

New Zealand Social Science Data Service

The University of Auckland

Auckland, New Zealand

<http://www.nzssds.org.nz>

HOW TO DEPOSIT DATA

In the course of their normal research work, many social scientists already prepare their data in a form that would be suitable for depositing with the New Zealand Social Science Data Service. There are four simple steps to depositing your data:

STEP 1: Collect together all the data files

You may want to think about:

- **Confidentiality:** removing variables like people's names, addresses and phone numbers. We will let you know if we find something that we think is a risk.
- **Created variables:** if they are important to replication of your work, can you provide the syntax / program code that created them? If you cannot describe how you created them, is it still important to archive them?

*Data sets can be deposited in a variety of file formats.
However, if you are not sure, please do not hesitate to contact us at nzssds@nzssds.org.nz.*

STEP 2: Collect together all the relevant documentation

You may want to include:

- A questionnaire and any other materials used like show cards.
- A survey report.
- Any publications you want referenced in the documentation.

It saves us a lot of time if these materials are provided in electronic form.

STEP 3: Fill out the forms

We have provided a number of Deposit Forms to streamline the process of our archiving your data to ensure its ongoing survival. These forms will also assist you in getting your deposit together. The only form that is essential is the Licence Form – this gives us your permission to archive the data.

We will contact you if we find there is further information that we need in order to create complete documentation. The supporting information that you provide will determine the level of processing we give your data.

STEP 4: Send the data, documentation and forms to us

There are a number of ways to transfer your deposit:

- **By post:** Your electronic files can be copied onto CD-ROM and mailed to us. It's a good idea to let us know that it is coming so we can let you know when it is in our care.
- **By email:** For smaller data files, it might be easiest to email the data to us.
- **By FTP:** To transfer larger files, please contact us so that we can provide you with a secure, password protected site to upload to.

If you have any difficulties or uncertainties in preparing the data for deposit, please contact us.