Type of Question Grid ID (for DDI 3.2)
Child element	None
Description	Type of UserID for User ID for Question Grid ID for DDI 3.2.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	QuestionID

Number and element	6.1.2.3 Question Grid Name
Child element	6.1.2.3.1 Context of QuestionGrid Name (to separate label and number for DDI 3.2) 6.1.2.3.2 Language of QuestionGrid Name 6.1.2.3.3 Translation Status of QuestionGrid Name
Description	Label of question the metadata refer to for display.
Mandatory/Recommended/Optional	Optional
Occurrence	0-n
Controlled vocabulary	-

Usage notes	-
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Number and element	6.1.2.3.1 Context of QuestionGrid Name (to separate label and number for DDI 3.2)
Child element	None
Description	Context of QuestionGrid Name (to separate label and number for DDI 3.2).
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Example: title-english

Number and element	6.1.2.3.2 Language of Question Grid Name
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	6.1.2.3.3 Translation Status of Question Grid Name
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	6.1.2.4 Question Grid Text
Child element	6.1.2.4.1 Language of QuestionGrid Text 6.1.2.4.2 Translation Status of QuestionGrid Text
Description	A literal question grid text.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1-n
Controlled vocabulary	-
Usage notes	-

Number and element	6.1.2.4.1 Language of Question Grid Text.
Child element	None
Description	The language of the content of the element .
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	6.1.2.4.2 Translation Status of Question Grid Text
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	
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	6.1.2.5 Question Grid Statement
Child element	6.1.2.5.1 Language of Question Grid Statement 6.1.2.5.2 Translation Status of Question Grid Statement
Description	A pre-question and/or post-question and other statements as part of the question grid text.
Mandatory/Recommended/Optional	Optional
Occurrence	0-n
Controlled vocabulary	-
Usage notes	<p>Pre-question text: can be used to supplement certain questions, explain how something should be understood or transition to new themes.</p> <p>Post-question text: can be used to clarify words, terms or concepts used in the literal question text. It can also be used to provide further instructions on answering the question or skipping to another question in the questionnaire</p>

Number and element	6.1.2.5.1 Language of Question Grid Statement
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	6.1.2.5.2 Translation Status of Question Grid Statement
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1

Controlled vocabulary	-
Usage notes	True/false

Number and element	6.1.2.6 Question Grid Interviewer Instruction
Child element	6.1.2.6.1 Language of Question Grid Interviewerinstruction 6.1.2.6.2 Translation Status of Question Grid Interviewerinstruction
Description	Instruction for the interviewer.
Mandatory/Recommended/Optional	Optional
Occurrence	0-n
Controlled vocabulary	-
Usage notes	Interviewer instructions: can be used in cases where an interviewer poses questions to the respondent, either face to face or over the phone and the original questionnaire contains instructions on how the questions should be asked and how to proceed after each response.

Number and element	6.1.2.6.1 Language of Question Grid Interviewer instruction
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	6.1.2.6.2 Translation Status of Question Grid Interviewer instruction
Child element	None
Description	Indicates whether the content of the element is translated.

Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	6.1.2.7 Question Grid Number
Child element	6.1.2.7.1 Context of Question Grid Number (to separate label and number for DDI 3.2) 6.1.2.7.2 Language of Question Grid Number 6.1.2.7.3 Translation Status of Question Grid Number
Description	Number of the question grid the metadata refer to within the associated instrument.
Mandatory/Recommended/Optional	Optional
Occurrence	0-n
Controlled vocabulary	-
Usage notes	-

Number and element	6.1.2.7.1 Context of Question Grid Number (to separate label and number for DDI 3.2)
Child element	None
Description	Number of the question grid within the associated instrument
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5.
Occurrence	1 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	QuestionNumber

Number and element	6.1.2.7.2 Language of Question Grid Number
Child element	None
Description	The language of the content of the element.



Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	6.1.2.7.3 Translation Status of Question Grid Number
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	6.1.2.8 Reference of QuestionGrid to a concept
Child element	6.1.2.8.1 Type of object for concept
Description	Reference of Question Grid to a concept. DDI 3.2 specific.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an referenced identifier in DDI-L 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as an referenced identifier.

