

# Data Services



GESIS Data Services Catalog  
2019

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## Imprint

GESIS – Leibniz Institute for the Social Sciences  
50667 Cologne  
Unter Sachsenhausen 6–8  
Germany  
Telephone: +49/(0)221/47694-420  
Telefax: +49/(0)221/47694-199  
Email: [dataservices@gesis.org](mailto:dataservices@gesis.org)  
[www.gesis.org/datenservices](http://www.gesis.org/datenservices)

# Introduction

With our services, we offer you, as a data producer, [support in the following seven areas](#):

1. **Preservation:** We will preserve your data, thereby ensuring their reusability.
2. **Provision:** We will make your data available for secondary research, thereby enabling easy access to them.
3. **Registration:** We will make your data visible, thereby ensuring that they can be easily searched and cited.
4. **Preparation:** We will prepare your datasets, thereby enhancing the quality of your data.
5. **Enrichment:** We will enrich your datasets with additional information, thereby increasing the analytical potential of your data.
6. **Documentation:** We will create high-quality and qualified subject-specific documentation of your study.
7. **Training:** We will provide you with training in topics relating to research data management, data preparation and documentation, as well as long-term digital preservation.

[In the first part](#) of the catalog, we introduce you to our tried-and-tested [service packages](#), which provide solutions that meet a wide range of needs. Should you have needs that are beyond the scope of these packages, you are sure to find a solution among our individual services. In order to cover your needs exactly, simply combine a number of our diverse [individual services](#), or combine service packages with individual services. [The second part](#) of the catalog gives you the necessary overview of all our individual services.

[A brief and clear description](#) is provided for each service package and each individual service, so that you can find out easily and quickly whether it meets your needs and what benefits it offers you. Initial pricing information is also provided.

With the package Archiving BASIC and the individual service Data Registration for Institutions, GESIS offers [cost-free basic services](#). The basic archival service, Archiving BASIC, is especially suitable for smaller (academic) research projects.

Services that go beyond the cost-free basic service, and that are priced according to the amount of work involved, are a new addition to our service program. With the introduction of this [fee-based service portfolio](#), GESIS now offers a larger circle of users the possibility of availing of the diverse skills of the Data Archive for their data. In the service packages Archiving PLUS and Archiving PREMIUM, your data will be comprehensively checked and documented. In Archiving PLUS, this is carried out at study level; in Archiving PREMIUM, it is also carried out in detail at variable level. These packages are suitable for larger research projects and for foundations and infrastructure institutions.

GESIS data services are offered in three different price categories:

**Price Category 0:**

Cost-free services



**Price Category 1:**

Fixed-price services



**Price Category 2:**



Services whose workload depends on the data submitted and/or that can be carried out in different variations. In this case, the prices must be specifically calculated for each order. Please contact us to obtain an individual calculation for your data and your service requirements.

All prices stated in the catalog are **exclusive of VAT**.

We will be happy to advise you about our services and to give you a cost estimate. Simply get in touch with us at:

<https://www.gesis.org/en/data-services/>

*GESIS*

## Information on the pricing of the data services

One of GESIS' focus areas is the high-quality preparation and documentation of data. Up to now, these services,<sup>1</sup> which go well beyond simple archiving, have been limited to survey programs where the data are collected by GESIS itself (e.g., the German General Social Survey, ALLBUS) or are curated by GESIS within the framework of a special cooperation relationship (e.g., the Eurobarometer). As these services are very labor intensive, they could not be offered to a wider set of interested parties up to now.

The requirements currently imposed by research funding agencies increasingly include the long-term digital preservation of the data arising from funded projects and the provision of these data for secondary use. Consequently, the demands on both the comprehensibility of the research data and on the quality of the accompanying documentation are growing, and thus, ultimately, also the demands on the primary researchers. At the same time, however, research funders are offering researchers the possibility of applying for funding for these purposes.

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<sup>1</sup> These services include the comprehensive checking and correction of the datasets, the standardization of codes and labels, and the detailed documentation of the survey instruments in accordance with international standards. So-called "variable reports" are then made available to the users. On the technical basis of the documentation for a variable report (in XML), publication in an online analysis portal (ZACAT) is also possible.

In order to take account of this development, GESIS is opening its unique service portfolio to a wide audience in the form of the flexible GESIS data services. Primary researchers can commission GESIS to provide high quality preparation, documentation, and preservation services for their data, or they can expand their own skills in the training courses offered. This is also the case when the data are not archived with GESIS. As a result, the workload of the primary researchers and scientific staff on research projects is reduced, thereby enabling them to concentrate on project work and on their research. The costs of the desired services can be estimated by GESIS as early as the project proposal stage.















