

COVID and Adolescent Development DATAVERSE (CADD) GUIDE: SUBMIT DATASET FOR REVIEW

I. INTRODUCTION

This Dataverse guide outlines the process for submitting datasets to the [COVID and Adolescent Development Dataverse](https://www.ficolab.org/cadd) (CADD) for review and publication. Contributors should follow the instructions provided in this guide to properly archive and share data and documentation in the CADD.

Once the Contributor submits the Dataset for review, an Admin will review the record for completeness, ask questions if they have them, and publish the Dataset when it is ready.

Additional information about the CADD may be found on this website: <http://www.ficolab.org/cadd>. Please send questions to cadd@ficolab.org. Additional questions beyond this workflow document may be answered in the general Dataverse User Guide at <https://guides.dataverse.org/en/5.3/user/index.html>.

II. PREPARATION

Submitting datasets to the COVID and Adolescent Development Dataverse for review and publication requires preparation to ensure that the submission meets CADD requirements and archival standards for long-term preservation, discovery, and access. Before submitting datasets, please review the checklist below:

- Datasets that have specific Terms of Use that dictate access and/or use restrictions or requirements should have formal Terms of Use language prepared to be added to the Dataset record in the CADD.
- Dataset files should be de-identified and stripped of any personally identifying information or any other sensitive information that can be used to identify any individual represented in the dataset.
- Dataset files should be converted to a Dataverse-preferred file format whenever possible:
 - IBM SPSS version 7 to 22 (.por OR .sav)
 - Stata version 4 to 12 (.dta)
 - R version 1 to 3 (.RData)
 - Microsoft Excel (.xlsx)
- Codebook files and other text-based document files should be saved using .pdf or .txt file formats.
- The Codebook should contain the following elements:
 - Study title, author or project name(s), and contact information
 - Complete list of variables with the variable name, variable definition, value codes, and value code labels for each variable in the Dataset
 - Formal data citation to original data sources (if applicable)

III. SUBMISSION

LOG IN / CREATE A CADD ACCOUNT

1. Navigate to the CADD at <https://dataverse.unc.edu/dataverse/sracovid/>.
2. Click on the [Log In](#) link in the top menu bar to log in to your CADD account.



If you do not have a CADD account, you can create one by clicking on the [Sign Up](#) link in the top menu bar and completing the Account Information form that appears.

A screenshot of the 'Create Account' form on the Dataverse website. The form is titled 'Account Information' and contains the following fields and options:

- Username**: A text input field containing 'smith'. A note states: 'Create a valid username of 2 to 60 characters in length containing letters (a-Z), numbers (0-9), dashes (-), underscores (_), and periods (.)'.
- Password**: A text input field containing '.....'. A note states: 'Your password must contain: At least 6 characters (passwords of at least 20 characters are exempt from all other requirements); At least 1 character from each of the following types: letter, numeral'.
- Retype Password**: A text input field containing '.....'.
- Given Name**: A text input field containing 'Jane'.
- Family Name**: A text input field containing 'Smith'.
- Email**: A text input field containing 'jsmith@email.org'.
- Affiliation**: An empty text input field.
- Position**: An empty text input field.
- General Terms of Use**: A dropdown menu showing 'Dataverse General Terms of Use'.
- A checkbox labeled 'I have read and accept the Dataverse General Terms of Use as outlined above.' is checked.

At the bottom left, there are two buttons: 'Create Account' and 'Cancel'.

CREATE A DATASET RECORD

1. On the main CADD webpage, click on the **+ Add Data** button, then select **New Dataset**.

COVID and Adolescent Development Dataverse (University of North Carolina at Chapel Hill)

UNC Dataverse >

Contact Share Publish Link Edit

The COVID and Adolescent Development DataVerse (CADD) serves an expanding global community of scholars who seek to understand the current and long-term impact of the COVID-19 pandemic on youth development around the world and to use that information to support resilience and healing in diverse communities.

CADD was developed by the Society for Research on Adolescence (SRA) and the SRA COVID-19 Response Team, launched in the summer of 2020. Joining with the International Coalition on Centers for Developmental Science, the SRA COVID-19 Response Team works to better understand and disseminate information about the impact of the pandemic on adolescent development, in ways that extend far beyond the disease itself. One component of this team's efforts is to ignite international collaboration to further this goal.