Number and element	6.1.2.8.1 Type of object for concept
Child element	None
Description	Type of object for concept.

Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5
Occurrence	1 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	Type of object is Concept

Number and element	6.1.2.9 Grid Dimension
Child element	6.1.2.9.1 SubQuestion Number 6.1.2.9.2 SubQuestionText
Description	Holds subquestion number and text. No metadata element.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	-

Number and element	6.1.2.9.1 Sub Question Number
Child element	None
Description	A value for the subquestion of a question grid.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	-

Number and element	6.1.2.9.2 Sub Question Text
Child element	6.1.2.9.2.1 Language of subQuestionText 6.1.2.9.2.2 Translation Status of subQuestionText
Description	A statement/or question which is part of the grid and comes after the preceding question grid text.
Mandatory/Recommended/Optional	Mandatory

Occurrence	1-n
Controlled vocabulary	-
Usage notes	-

Number and element	6.1.2.9.2.1 Language of Sub QuestionText
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	6.1.2.9.2.2 Translation Status of Sub QuestionText
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	6.1.2.9.3 Response Domain for Grid Dimension
Child element	6.1.2.9.3.1 Reference Of Question Grid To Response Domain 6.1.2.9.3.2 out Parameter 6.1.2.9.3.3 grid Attachment
Description	A domain used for capturing the response to a question. No metadata element.
Mandatory/Recommended/Optional	Recommended

Occurrence	0-n
Controlled vocabulary	-
Usage notes	-

Number and element	6.1.2.9.3.1 Reference Of Question Grid To Response Domain
Child element	6.1.2.9.3.1.1 Type of response domain (domain reference) for question grid
Description	Response domain used by QuestionGrid item included by reference. Can be replaced by several domains e.g. CodeDomain, NumericDomain or TextDomain.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-2 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an referenced identifier in DDI-L 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as an referenced identifier.

Number and element	6.1.2.9.3.1.1 Type of response domain (domain reference) for question grid
Child element	None
Description	Type of response domain (domain reference) for question grid.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2.
Occurrence	1
Controlled vocabulary	-
Usage notes	Possible values for the type of object are: ManagedNumericRepresentation; ManagedScaleRepresentation; ManagedTextRepresentation

Number and element	6.1.2.9.3.2 Out Parameter
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Child element	None
Description	Defines an out parameter that can be used by variable to connect it with.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	6.1.2.9.3.3 Grid Attachment
Child element	None
Description	Defines the grid dimension and the subquestion for the response value.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	-

Number and element	6.1.2.10 Showcards Question Grid
Child element	6.1.2.10.1 Showcard File Name QuestionGrid 6.1.2.10.2 showcard QuestionGrid URL
Description	Showcards Question Grid. No metadata element.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	-

Number and element	6.1.2.10.1 Showcard File Name Question Grid
Child element	6.1.2.10.1.1 Language of the Showcard QuestionGrid

	6.1.2.10.1.2 Translation Status of the Showcard QuestionGrid
Description	The file name of the showcard.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	-

Number and element	6.1.2.10.1.1 Language of the Showcard Question Grid
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	6.1.2.10.1.2 Translation Status of the Showcard Question Grid
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	6.1.2.10.2 Showcard QuestionGrid URL
Child element	None
Description	A link to the showcard.

Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

#### Information on Questions and Responses: Responses

Number and element	6.2 Response Domain
Child element	6.2.1 Code Domain 6.2.2 Numeric Domain 6.2.3 Text Domain
Description	A domain used for capturing the response to a question. No metadata element.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	-

Number and element	6.2.1 Code Domain
Child element	6.2.1.1 codelist Reference 6.2.1.2 codelist 6.2.1.3 codelist UserID 6.2.1.4 codelist Name 6.2.1.5 codelist Label 6.2.1.6 codelist Description 6.2.1.7 Codelist Response Cardinality 6.2.1.8 Answer Code 6.2.1.9 Answer Category 6.2.1.10 Reference Of Answer Code To Answer Category
Description	A response domain capturing a coded response (where both codes and their related category value are displayed) for a question item or variable. No metadata element.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-

Usage notes	-
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Number and element	6.2.1.1 Codelist Reference
Child element	6.2.1.1.1 Type of object for codelist
Description	Reference to an existing code list using the reference structure (Agency, ID, Version).
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5
Occurrence	1-2 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as a referenced identifier in DDI-L 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as a referenced identifier.