The prices of the GESIS data services are based on the costs that GESIS incurs when providing the services, plus an overhead rate. The prices stated in the catalog are net prices (i.e., exclusive of VAT). GESIS will not make a profit with the data services.

GESIS will, of course, continue in future to provide cost-free archiving of social science research data (service package Archiving BASIC), as well as other cost-free services (e.g., Data Registration for Institutions). In this way, we will ensure that all interested social scientists have a secure and reliable way of publishing their data with high visibility.

# I. Our Service Packages

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# I. Our Service Packages

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# Archiving BASIC



With this service package, your data will be ...

preserved ✓    made available for research ✓    registered ✓    checked    enriched    documented

» *Secure your research data easily and free of charge for 10 years!* «

## Our services:

With Archiving BASIC, your research data will be secured for 10 years by means of *bit-stream preservation*. Your data will benefit from a basic quality check and will be made available for download. You will also have the opportunity of describing your data with supplementary information (*metadata*). Moreover, as part of the preservation process, your data will be assigned a DOI (*digital object identifier*) name and can thus be uniquely cited and linked.

Furthermore, your data will be included in the da|ra (<http://www.da-ra.de/>) and DataCite (<https://www.datacite.org/>) catalogs.

*Overview of the individual services in this package:*

1. Preservation for 10 Years (I.1)
2. Data Download (II.1)

## Your key advantages:



Quality check of your dataset



Preservation of data and documents for 10 years



Unique identification of your data for at least 10 years



Portal for the download of your data



Replicability of research undertaken with your data



Increased visibility, discoverability, and searchability of your data



## Archiving PLUS

€ 1,670

preserved ✓

made available for research ✓

With this service package, your data will be ...

registered ✓

checked ✓

enriched

documented ✓

» *Benefit from extended services: long-term preservation, preparation, and documentation of your data!* «

### Our services:

The data from your study will be prepared for publication by thoroughly checking and standardizing the data and labels. The data and the accompanying documents will then undergo long-term digital preservation, will be registered with a DOI (*digital object identifier*) name and published in the GESIS data portal. Access to your data for the purposes of reuse will be ensured via download from the data portal. In addition, for the publication in the data portal, a detailed study-level description of the data will be produced in accordance with the international metadata schema (DDI).

Furthermore, your data will be included in the da|ra (<http://www.da-ra.de/>) and DataCite (<https://www.datacite.org/>) catalogs.

*Overview of the individual services in this package:*

1. Long-Term Digital Preservation (I.2)
2. Data Download (II.1)
3. Basic check of variables and labels
4. Documentation at Study Level (VI.1)

### Your key advantages:



Checked and enhanced data quality



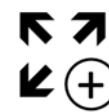
Long-term preserved and readable data



Unique and persistent identification of your data



Portal for the download of your data



Improved possibilities of reusing your data



Improved possibilities of analyzing your data



Increased visibility, discoverability, and searchability of your data



# Archiving PREMIUM

On request

With this service package, your data will be...  
preserved ✓ made available for research ✓ registered ✓ checked ✓ enriched documented ✓

» *Benefit from comprehensive services: long-term preservation, preparation, and documentation of your data!*

“

## Our services:

The data from your study will be prepared, documented, and preserved in accordance with the services in the service package Archiving PLUS.

This package includes also the following additional services:

- Checking of the routing
- Checking for substantive consistency
- Checking of multiple responses
- Documentation at variable level as accompanying material to your data (different formats possible)

Overview of the individual services in this package:

1. Long-Term Digital Preservation (I.2)
2. Data Download (II.1)
3. Checking of Data and Labels (IV.1)
4. Checking of the Routing (Ex Post) (IV.2)
5. Checking for Substantive Consistency (IV.3)
6. Checking of Multiple Responses (IV.4)
7. Documentation at Study Level (VI.1)
8. Documentation at Variable Level (VI.2)

## Your key advantages:



Checked and enhanced data quality



Long-term preserved and readable data



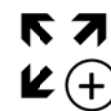
Unique and persistent identification of your data



Portal for the download of your data



Enhanced quality of your study documentation



Improved possibilities of reusing your data



Improved possibilities of analyzing your data



Increased visibility, discoverability, and searchability of your data



# Quality Assurance of Survey Data

On request

preserved

made available for research

With this service package, your data will be ...

registered

checked ✓

enriched

documented

» *Ensure that the quality of your data is outstanding!* «

## Our services:

The data from your study will be comprehensively prepared by checking and standardizing the data and the labels. In addition, we will check both the routing and the substantive consistency of your data. To round off the checking of the data quality, multiple response questions will be checked, so that "automatic" response patterns in the data can be identified.