Through CADD, the SRA COVID-19 Response Team invites all scholars interested in youth development and COVID to engage in collaborations either by advertising opportunities for collaboration in CADD and/or by contacting those with relevant data and opportunities to pursue collaboration.

The dataverse is supported by the Family Journeys Co-Lab, coordinated by Dr. Andrea Hussong. More information about this project can be found via <http://www.fcjlab.org/cadd>

The creation of CADD was funded by the John Templeton Foundation.

Search this dataverse... Find Advanced Search

+ Add Data

2. Enter metadata information into the fields in the input form. Red asterisks (*) indicate metadata fields for which an entry is required.

Dataverse Add Data Search User Guide Support Jane Smith

*Asterisks indicate required fields

Citation Metadata

Title * Enter title... Add "Replication Data for" to Title

Author * Name * Smith, Jane Affiliation * +

Identifier Scheme * Select... Identifier *

Contact * Name * Smith, Jane Affiliation * +

E-mail * jsmith@email.gov

Description * This field supports only certain HTML tags. Text * +

Date * YYYY-MM-DD

Subject * Select...

3. Be sure that the entries adhere to representation rules where applicable:

Metadata Field	Description	Format	Example
Title *	Full title by which the Dataset is known	Title of Study, YYYY	SRA Covid-19 Response Team Adolescent Study, 2020
Author *			
Name *	The author's name or the name of the organization responsible for creating the work	Family Name, Given Name	Smith, Jane
Affiliation	The organization with which the author is affiliated		University of North Carolina at Chapel Hill
Identifier Scheme	Name of the identifier scheme		ORCID
Identifier	Unique identifier for the individual author or organization	Format according to the identifier scheme selected	0000-0000-0000-0000
Contact *			
Name	The name of the individual or organization responsible for this Dataset	Family Name, Given Name	Smith, Jane
Affiliation	The organization with which the contact is affiliated		University of North Carolina at Chapel Hill
Email *	The email address for the contact for the Dataset		janesmith@ex.unc.edu
Description *			
Text *	Summary text describing the purpose, nature, and scope of the Dataset. Please describe age of sample as well as other important demographic features.		Provide information about participants and procedure so that users understand the type of data.
Date	The date the description was written	YYYY-MM-DD	2022-01-05
Subject *	Domain-specific subject categories that are topically relevant to the Dataset	Select all subject categories that apply	Default selection is Social Sciences, Medicine, Health and Life Sciences, and Other, but please select all that apply.
Keyword	Key terms that describe important aspects of the Dataset. Please include key constructs or domains.	For multiple keywords, click on <input type="checkbox"/> to create additional keyword fields	Mental health, academic performance, family functioning, civic engagement.
Related Publication			
Citation	Full bibliographic citation for the related publication	Formal citation	Smith, J. (2020). SRA Covid-19 Response Team research study. <i>Research Journal</i> , 1(4), 15-20.
ID Type	The type of digital identifier used for the publication		DOI
ID Number	The identifier for the publication	Format according to the ID type selected	10.1177/XXX
URL	Link to the publication web page	URL	https://doi.org/10.1177/XXX
Notes	Additional important information about the Dataset. Notes would be used for more nuanced information outside of the fields provided in the submission template		Users may put a quick acknowledgement here, a note about the file structure, or even a note stating that users should thoroughly review the