Number and element	6.2.1.1.1 Type of object for codelist
Child element	None
Description	Type of object for codelist.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	CodeList

Number and element	6.2.1.2 Codelist
Child element	None
Description	A structure used to associate a list of code values to specified categories.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1



Controlled vocabulary	-
Usage notes	-

Number and element	6.2.1.3 Codelist User ID
Child element	None
Description	An identifier of the codelist the metadata refer to.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5
Occurrence	1-2 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	QuestionID

Number and element	6.2.1.4 Codelist Name
Child element	6.2.1.4.1 Language of the codelist Name 6.2.1.4.2 Translation Status of the codelist Name
Description	Name of the codelist.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	6.2.1.4.1 Language of the codelist Name
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	6.2.1.4.2 Translation Status of the codelist Description
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false
Number and element	6.2.1.5 Codelist Label
Child element	6.2.1.5.1 Language of the codelist Label 6.2.1.5.2 Translation Status of the codelist Label
Description	Label of the codelist.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-
Number and element	6.2.1.5.1 Language of Codelist label
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.
Number and element	

	6.2.1.5.2 Translation Status of Codelist Label
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	6.2.1.6 Codelist description
Child element	6.2.1.6.1 Language of the codelist Description 6.2.1.6.2 Translation Status of the codelist Description
Description	Description of the codelist.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	6.2.1.6.1 Language of Codelist Description
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	6.2.1.6.2 Translation Status of Codelist description
Child element	None

Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	6.2.1.7 Codelist Response Cardinality
Child element	None
Description	Indicates the minimum and maximum number of possible answers within the codelist.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	6.2.1.8 Answer Code
Child element	None
Description	A structure that links a unique value of a code to a specified category.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1-n
Controlled vocabulary	-
Usage notes	-

Number and element	6.2.1.9 Answer Category
Child element	6.2.1.9.1 Language of the Answer Category 6.2.1.9.2 Translation Status of the Answer Category 6.2.1.9.3 Answer Missing Value

Description	A description of a particular category or response.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1-n
Controlled vocabulary	-
Usage notes	-

Number and element	6.2.1.9.1 Language of the Answer Category
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	6.2.1.9.2 Translation Status of the Answer Category
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	6.2.1.9.3 Answer Missing Value
Child element	None
Description	Answer Missing Value
Mandatory/Recommended/Optional	Optional

Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false. If the category describes a classification of "missing data" set the value of isMissing to "true".

Number and element	6.2.1.10 Reference Of Answer Code To Answer Category
Child element	6.2.1.10.1 Type of object for category
Description	A reference of an answer code to an answer category using the DDI reference structure (Agency, ID, Version).
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an referenced identifier in DDI-L 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as an referenced identifier.

Number and element	6.2.1.10.1 Type of object for category
Child element	None
Description	Type of object for category.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Category

Number and element	6.2.2 Numeric Domain
Child element	6.2.2.1 Numeric Domain Name 6.2.2.2 Numeric Domain Label 6.2.2.3 Numeric Domain Description 6.2.2.4 Numeric Domain Range: Low

	6.2.2.5 Numeric Domain Range: High
Description	A response domain capturing a numeric response to a question item. No metadata element.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	6.2.2.1 Numeric Domain Name
Child element	6.2.2.1.1 Language of the numeric Domain Name 6.2.2.1.2 Translation Status of the numeric Domain Name
Description	Name of a numeric domain.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	6.2.2.1.1 Language of the numeric Domain Name
Child element	None
Description	The language of the content of the element
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	6.2.2.1.2 Translation Status of the numeric Domain Name
Child element	None

Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	6.2.2.2 Numeric Domain Label
Child element	6.2.2.2.1 Language of the Numeric Domain Label 6.2.2.2.2 Translation Status of the Numeric Domain Label
Description	Label of a numeric domain.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	6.2.2.2.1 Language of the Numeric Domain Label
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	6.2.2.2.2 Translation Status of the Numeric Domain Label
Child element	None
Description	Indicates whether the content of the element is translated.



Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	6.2.2.3 Numeric Domain Description
Child element	6.2.2.3.1 Language of the Numeric Domain Description 6.2.2.3.2 Translation Status of the Numeric Domain Description
Description	Description of a numeric domain.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	6.2.2.3.1 Language of the Numeric Domain Description
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	6.2.2.3.2 Translation Status of the Numeric Domain Description
Child element	None
Description	Indicates whether the content of the element is translated.

Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	6.2.2.4 Numeric Domain Range: Low
Child element	None
Description	Structures a numeric range. Low value is designated.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	6.2.2.5 Numeric Domain Range: High
Child element	None
Description	Structures a numeric range. High value is designated.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	6.2.3 Text Domain
Child element	6.2.3.1 Text Domain Name 6.2.3.2 Text Domain Label 6.2.3.3 Text Domain Description 6.2.3.4 Text Domain Length: Min 6.2.3.5 Text Domain Length: Max
Description	A response domain capturing a textual response. No metadata element.

Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	6.2.3.1 Text Domain Name
Child element	6.2.3.1.1 Language of the Text Domain Name 6.2.3.1.2 Translation Status of the Text Domain Name
Description	Name of a text domain.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	6.2.3.1.1 Language of the Text Domain Name
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	6.2.3.1.2 Translation Status of the Text Domain Name
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended

Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	6.2.3.2 Text Domain Label
Child element	6.2.3.2.1 Language of theText Domain Label 6.2.3.2.2 Translation Status of the Text Domain Label
Description	Label of a text domain.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	6.2.3.2.1 Language of the Text Domain Label
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element

Number and element	6.2.3.2.2 Translation Status of the Text Domain Label
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-

Usage notes	True/false
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Number and element	6.2.3.3 Text Domain Description
Child element	6.2.3.3.1 Language of the Text Domain Description 6.2.3.3.2 Translation Status of the Text Domain Description
Description	Description of a text domain.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	6.2.3.3.1 Language of the Text Domain Description
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	6.2.3.3.2 Translation Status of the Text Domain Description
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	6.2.3.4 Text Domain Length: Min
Child element	None
Description	Length of the text: Min length
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	6.2.3.5 Text Domain Length: Max
Child element	None
Description	Length of the text: Max length
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

## 7. Information on Concepts

Number and element	7 Concept
Child element	7.1 Concept ID 7.2 Concept Name 7.3 Concept Label 7.4 Concept Description 7.5 Concept Reference
Description	Concept of the Question. No metadata element.
Mandatory/Recommended/Optional	Optional
Occurrence	0-n
Controlled vocabulary	-

Usage notes	-
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Number and element	7.1 Concept ID
Child element	None
Description	ID of the Concept the metadata refer to.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5
Occurrence	1-2 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an identifier in DDI 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as an identifier.

Number and element	7.2 Concept Name
Child element	7.2.1 Language of the Concept Name 7.2.2 Translation Status of the Concept Name
Description	Name of the concept.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	7.2.1 Language of the Concept Name
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-

Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.
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Number and element	7.2.2 Translation Status of the Concept Name
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	7.3 Concept Label
Child element	7.3.1 Language of the Concept Label 7.3.2 Translation Status of the Concept Label
Description	Label of the concept.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	7.3.1 Language of the Concept Label
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.



Number and element	7.3.2 Translation Status of the Concept Label
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	7.4 Concept Description
Child element	7.4.1 Language of the Concept Description 7.4.2 Translation Status of the Concept Description
Description	Description of the concept.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	7.4.1 Language of the Concept Description
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	
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	7.4.2 Translation Status of the Concept Description
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	7.5 Concept Reference
Child element	7.5.1 Type of reference for Concept
Description	Reference to another concept.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an referenced identifier in DDI-L 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as an referenced identifier.

