QUIZ
QUESTIONS

FORMATTING YOUR DATA

1. Organising my file names and folder structures is (choose all possible answers)

   a) a waste of time
   b) not necessary until I finish my project
   c) important for sharing and future use of the data
   d) good practice for my research project

2. Systematic and logical file naming (choose one answer only)

   a) makes it easier to keep track of your data files
   b) provides useful cues to the content and status of a file
   c) can help in classifying files
   d) is not necessary as I don't need a system

3. In order to guarantee safe and long term access to your research data you should covert data into a standard format. Which standards are most appropriate for converting documentation? (choose all possible answers)

   a) Rich Text Format (.rtf)
   b) PDF/A or PDF (.pdf)
   c) OpenDocument Text (.odt)
   d) Notepad (.txt)

4. Proprietary software is software that is (choose one answer only)

   a) the best option for keeping my data safe
   b) going to be around forever
   c) a safe and stable way to store my data
   d) not recommended for long term storage of my data

5. Digital information can easily be copied, changed or deleted. How can you ensure your data are authentic? (choose all possible answers)

   a) keep master files of data
   b) regulate write access to master files
   c) assign responsibility for master files
   d) record changes to master files

6. Transcription of data (choose one answer only)

   a) should always be carried out by the researcher
   b) should always be carried out by a professional transcriber
   c) can be carried out by either a researcher or a professional transcriber
   d) as long as there is consistency within the transcripts
   e) should always be carried out in full

QUIZ
ANSWERS

FORMATTING YOUR DATA

1. Organising my file names and folder structures is

   a) waste of time
   Incorrect. It's definitely not a waste of time. Having well organised file names and folder structures makes it easier to keep track of your data files, provides useful cues to the content and status of a file and can help in classifying files
   b) not necessary until I finish my project
   Incorrect. You should organise your folders along the way - as part of good research practice - then there will be very little reorganisation to be done at the end of a project.
   c) **important for sharing and future use of the data**
   Correct. Good organisation of your files and formats is essential for sharing your data and for understanding your own data in the future.
   d) **good practice for my research project**
   Correct. Make good file naming and folder structuring part of your research practice

2. Systematic and logical file naming

   a) **makes it easier to keep track of your data files**
   Correct. This is one advantage.
   b) **provides useful cues to the content and status of a file**
   Correct. This is one advantage.
   c) **can help in classifying files**
   Correct. This is one advantage.
   d) is not necessary as I don't need a system
   Incorrect. A good system really helps, especially when returning to data later on.

3. In order to guarantee safe and long term access to your data it is important to covert the data into a standard format. Which standard format is the most appropriate for converting documentation data into?

   a) **Rich Text Format (.rtf)**
   Correct. This is one option.
   b) **PDF/A or PDF (.pdf)**
   Correct. This is one option, but you won't have full access to any text.
   c) **OpenDocument Text (.odt)**
   Correct. This is one option.
   d) Notepad (.txt)
   Incorrect. This format will lose formatting and information.

4. Proprietary software is software that is

   a) the best option for keeping my data safe
   Incorrect.
   b) going to be around forever
   Incorrect. Proprietary software may be around for a long time, but there are no guarantees about how long.
   c) a safe and stable way to store my data
   Incorrect. It may well be safe and stable at the present moment and for the near future, but there are no guarantees. It is better to use non-proprietary software for long-term storage and security of your data)
   c) **not recommended for long-term storage of my data**
   Correct.

5. Digital information can easily be copied, changed or deleted. How can you ensure your data are authentic?

   a) **keep master files of data**
   Correct. This is one solution.
   b) **regulate write access to master files**
   Correct. This is one solution.
   c) **assign responsibility for master files**
   Correct. This is one solution.
   d) **record changes to master files**
   Correct. This is one solution.
   All the solutions above can help ensure the authenticity of your data

6. Transcription of data

   a) should always be carried out by the researcher
   Incorrect. Not necessarily. Researchers may want to carry out their own transcription to save money, or to immerse themselves in the data, or to use the transcription process as part of their methodology i.e. in conversation analysis, but it is also common to use professional transcribers.
   b) should always be carried out by a professional transcriber
   Incorrect. Not necessarily. Some researchers may want or need to do the transcription themselves.
   c) **can be carried out by either a researcher or a professional transcriber as long as there is consistency within the transcripts**
   Correct. It doesn't really matter whether the transcription is carried out by the researcher themselves or by a professional transcriber. Regardless of who does the task, the most important thing is to maintain consistency across the transcripts. This can be achieved through developing a short set of transcription guidelines that all transcribers should follow.
   d) should always be carried out in full
   Incorrect. Transcription does not always have to be carried out in full, but full transcripts are optimal for future sharing and re-use.