			README for more information.
Grant Information	Information on Funding Agency		
Grant Agency			Society for Research on Adolescence
Grant Number			XYZ-#####
Depositor	Person depositing the data and the date it was deposited	Automatically generated by Dataverse	Dr. Jane Smith 2021-01-29
Language	Language of the Dataset		English
Date of Collection	Contains the start and end date(s) of the data collection period	YYYY-MM-DD	Start: 2019-01-05 End: 2019-12-05
Geospatial Metadata			
Geographic Coverage	Specifies the primary geographic location(s) where data were collected, if any.		
Country/Nation	Select from drop-down list of countries		United States
State/Province			North Carolina
City			Chapel Hill
Social Science and Humanities Metadata			
Unit of Analysis	Basic unit of analysis or observation that this Dataset describes, such as individuals, familiar/households, groups, institutions/organizations, administrative units, and more.		Mothers and their youngest child were recruited for this study.
Universe	Description of the population covered by the data in the file; the group of people or other elements that are the object of the study and to which the study results refer.		Families with middle school-aged children who reside in the US Southwest.
Time Method	The time method or time dimension of the data collection, such as panel, cross-sectional, trend, time-series, or other.		Data are longitudinal, with five annual waves of data collection and a daily diary assessment in wave two.
Data Collector	Individual, agency or organization responsible for administering the questionnaire or interview or compiling the data		Data were collected by research assistants at the University of North Carolina at Chapel Hill, USA.
Frequency	If the data collected includes more than one point in time, indicate the frequency with which the data was collected; that is, monthly, quarterly, or other.		Data were collected annually.
Sampling Procedure	Type of sample and sample design used to select the survey respondents to represent the population. May include reference to the target sample size and the sampling fraction.		Sample recruitment included flyers sent home from schools as well as social media ads.

Target Sample Size	Specific information regarding the target sample size, actual sample size, and the formula used to determine this.		500 mother-child dyads
Collection Mode	Method used to collect the data; instrumentation characteristics (e.g., telephone interview, mail questionnaire, or other).		Mothers and children completed observational assessments; children completed interviews; and mothers completed surveys.
Type of Research Instrument	Type of data collection instrument used. Structured indicates an instrument in which all respondents are asked the same questions/tests, possibly with precoded answers. If a small portion of such a questionnaire includes open-ended questions, provide appropriate comments. Semi-structured indicates that the research instrument contains mainly open-ended questions. Unstructured indicates that in-depth interviews were conducted.		A full list of instruments and measures is included in the MEASURES attachment for this file.
Characteristics of Data Collection Situation	Description of noteworthy aspects of the data collection situation. Includes information on factors such as cooperativeness of respondents, duration of interviews, number of call backs, or similar.		Data were collected in home-based assessments that lasted about 1 hour at each wave.
Actions to Minimize Losses	Summary of actions taken to minimize data loss.		Families were contacted every three months via newsletters and birthday cards. We also kept a tracking file for who to contact in case of relocation.
Weighting	The use of sampling procedures might make it necessary to apply weights to produce accurate statistical results. Describe criteria for using weights in the analysis of a collection. If a weighting formula or coefficient was developed, the formula is provided, its elements are defined, and it is indicated how the formula was applied to the data.		Study weights are available for analysis approximate regional race/ethnicity representation.
Response Rate	Percentage of sample members who provided information.		Of those responding to our ads, 95% attended the first wave of assessment and

			84% were retained by wave 5.
Notes +	General notes about this Dataset.		Measures were administered in either English or Spanish, based on family preference.
Type	Type of Note		
Subject	Note subject		
Text	Text for this note		




ADD FILES (OPTIONAL)

1. Beneath the metadata form in the Files tab, click on the **+ Select Files to Add** button to select the relevant files, or drag and drop the files into the file upload area.

The screenshot shows a web interface for adding files to a dataset. At the top, there is a 'Files' tab. Below it, a message states: 'For more information about supported file formats, please refer to the User Guide.' A section titled 'Upload with HTTP via your browser' contains the instruction 'Select files or drag and drop into the upload widget.' A button labeled '+ Select Files to Add' is highlighted with a red box. Below the button is a large grey area with the text 'Drag and drop files here.' At the bottom of the interface, there is a light blue tip box that reads: 'Metadata Tip: After adding the dataset, click the Edit Dataset button to add more metadata.' Below the tip box are two buttons: 'Save Dataset' and 'Cancel'.