*Overview of the individual services in this package:*

1. Checking of Data and Labels (IV.1)
2. Checking of the Routing (Ex Post) (IV.2)
3. Checking for Substantive Consistency (IV.3)
4. Checking of Multiple Responses (IV.4)

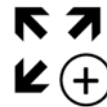
## Your key advantages:



Checked and enhanced data quality



Increased connectivity of your data with other data (types)



Improved possibilities of reusing your data



Improved possibilities of analyzing your data



Increased consistency between data and documentation or within the data



# Documentation of Survey Data

On request

preserved

made available for research

With this service package, your data will be...

registered

checked

enriched

documented ✓

» *Ensure that your data are excellently documented!* «

## Our services:

We will document your data at study level for publication in a data catalog or portal in the respective metadata schema and in accordance with an international standard (DDI).

In order to facilitate orientation within, and understanding of, your study for secondary researchers, we will also prepare a documentation of your study at variable level.

We will make this documentation available to you in different formats as accompanying material to your study.

*Overview of the individual services in this package:*

1. Documentation at Study Level (VI.1)
2. Documentation at Variable Level (VI.2)

## Your key advantages:



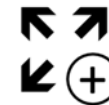
Linking of research data, publication references, and question items



Enhanced quality of the documentation of your study



Increased awareness of your research



Improved possibilities of reusing your data



Increased visibility, discoverability, and searchability of our data



## Cumulation/Integration of Datasets

On request

preserved

made available for research

With this service package, your data will be ...

registered

checked ✓

enriched ✓

documented

» Put your data in a broader context! «

### Our services:

With this service package, we offer you the possibility of cumulating two or more datasets (across time) or integrating two or more datasets (across geographical units).

For the conceptualization and documentation of the cumulation/integration, we will create a correspondence table. Variables that are not completely congruent in the various partial datasets will be substantively harmonized as far as possible and will be recoded and relabeled.

We will create a setup syntax for the newly cumulated/integrated dataset and merge the partial datasets.

*Overview of the individual services in this package:*

1. Checking of Data and Labels (IV.1)
2. Harmonization of Variables (V.2)
3. Creation of a Correspondence Table (VI.4)

### Your key advantages:



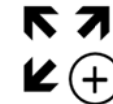
Enhanced data quality



Increased connectivity of your data with other data (types)



Improved possibilities of analyzing your data



Improved possibilities of reusing your data



## Linking with Context Data

On request

preserved

made available for research

With this service package, your data will be ...

registered

checked

enriched ✓

documented

» *Enrich your dataset with additional context data!* «

*NOTE*

*This service package corresponds to the individual service of the same name, "Linking with Context Data."*

### Our services:

We will enrich your dataset with context data (e.g., georeferenced data) in order to open up further analytical possibilities. To this end, we will first search for suitable data and develop a concept for harmonizing and linking the survey data with the context data at different levels of aggregation. In consultation with you, the linking of your data will then be carried out. We will make the resulting expanded dataset and the accompanying scripts available to you.

GESIS offers the linking of survey data with context data across the following regional units:

- Municipalities
- Districts and cities with the status of a district
- Constituencies
- Spatial planning regions

For the linking of survey data with geodata, we also offer the geocoding of survey data. This service comprises, in particular, the conversion of addresses into geographic coordinates.

### Your key advantages:



Substantively enhanced dataset linked with the desired context data



Increased transparency of your data



Increased connectivity of your data with other data (types) (by means of geographic coordinates)





Improved possibilities of analyzing your data



## II. Individual Services in Our Portfolio:

### Area I: Data Preservation

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INDIVIDUAL SERVICE I.1

## Preservation for 10 Years



preserved ✓

made available for research

With this service, your data will be ...

registered

checked

enriched

documented

» *Secure your research data easily and free of charge for 10 years!* «

### Our service:

"Preservation for 10 years" means that your research data will be secured for 10 years by means of *bit-stream preservation*. Your data will benefit from prior basic checking. With the help of an online form, you will have the possibility of enhancing your data with metadata, that is, of describing them in detail.

As part of the preservation process, your data will be assigned a DOI (*digital object identifier*) name and can thus be uniquely cited and linked.