Number and element	7.5.1 Type of reference for Concept
Child element	None
Description	Type of reference for concept.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Concept

## 8. Information on Further Documents

Number and element	8 Document
Child element	8.1 Document ID 8.2 Document Title 8.3 Document URL 8.4 Document Format
Description	All documents that a Service Provider might want to add in addition. No metadata element.
Mandatory/Recommended/Optional	Optional
Occurrence	0-n
Controlled vocabulary	-
Usage notes	E.g. Codebook

Number and element	8.1 Document ID
Child element	8.1.1 Type of Document ID (for DDI 3.2)
Description	An identifier for the document.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	8.1.1 Type of Document ID (for DDI 3.2)
Child element	None
Description	Type of Document ID for DDI 3.2.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	DocumentID

Number and element	8.2 Document Title
Child element	8.2.1 Language of Document Title 8.2.2 Translation Status of Document Title

Description	Name of the document the metadata refer to.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	-

Number and element	8.2.1 Language of Document Title
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	8.2.2 Translation Status of Document Title
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	8.3 Document URL
Child element	None
Description	An URL/web address of the document the metadata refer to.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-

Usage notes	-
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Number and element	8.4 Document Format
Child element	None
Description	A textual description of the technical format of the document.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	E.g. XML

## 9. Information on Publication

Number and element	9 Publication
Child element	9.1 Reference of Publication to Study 9.2 Type of Material of Publication 9.3 Author Name (reference) 9.4 Editor Name (reference) 9.5 Publication Title 9.6 Publication Year [YYYY] (controlled) 9.7 Publisher Name (reference) 9.8 Journal/Serial Name 9.9 Volume Number 9.10 Issue Number 9.11 Compilation Name 9.12 Pages 9.13 Publication PID 9.14 Publication URL
Description	Information on publication(s) that is/are related to the resource if not entered at Related ID. No metadata element.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	-

Number and element	
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	9.1 Reference of Publication to Study
Child element	9.1.1 Type of Reference Publication to Study (for DDI 3.2)
Description	Reference literature to study.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5.
Occurrence	1-n for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an referenced identifier in DDI-L 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as an referenced identifier.

Number and element	9.1.1 Type of Reference Publication to Study (for DDI 3.2)
Child element	None
Description	Type of reference publication to study for DDI 3.2.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2.
Occurrence	1
Controlled vocabulary	-
Usage notes	Type of object is StudyUnit.

Number and element	9.2 Type Of Material of Publication
Child element	None
Description	Type of material of the publication.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5
Occurrence	1 for DDi 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	RelatedPublication

Number and element	9.3 Author Name (reference)
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Child element	9.3.1 Type of Author Name (reference) (for DDI 3.2)
Description	Name of the author(s) of the publication the metadata refer to.
Mandatory/Recommended/Optional	Recommended for DDI 3.2, not for DDI 2.5.
Occurrence	1-n for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	Use the structure: Last Name, First Name. It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an referenced identifier in DDI-L 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as an referenced identifier.

Number and element	9.3.1 Type of Author Name (reference) (for DDI 3.2)
Child element	None
Description	Type of author name (reference) for DDI 3.2.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2.
Occurrence	1
Controlled vocabulary	-
Usage notes	Type of object is either Individual or Organization.

Number and element	9.4 Editor Name (reference)
Child element	9.4.1 Type of Editor Name (reference) (for DDI 3.2) 9.4.2 Contributor Role (freetext)
Description	Name of the editor of the publication the metadata refers to.
Mandatory/Recommended/Optional	Recommended for DDI 3.2, not for DDI 2.5.
Occurrence	0-n for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	Full name of the individual or organization. For the name of an individual, use the structure: Last Name, First Name. It is recommended to have both the URN and the combination

	of subclasses Agency, ID and Version as an referenced identifier in DDI-L 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as an referenced identifier.
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Number and element	9.4.1 Type of Editor Name (reference)
Child element	None
Description	Type of editor name (reference) for DDI 3.2.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2.
Occurrence	1
Controlled vocabulary	-
Usage notes	Type of object is either Individual or Organization

Number and element	9.4.2 Contributor Role (freetext)
Child element	None
Description	Role of the contributor.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	Freetext. The DDI CV group is currently working on a DDI CV for 'Role of Contributor'. But since this CV is not yet published, the element will be used as freetext.

