

10. Summary listing of the requirements depositors have to meet

10.1. Data set

Requisite	Suggested
Stating a distinct reference to the corresponding number of the question in the survey in the variable name or its label. In the case of using a different variable naming convention it is necessary to place information that binds a particular question with a variable in the data set in the survey.	Accepting the convention of a variable naming according to the numbers of questions in the questionnaire.
Including variable labels to all the variables within the data set.	
Including value labels to all values in all variables (including special codes) that appear in the data set.	Signing value labels of the answers typically not available to the respondent – with upper cases, as opposed to lower case – the answers one has access to
Replacing all data system missing with special codes together with the description of their meaning.	In order to specify the values of special codes it is recommended to apply the values out of the scale of variables of a particular variable.
Archiving of either SPSS file system or a portable type file, or ASCII file (at the condition of attaching data definition statements to it)	Sending both system data set in SPSS format or a portable type, as well as ASCII file together with data definition statements.
Implementing the process of anonymising of the data set in order to remove all the information that can be a basis for the respondent identification	

10.2. Documentation

Requisite	Suggested
Information of the Principal Investigator and his/her affiliation during the research conduction as well as information on the institution implementing the study.	
Official title of the Study	
Pattern for data quotation	
Identification of the financial sources (including the grant number).	
Information on the data processing team lineup.	
Description of the research project	
Information on the techniques used for data collecting.	
Information on the research unit	
Description of the sample used in the survey and the procedure of its design	
Enclosure of all the tools that were used for data collection	
Attachment of frequency distribution for all the variables in the data set.	
The above information should be placed within a single document saved in ASCII or PDF formats.	
Regardless of the layout of the codes present in the codebook, preparation of listing of not weighted frequencies for all variables in the data set, saved in ASCII or PDF format	
Listing of descriptive statistics for all the variables in the data set, saved in ASCII or PDF format.	