In addition, your data will be included in the da|ra ([www.da-ra.de](http://www.da-ra.de)) and DataCite ([www.datacite.org](http://www.datacite.org)) catalogs.

The service is implemented using a repository software package.

*Condition:* Can be booked only in conjunction with the following service: *Data Download* (Individual Service II.1).

### Your key advantages:



Quality check of your dataset



Preservation of your data and accompanying documents  
for 10 years



Unique and persistent identification of your data



INDIVIDUAL SERVICE I.2

## Long-Term Digital Preservation

€ 300

plus VAT

preserved ✓

made available for research

With this service, your data will be ...

publicized

checked

enriched

documented

» *Ensure that your data are long-term preserved and readable!* «

### Our service:

After basic checking, your data will be preserved long-term at GESIS, and their readability will be ensured. In contrast to *Preservation for 10 Years*, this service will guarantee you the system-independent usability of your data – in other words, your data will retain their integrity and authenticity indefinitely, thereby remaining interpretable in the long term.<sup>2</sup>

Your data will be made available at any time on request to you, as the data depositor. Making the data available for other users is not part of this service. However, it can be booked additionally in Area II, "Data Provision."

### Your key advantages:



Quality check of your dataset



Long-term preservation and readability of your data and accompanying documents







Provision of the data to the data depositor

<sup>2</sup> <https://d-nb.info/1060881101/34> (last access: 22.01.2019), section 3.4

## II. Individual Services in Our Portfolio:

### Area II: Data Provision

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## INDIVIDUAL SERVICE II.1 Data Download

€ 0.00

preserved      made available for research ✓      With this service, your data will be ...      registered      checked      enriched      documented

» *Make your data available to the research community via GESIS!* «

### Our service:

We offer you the possibility of making your data available for reuse. To this end, we will publish your data in our data portal and offer registered users the possibility of downloading your data and the accompanying study material.

*Condition:* Can be booked only in conjunction with, or as part of, the following services: service packages *Archiving BASIC/PLUS/ PREMIUM* or individual services *Preservation for 10 Years/Long-Term Digital Preservation (Individual Services I.1/I.2)*.

### Your key advantages:



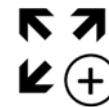
Portal for downloading your data



Contract management and user support



Retrievability of your data at any time and anywhere



Improved possibilities of reusing your data



Replicability of research with your data



INDIVIDUAL SERVICE II.2

# Secure Data Provision Offsite

€ 4,090

plus VAT

preserved

made available for research ✓

With this service, your data are ...

registered

checked

enriched

documented

» *Make your data available via a secure route!* «

## Our service:

We offer you the possibility of making your "sensitive" data available for reuse via a secure access route.

*Offsite access:* In this case, data are made available to authorized users for a specified period of time, under special security conditions, and subject to separate contractual obligations.

*Condition:* Can be booked only in conjunction with, or as part of, the following services: the service packages *Archiving PLUS/PREMIUM* or the individual service *Long-Term Digital Preservation (Individual Service I.2)*.

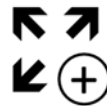
## Your key advantages:



Encrypted download portal



Contract management and user support



Improved possibilities of reusing your sensitive data



Replicability of research undertaken with your data



Improved possibilities of analyzing your data



INDIVIDUAL SERVICE II.3

## Secure Data Provision Onsite

€ 7,870  
plus VAT

preserved

made available for research ✓

registered

checked

enriched

documented

With this service, your data will be ...

» *Protect your data through onsite usage!* «

### Our service:

We offer you the possibility of making your "sensitive" data available for reuse in a specially established secure room at GESIS in Cologne.

*Onsite access:* The "Safe Room" at GESIS in Cologne ensures particularly high security by means of various organizational, technical, and contractual measures, thereby enabling researchers to work with your sensitive data onsite at GESIS.

*Condition:* Can be booked only in conjunction with, or as part of, the following services: service packages *Archiving PLUS/PREMIUM* or the individual service *Long-Term Digital Preservation (Individual Service I.2)*.

### Your key advantages:



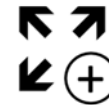
Secure room in which your sensitive data can be used



Contract management and user support



Replicability of research undertaken with your data



Improved possibilities of reusing your sensitive data



Improved possibilities of analyzing your data



INDIVIDUAL SERVICE II.4

## Provision of Data for Online Analysis

€ 400  
plus VAT

With this service, your data will be ...

preserved	made available for research ✓	registered	checked	enriched	documented
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» *Make your data available online for detailed search and analysis!* «

### Our service:

We will publish your data, including the study description and variable-level documentation, in an online analysis portal (currently, the online study catalog ZACAT). Here, your study will have its own web presence and can thus be found, searched, and analyzed online.