Number and element	9.5 Publication Title
Child element	9.5.1 Language of Publication Title 9.5.2 Translation Status of Publication title
Description	Title of the publication the metadata refer to.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1-n
Controlled vocabulary	-



Usage notes	-
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Number and element	9.5.1 Language of Publication Title
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	9.5.2 Translation Status of Publication Title
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	9.6 Publication Year (Controlled)
Child element	None
Description	Year of the publication the metadata refer to [YYYY].
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 8601. Year: the date in the YYYY format e.g. 2018.

Number and element	
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	9.7 Publisher Name (reference)
Child element	9.7.1 Type of Publisher Name (reference) (for DDI 3.2)
Description	Name of the publishing house of the publication the metadata refer to.
Mandatory/Recommended/Optional	Recommended
Occurrence	1-2 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an referenced identifier in DDI-L 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as an referenced identifier.

Number and element	9.7.1 Type of Publisher Name (reference) (for DDI 3.2)
Child element	None
Description	Type of Publisher Name (reference) for DDI 3.2.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Type of object is Organization.

Number and element	9.8 Journal/Serial Name
Child element	None
Description	Name of the journal/serial of the publication the metadata refer to.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	9.9 Volume Number
Child element	None
Description	Volume number of the publication the metadata refer to.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	9.10 Issue Number
Child element	None
Description	Issue number of the publication the metadata refer to.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	9.11 Compilation Name
Child element	None
Description	Name of compilation of the publication the metadata refer to.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	9.12 Pages
Child element	None

Description	Page numbers (range) of the publication the metadata refer to.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	9.13 Publication PID
Child element	9.13.1 Publication PID Type 9.13.2 Publication PID URL
Description	Captures information, type and PID Value, on the PID(s) of the publication.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	Content = PID Value

Number and element	9.13.1 Publication PID Type
Child element	None
Description	The name of the agency maintaining the PID.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	-

Number and element	9.13.2 Publication PID URL
Child element	None
Description	Publication PID URL

Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	The URL of the PID should be generated automatically by CESSDA Data Catalogue (CDC).

Number and element	9.14 Publication URL
Child element	None
Description	The URL of the website on which the publication, or at least information about the literature, can be found.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

## 10. Information on Group of Studies

Number and element	10 Study Group
Child element	10.1 Study Group ID 10.2 User ID for Study Group 10.3 Study Group name 10.4 Study Group Description 10.5 Reference Study Group to Study Unit 10.6 Reference to Document
Description	Information on group(s) of studies. No metadata element.
Mandatory/Recommended/Optional	Optional
Occurrence	0-n
Controlled vocabulary	-
Usage notes	-

Number and element	10.1 Study Group ID
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Child element	None
Description	Identifier of the study group according to the DDI 3.2 structure.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5.
Occurrence	1-2 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an identifier in DDI 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as an identifier.

Number and element	10.2 User ID for Study Group
Child element	10.2.1 Type of UserID for Study Group ID (for DDI 3.2)
Description	An identifier provided by the user for the Study Group.
Mandatory/Recommended/Optional	Optional
Occurrence	0-n
Controlled vocabulary	-
Usage notes	-

Number and element	10.2.1 Type of UserID for Study Group ID (for DDI 3.2)
Child element	None
Description	Type of UserID for Study Group ID for DDI 3.2.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	GroupID

Number and element	10.3 Study Group Name
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Child element	10.3.1 Language of Study Group name 10.3.2 Translation status of Study Group name
Description	Name of the study group.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1-n
Controlled vocabulary	-
Usage notes	-