2. Add file-level metadata to each file to provide additional descriptive information as necessary.

3 Files

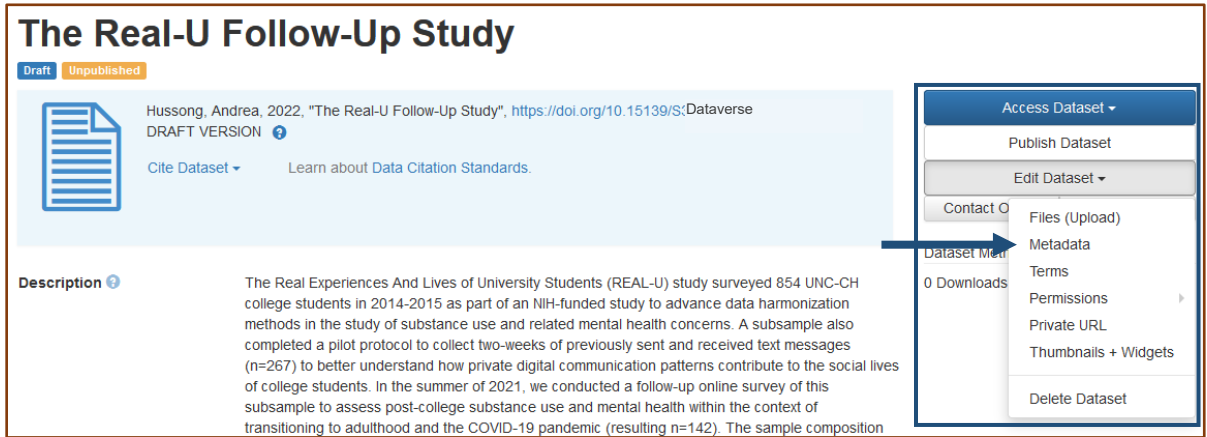
	File Name Demo_Codebook.pdf File Path <input type="text"/> Adobe PDF MD5: fa5077107d919c9821225581dd8e91b8;	Description <input type="text" value="Add file description..."/>	<input type="button" value="Edit"/>
	File Name Demo_Data.sav File Path <input type="text"/> SPSS Binary MD5: 15573598be038ac523e5fd23837fe77d;	Description <input type="text" value="Add file description..."/>	<input type="button" value="Edit"/>
	File Name Demo_Readme.txt File Path <input type="text"/> Plain Text MD5: 33989816603f67812c57758936735c62;	Description <input type="text" value="Add file description..."/>	<input type="button" value="Edit"/>

3. Once file upload is complete, click on the **Save Dataset** button.

Metadata Tip: After adding the dataset, click the Edit Dataset button to add more metadata.

SUBMIT THE DATASET FOR REVIEW

1. Before submitting the Dataset for review, inspect the record for any issues with the metadata (e.g. typos, incomplete entries, non-standard formatting). If edits are necessary, click on **Edit Dataset** located at the upper right side of the record and select **Metadata** from the drop-down box. This also provides an opportunity to add metadata to additional fields that are now visible in the form.



2. Once edits are completed, click on the **Save Changes** button at the bottom of the screen.



3. Review the Terms of Use language by clicking on **Edit Dataset** and selecting **Terms** from the drop-down box.



4. After making necessary edits to the Terms of Use language, click on the **Save Changes** button at the bottom of the screen.



- Once the record is ready for submission, click on **Publish Dataset** located at the upper right side of the record and select **Submit for Review**.

The Real-U Follow-Up Study

Draft **Unpublished**

Hussong, Andrea, 2022, "The Real-U Follow-Up Study", <https://doi.org/10.15139/S:Dataverse>
DRAFT VERSION ⓘ

[Cite Dataset](#) [Learn about Data Citation Standards.](#)

Description ⓘ

The Real Experiences And Lives of University Students (REAL-U) study surveyed 854 UNC-CH college students in 2014-2015 as part of an NIH-funded study to advance data harmonization methods in the study of substance use and related mental health concerns. A subsample also completed a pilot protocol to collect two-weeks of previously sent and received text messages (n=267) to better understand how private digital communication patterns contribute to the social lives of college students. In the summer of 2021, we conducted a follow-up online survey of this subsample to assess post-college substance use and mental health within the context of transitioning to adulthood and the COVID-19 pandemic (resulting n=142). The sample composition

- A dialogue will appear indicating that the dataset will be locked, and no changes will be able to be made to the dataset while in review. Click on the **Submit** button to proceed.

Submit for Review ⓘ

⚠ You will not be able to make changes to this dataset while it is in review.

Submit [Cancel](#)

- Once submitted, an Admin will review the record make any necessary edits. If the Admin requires that you make changes to the Dataset, you will receive an email notification prompting you to return to the Dataset record in the CADD to make the changes. Once the Admin has determined that the Dataset meets SRA Covid-19 Response Team Dataverse standards, they will publish the Dataset.