In contrast to the data portal, where only the study-level documentation can be searched, both the study-level and the variable-level documentation can be searched in the online analysis portal.

*Condition:* Can be booked only in conjunction with, or as part of, the following services: service package *Archiving PLUS* plus individual service *Documentation at Variable Level* in DDI format (see Individual Service VI.3), or service package *Archiving PREMIUM*.

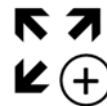
### Your key advantages:



Linking of dataset and question items



Easier use and greater comprehensibility of your data and the survey instrument



Improved possibilities of reusing your data



Improved possibilities of analyzing your data



Enhanced quality of your study documentation



## II. Individual Services in Our Portfolio:

### Area III: Data Registration



Data Registration for Institutions

p. 26



INDIVIDUAL SERVICE III.1

# Data Registration for Institutions



With this service, your data will be ...

preserved      made available for research      registered ✓      checked      enriched      documented

» Ensure that your data can be found at any time and cited! «

## Our service:

We offer DOI registration as a *stand-alone* service for institutional users who do not have their data archived at GESIS. Through DOI registration, your research data will be assigned a DOI (*digital object identifier*) name and can thereby be uniquely cited and linked.

Moreover, your data will be included in the da|ra (<http://www.da-ra.de/>) and DataCite (<https://www.datacite.org/>) catalogs. There, you will also have the possibility of enhancing your data with further information.

*NOTE:*  
 Your research data will be assigned a DOI name also when they are archived at GESIS (see "Archiving BASIC" and "Archiving PLUS/PREMIUM").

## Your key advantages:



Unique and persistent identification of your data



Better citability of your data



Easy exchange with other databases



Linking of research data and publication references



Traceability of the reuse of your data



Increased visibility, discoverability, and searchability of your data

## II. Individual Services in Our Portfolio:

### Area IV: Quality Assurance of Survey Data

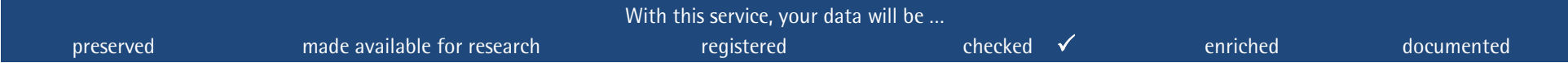
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INDIVIDUAL SERVICE IV.1

# Checking of Data and Labels

On request



» Ensure that your data are correctly coded and labeled! «

## Our service:

Your research data will be prepared for publication by checking the data and metadata and standardizing them in accordance with the GESIS standard. We check:

- variable names and labels;
- values and value labels;
- anomalies within and outside the defined value range (wild codes, outliers, ID-check ...);
- missing codes in accordance with a standardized missing-code concept.

We will make the results of the checking available to you and give you recommendations on how to handle critical cases. On this basis, you can decide what corrections should be implemented by us. After correction, we will make the final dataset and the corresponding syntax available to you.

## Your key advantages:



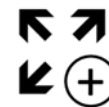
Checked and improved data quality



Increased connectivity of your data with other data (types)



Easier use and greater comprehensibility of your data



Improved possibilities of reusing your data



Improved possibilities of analyzing your data



INDIVIDUAL SERVICE IV.2

## Checking of the Routing (Ex Post)

On request

preserved

made available for research

With this service, your data will be ...

registered

checked ✓

enriched

documented

*» Ensure that the filters in your data are correctly coded! «*

### Our service:

We will check your data for correct routing. To this end, we will compare the instructions in your survey instrument (PAPI/CATI/CAPI/CAWI) with the routing in the dataset. We will document the result of the check. If we identify discrepancies, we will give you recommendations on how to deal with them.

Corrections to the dataset will be made on request and in consultation with you. We will make the resulting corrected dataset and the corresponding syntax available to you.

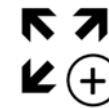
### Your key advantages:



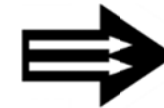
Checked and improved data quality



Increased transparency of your data



Improved possibilities of reusing your data



Increased consistency between data and documentation



INDIVIDUAL SERVICE IV.3

## Checking for Substantive Consistency

On request

preserved

made available for research

With this service, your data will be ...

registered

checked ✓

enriched

documented

» *Ensure that your data are substantively consistent!* «

### Our service:

We will check your data for substantive consistency, plausibility, and correctness with respect to other variables. For example, a completely negative linear relationship is expected to exist between a respondent's age and year of birth, and a limited positive relationship is expected between a respondent's age and the number of children he or she has. The result of this check will be documented in tabular form.