Number and element	10.3.1 Language of Study Group name
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	10.3.2 Translation status of Study Group Name
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	10.4 Study Group Description
Child element	10.4.1 Language of Study Group description 10.4.2 Translation status of Study Group description 10.4.3 Study Group Description URI

Description	Description of study group.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-n
Controlled vocabulary	-
Usage notes	-

Number and element	10.4.1 Language of Study Group description
Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	10.4.2 Translation status of the Study Group Description
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	10.4.3 Study Group Description URI
Child element	None
Description	Link to content description of the study group on the web.
Mandatory/Recommended/Optional	Recommended



Occurrence	0-1
Controlled vocabulary	-
Usage notes	-

Number and element	10.5 Reference Study Group to Study Unit
Child element	10.5.1 Type of Reference Study Group to Study Unit (reference) (for DDI 3.2)
Description	Reference of group to study unit.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2.
Occurrence	1-n
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an referenced identifier in DDI-L 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as an referenced identifier.

Number and element	10.5.1 Type of Association between Study Group and Study Unit (reference) (for DDI 3.2)
Child element	None
Description	Type of association between study group and study unit (reference) for DDI 3.2.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2.
Occurrence	1
Controlled vocabulary	-
Usage notes	Type of object is StudyUnit (use StudyUnit ID - Unique Archival Number).

Number and element	10.6 Reference to Document
Child element	None

Description	Reference of a study group to a document.
Mandatory/Recommended/Optional	Optional
Occurrence	0-n
Controlled vocabulary	-
Usage notes	E.g. reference of a study group to a questionnaire.

## 11. Information about the Document Description ('metadata about metadata')

Number and element	11 Study Documentation Description
Child element	11.1 Study Documentation Copyright 11.2 Study Documentation Publication date (controlled) 11.3 Study Documentation Publisher (reference)
Description	Information on the study document description. No metadata element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	-

Number and element	11.1 Study Documentation Copyright
Child element	11.1.1 Language of Study Documentation Copyright 11.1.2 Translation Status of Study Documentation Copyright
Description	Information on the copyright of the study documentation.
Mandatory/Recommended/Optional	Mandatory
Occurrence	0-n
Controlled vocabulary	-
Usage notes	-

Number and element	11.1.1 Language of Study Documentation Copyright
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Child element	None
Description	The language of the content of the element.
Mandatory/Recommended/Optional	Mandatory
Occurrence	1
Controlled vocabulary	-
Usage notes	Use ISO 639-1. If you have used different languages, repeat the element.

Number and element	11.1.2 Translation Status of Study Documentation Copyright
Child element	None
Description	Indicates whether the content of the element is translated.
Mandatory/Recommended/Optional	Recommended
Occurrence	0-1
Controlled vocabulary	-
Usage notes	True/false

Number and element	11.2 Study Documentation Publication date (controlled)
Child element	None
Description	The date the study documentation (metadata) was published.
Mandatory/Recommended/Optional	Optional
Occurrence	0-1
Controlled vocabulary	-
Usage notes	Use ISO 8601. The complete calendar date in the YYYY-MM-DD format, e.g. 2018-03-24.

Number and element	11.3 Study Documentation Publisher (reference)
Child element	11.3.1 Type of Study Documentation Publisher (reference) (for DDI 3.2)

Description	Person or institution that published the study documentation (metadata).
Mandatory/Recommended/Optional	Mandatory for DDI 3.2, not for DDI 2.5.
Occurrence	1-2 for DDI 3.2, 0 for DDI 2.5
Controlled vocabulary	-
Usage notes	It is recommended to have both the URN and the combination of subclasses Agency, ID and Version as an referenced identifier in DDI-L 3.2. However, it is possible to use only the URN or only the combination of Agency, ID and Version as an referenced identifier.

Number and element	11.3.1 Type of Study Documentation Publisher (reference) (for DDI 3.2)
Child element	None
Description	Type of study documentation publisher (reference) for DDI 3.2.
Mandatory/Recommended/Optional	Mandatory for DDI 3.2.
Occurrence	1
Controlled vocabulary	-
Usage notes	Type of object is either individual or organization.