If we identify discrepancies, we will give you recommendations in the checking documentation on how to deal with them.

Corrections to the dataset will be made on request and after consultation with you. You will receive a corrected dataset and the corresponding preparation syntax.

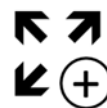
### Your key advantages:



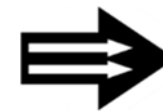
Checked and improved data quality



Increased transparency of your data



Improved possibilities of reusing your data



Increased consistency within your data



Enhanced quality of respondent pools or the interviewer pool in the case of repeat surveys



INDIVIDUAL SERVICE IV.4

## Checking of Multiple Responses

On request

preserved

made available for research

With this service, your data will be ...

registered

checked ✓

enriched

documented

» *Ensure that multiple responses are formally and substantively of high quality!* «

### Our service:

We will check your respondents' answers to multiple response questions for anomalies. To this end, we will examine, on the one hand, the formal correctness of the reports (i.e., whether respondents followed the instructions in the survey instrument correctly). On the other hand, we will examine the substantive quality of the reports. The result of the check will be documented in tabular form.

If we identify discrepancies, we will give you recommendations in the checking documentation on how to deal with them.

Corrections to the dataset will take place on request and after consultation with you. You will receive a corrected dataset and the accompanying preparation syntax.

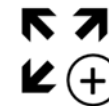
### Your key advantages:



Checked and improved data quality



Increased transparency of your data






Improved possibilities of reusing your data



Enhanced quality of respondent pools or the interviewer pool in the case of repeat surveys

## II. Individual Services in Our Portfolio:

### Area V: Data Enrichment

	Generation of Derived Variables	p. 33		Linking with Context Data	p. 35
	Harmonization of Variables	p. 34			





INDIVIDUAL SERVICE V.1

## Generation of Derived Variables

On request

With this service, your data will be ...

preserved      mad available for research      registered      checked      enriched ✓      documented

» Ensure with the help of derived variables that your datasets comply with current standards and are internationally comparable! «

### Our service:

We will enrich your dataset by generating individually adapted derived variables. Derived variables include, in particular, classifications (e.g., age- and income categories) and indices (e.g., the EGP11).

When implementing this service, we will first develop a concept that takes your wishes into account and contains our recommendations. After consultation with you, we will generate the desired derived variables in the dataset and make the resulting dataset and the accompanying syntax available to you.

### Your key advantages:



Checked and improved data quality



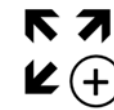
Increased transparency of your data



Increased connectivity of your data with other data(types)



Easier use and greater comprehensibility of your data



Improved possibilities of reusing your data



Better possibilities of representing your data in publications



INDIVIDUAL SERVICE V.2

# Harmonization of Variables

On request

preserved

made available for research

With this service, your data will be ...

registered

checked

enriched ✓

documented

» Prepare your data for cumulation or integration! «

## Our service:

We will develop a concept for harmonizing your dataset with another dataset. The aim here may be both a cumulation across time (e.g., for the creation of time series) and an integration across space (e.g., in cross-national comparative projects).

In addition to the concept, you will receive a syntax for setting up the new dataset.

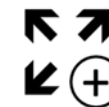
## Your key advantages:



Facilitation of the cumulation/integration of your data



Increased connectivity of your data with other data (types)



Improved possibilities of reusing your data



INDIVIDUAL SERVICE V.3

## Linking with Context Data

On request

preserved

made available for research

With this service, your data will be ...

registered

checked

enriched ✓

documented

» *Enrich your dataset with additional context data!* «

NOTE:

*This individual service corresponds to the service package of the same name, "Linking with Context Data."*

### Our service:

We will enrich your dataset with context data (e.g., georeferenced data) in order to open up further possibilities of analyzing your data. To this end, we will first search for suitable data and develop a concept for harmonizing and linking the survey data with the context data at different levels of aggregation. In consultation with you, the linking of the data will then be carried out. We will make the resulting extended dataset and the accompanying scripts available to you.

GESIS offers the linking of survey data with context data across the following regional units:

- Municipalities
- Districts and cities with the status of a district
- Constituencies
- Spatial planning regions

For the linking of survey data with geodata, we offer also the geocoding of survey data. This service comprises, in particular, the conversion of addresses into geographic coordinates.

### Your key advantages:



Substantively enriched dataset linked with the desired context data



Increased transparency of your data







Increased connectivity of your data with other data (types)



Improved possibilities of analyzing your data

## II. Individual Services in Our Portfolio:

### Area VI: Documentation

	Documentation at Study Level	p. 37		Documentation of the Questionnaire	p. 39
	Documentation at Variable Level	p. 38		Creation of a Correspondence Table	p. 40



INDIVIDUAL SERVICE VI.1

## Documentation at Study Level

€ 730  
plus VAT

With this service, your data will be ...

preserved      made available for research      registered      checked      enriched      documented ✓

» *Ensure professional and qualified description of your study!* «

### Our service:

We will prepare a high quality, qualified study description (in German and English) for your study in accordance with an international standard (DDI). Depending on your wishes, the study description can be prepared according to different metadata schemas.

The study description corresponds to that of a GESIS portal. It can be provided as an XML file for import into other databases, as a Microsoft Word file, or as a PDF file.

The following metadata schemas are available:

- DBK (GESIS Data Catalogue) metadata schema
- datorium metadata schema
- histat metadata schema
- da|ra metadata schema

### Your key advantages:



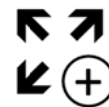
Linking of research data and publication references



Better citability of your data



Easier use and greater comprehensibility of your data



Improved possibilities of reusing your data



Increased visibility, discoverability, and searchability of your data



Increased awareness of your research



INDIVIDUAL SERVICE VI.2

## Documentation at Variable Level

On request

preserved

made available for research

With this service, your data will be ...

registered

checked

enriched

documented ✓

» *Ensure comprehensive information for each individual variable in your study!* «

### Our service:

We will prepare documentation at variable level for your study in accordance with an international standard (DDI). In the documentation, we will link your dataset with the contents of the survey instrument and supplement it with methodological, processual, and archival information. There are three variants to choose from:

→ *Basic variable documentation as an XML file:* With this variant, you can import the documentation into a database system of your choice.

→ *Basic variable documentation as a PDF file:* You can publish this document as accompanying material to your study.

→ *Comprehensive variable documentation as a PDF file:* In addition to the basic variable documentation, this product comprises analysis tables and showcards and can be published as particularly informative accompanying material to your study.

*Note:* This documentation is the basis for the individual service *Provision of Data for Online Analysis* (Individual Service II.4).

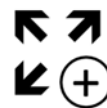
### Your key advantages:



Linking of dataset and question items



Easier use and greater comprehensibility of your data and the survey instrument



Improved possibilities of reusing your data



Diverse possibilities of publishing the documentation



Enhanced quality of the your study documentation



INDIVIDUAL SERVICE VI.3

## Documentation of the Questionnaire

On request

With this service, your data will be ...

preserved

made available for research

registered

checked

enriched

documented ✓

» *Ensure that your questionnaire remains readable and understandable irrespective of the survey software used!* «

### Our service:

We will prepare a documentation of the survey instrument used in your study (e.g., PAPI/CAPI/CATI/CAWI), including routing and interviewer instructions. Information about the questions and their correspondences in the dataset will also be documented.

You will receive the documentation in the form of a Microsoft Word or PDF file. It will serve as helpful accompanying material to your study.

### Your key advantages:



Linking of dataset and question items



Easier use and greater comprehensibility of your data and the survey instrument



Improved possibilities of reusing your data



Enhanced quality of your study documentation



INDIVIDUAL SERVICE VI.4

## Creation of a Correspondence Table

On request

preserved

made available for research

With this service, your data will be ...

registered

checked

enriched

documented ✓

» *Ensure that there is a clear source of information on your dataset/study series!* «

### Our service:

We will create a correspondence table for your study with freely selectable contents, namely variables, question texts, values, or methodological issues. A typical example of a correspondence table is an overview of the variables in a cumulated dataset and corresponding variables in the original partial datasets.

You will receive the desired list in different file formats, for example Microsoft Word-, Excel-, Access-files or PDF. You can use them for analyses of your surveys and when planning further studies and they can serve as valuable information material on your study.

### Your key advantages:



Increased transparency of your data



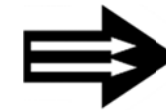
Facilitation of the cumulation/integration of your data



Increased connectivity of your data with other data (types)



Easier use and greater comprehensibility of your data



Increased consistency within your study series






Improved possibilities of analyzing your data



## II. Individual Services in Our Portfolio:

### Area VII: Training Courses

	General information on Training Courses	p. 42		Preparation and Documentation of quantitative social science research data	p. 44
	Research Data Management in the Social Sciences	p. 43		Digital Preservation of Data in the Social Sciences	p. 45

## General Information on Training Courses:

The specific content of the training courses will be individually coordinated with you, and are based on your needs and previous knowledge. We offer both general introductions and specific training courses on individual aspects.

The duration of the training courses varies, as necessary, between two or three hours and several days.

The target groups of the training courses are (junior) researchers in the social sciences and employees at social science archives and research data centers. Group size should be between 10 and 20 participants.



INDIVIDUAL SERVICE VII.1

# Research Data Management in the Social Sciences

On request

» *Familiarize yourself with the many facets of research data management!* «

## Our service:

The training course will teach you in which way research data management ...

- is an integral part of good scientific practice;
- increases the transparency of the research process;
- increases the replicability of research data and research results;
- enables research funding agencies' open data requirements to be fulfilled as well as possible.

Training content:

- Introduction to the topic and the main areas of research data management
- Systematic preparation and documentation of research data
- Legal aspects of research data management (data protection and copyright)
- Requirements imposed by research funding agencies regarding the availability of research data

## Your key advantages:



Fundamental understanding of the topic



Systematic preparation for handling research data



Use of standards



(Practical) implementation of requirements imposed on your project by the funding agency



INDIVIDUAL SERVICE VII.2

# Preparation and Documentation of Quantitative Social Science Research Data

On request

» Familiarize yourself with quality and documentation standards in quantitative social research! «

## Our service:

The training course will teach you in which way data preparation and documentation ...

- are key prerequisites for the successful implementation of data-based research projects;
- support the generation of high quality research data;
- ensure the long-term comprehensibility of the research data;
- enable the reuse of the research data by third parties.

Training content:

- Introduction to
  - the preparation and documentation of social science research data
  - the structuring of quantitative datasets
  - the levels and contents of data documentation in the context of social science documentation and metadata standards
  - the measures for the quality control of research data
  - the anonymization of quantitative research data

## Your key advantages:



Fundamental understanding of the topic



Systematic preparation for handling research data



Checked and enhanced data quality



Easier use and greater comprehensibility of your data



*» Familiarize yourself with the aspects of long-term digital preservation! «*

## Our service:

The training course will teach you in which way long-term digital preservation ...

- is an important part of open data;
- ensures the long-term maintenance of access to and use of research data;
- enables the replication of research results across technological and cultural change.

Training content:

- Introduction to long-term digital preservation
- Development of institutional guidelines ("digital preservation policies")
- Licensing of research data for reuse
- Introduction to specific topics of long-term digital preservation, for example the OAIS Reference Model or the certification of repositories

## Your key advantages:



Fundamental understanding of the topic



Good scientific practice is ensured.



Use of standards



Long-term preserved and readable data and accompanying documents

# Annex

## Tabular Overview of Our Services

Service Packages		Archiving BASIC	Archiving PLUS	Archiving PREMIUM	Quality Assurance of Survey Data	Documentation of Survey Data	Cumulation/ Integration of Datasets	Linking with Context Data
Individual Services								
I.1	Preservation for 10 Years	✓						
I.2	Long-Term Digital Preservation		✓	✓				
II.1	Data Download	✓	✓	✓				
II.2	Secure Data Provision Offsite							
II.3	Secure Data Provision Onsite							
II.4	Provision of Data for Online Analysis							
III.1	Data Registration for Institutions							
IV.1	Checking of Data and Labels		✓	✓	✓		✓	
IV.2	Checking of the Routing (Ex Post)			✓	✓			
IV.3	Checking for Substantive Consistency			✓	✓			
IV.4	Checking of Multiple Responses			✓	✓			
V.1	Generation of Derived Variables							
V.2	Harmonization of Variables						✓	
V.3	Linking with Context Data							✓
VI.1	Documentation at Study Level		✓	✓		✓		
VI.2	Documentation at Variable Level			✓		✓		
VI.3	Documentation of the Questionnaire							
VI.4	Creation of a Correspondence Table						✓	
VI.1	Research Data Management in the Social Sciences							
VI.2	Preparation and Documentation of Quantitative Social Science Research Data							
VI.3	Digital Preservation of Data in the Social Sciences							

Table 1: Overview of our **service packages** and **individual services**. The **service packages** comprise one or more **individual services**.