



Table 1. A resource comparison* of the *SELECT IF and MULT RESPONSE techniques for filtered marginals.

RESOURCE	*SELECT IF	MULT RESPONSE
NUMBER OF JOBS	2	1
KBYT-SEC	21,016	24,957
ELAP-KBS	180,493	73,752
READER EXCP**	93	31
PRINTER EXCP	14,630	3,844
PUBLIC DISK EXCP	10,476	360
PRIVATE DISK EXCP	10	5
TAPE EXCP	72	36
TAPE MOUNTS	2	1
COST	\$31.70	\$13.39
ELAPSED TIME	13.48 min.	6.23 min.

*Comparisons were performed on the University of Connecticut's Research Computer Center IBM 360/65 - IBM 370/155 systems running under OS and shared spool HASP. Local costs may vary from installation to installation.

**Each EXCP represents the "Execution of a channel program" and indicates the movement of one block of data.

The MULT RESPONSE procedure can further be extended to filtered bivariate tables by including a second BY statement on the TABLES card. This technique is not illustrated due to space limitations. Readers are referred to their local installations for further documentation of SPSS Version 7.0.

DISCUSSION PAPER/richard c. roistacher

The following article describes the work of Richard C. Roistacher and Barbara Noble at the Center for Advanced Computation at the University of Illinois. They are involved in the development of guidelines for the descriptive materials which accompany a data file.

A Source Documentation Style Manual

by
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Barbara Noble and Richard Roistacher of the University of Illinois' Center for Advanced Computation are currently developing a style manual for the documentation of machine readable data. The manual, which is being developed as part of a project funded by the U.S. Department of Justice's Law Enforcement Assistance Administration, is presently available in draft form. The manual, conforming to the



naming conventions of the U.S. Government's Federal Information Processing Standards, is titled LEAA Research Support Center Machine Readable Source Documentation System: User's Guide.

The style manual is designed to serve the needs of data producers, archivists, and users. It was developed from several current series of documentation, as well as from the LEAA project's experience in archiving a number of large criminal justice data files.

The manual gives an annotated example of each major section of the source documentation for a machine readable data file. The manual's major sections describe the cover, abstract, introduction, codebook, and appendices of source documentation. The section on the cover gives advice on the titling, authorship, and citation of files and documentation. The manual's chapters on the abstract and introduction sections gives a form for abstracts, and gives advice on how to describe the file's collection, methodological, and processing history. The chapter on the codebook section gives formats for data item blocks for several types of data. The chapter on appendices gives formats for listings of known errors, definitions of terms, dictionary descriptions, description of data shipments, and extended code listings.

At present, the examples in the manual cover only rectangular files of survey data. Additions to the manual will cover the documentation of hierarchical and other complex files, time series, network data, and generalized arrays.

The documentation manual is designed to be independent of any particular manual or computer based system for producing documentation. However, the LEAA project at the Center for Advanced Computation has developed a computer system for producing machine readable source documentation conforming to the manual. The system merges the information in an OSIRIS III data dictionary file into a file of documentation text. The documentation text is processed with the University of British Columbia's FMT document processing program to yield a finished codebook, which can be printed or copied to tape. The system will automatically reformat and reorder the documentation to match a data file which has been subsetted, reordered, or merged. New page numbers, tables of contents, cross references, and indices are generated by the FORMAT program without any intervention by the user. A later version of the system, which runs on IBM hardware, will extract format information from SPSS system files.

This winter, Noble and Roistacher will hold a conference on the documentation of machine readable data. One of the major purposes of the conference will be to expand and refine the current draft of the documentation style manual.

The authors would welcome advice and comments from data producers, archivists, and users. Copies of the current draft are available to interested people, and any comments would be welcome. Copies are available from Barbara B. Noble or Richard C. Roistacher, Center for Advanced Computation, University of Illinois, Urbana, IL 61801.

[Editor's Note: The meeting was held on October 27 and 28, 1977 in Boston. Revisions to the Manual were recommended. A full report will appear in the next issues of IASSIST as Roistacher and Noble further refine the Manual.]



DATA ORGANIZATION REGISTRY FORM June 1977

- 3.0 Affiliations
 3.1 Indicate the principal organizations with which the DO is affiliated:
 3.2 FISSA
 3.3 ECSSA
 3.4 ECPR
 3.5 ICPSR
 3.6 Roper Center
 3.7 Other (specify) _____
 3.8 _____
 3.9 _____
 4.0 Structure
 4.1 Funding _____

- Please indicate the percentage of funds received during the past year from the following sources:
 4.1.1 Private/non-profit organizations (incl. foundations) _____
 4.1.2 Commercial (profit-making) organizations _____
 4.1.3 National government (incl. Research Councils) _____
 4.1.4 Regional government (incl. provincial or state) _____
 4.1.5 Local government _____
 4.1.6 Other (specify): _____
 4.1.7 _____ Total 100%
 4.2 Service Community _____

- Indicate the percentage of service provided to each of the following during the past year:
 4.2.1 Your organization _____
 4.2.2 Your parent organization _____
 4.2.3 Academic communities _____
 4.2.4 Private/non-profit organizations _____
 4.2.5 Commercial (profit-making) organizations _____
 4.2.6 International community _____
 4.2.7 National government organizations _____
 4.2.8 Regional government organizations _____
 4.2.9 Local government organizations _____
 4.2.9 Total 100%
 4.3 Personnel _____

- 4.3.1 Number of full-time staff in man-years _____
 4.3.2 Number of administrative/managerial positions in man-years _____
 4.3.3 Number of secretarial/clerical positions in man-years _____
 4.3.4 Number of data acquisition positions in man-years _____
 4.3.5 Number of file development positions in man-years _____
 4.3.6 Number of user services positions in man-years _____
 4.3.7 Number of programmers/keypunchers in man-years _____
 4.3.8 Other positions in man-years (specify) _____
 4.3.9 Number of full-time employees _____
 4.3.10 Total number of part-time employees _____
 4.4 Computer _____
 4.4.1 Indicate how the DO pays for computer use:
 4.4.1.1 Budgeted funds _____
 4.4.1.2 Subsidy _____
 4.4.1.3 Combination of budgeted funds and subsidy _____

Data Organization Registry Form
 Version 1.0 June 1977
 This form concerns official policies and procedures of DATA ORGANIZATIONS. Respondents should complete the form on behalf of their Data Organization. ('DO' refers to the DATA ORGANIZATION.)
 This form was developed at the Western European ASSIST workshop in Copenhagen June 27-29, 1977.

Table of Contents

1.0 Identification 1
 2.0 Origin and History of Data Organization 3
 3.0 Affiliations 4
 4.0 Structure 5
 4.1 Funding 5
 4.2 Service Community 5
 4.3 Personnel 6
 4.4 Computer Use 7
 5.0 Functions of the Data Organization 10
 5.1 Publications 10
 5.2 Conferences and Seminars 12
 5.3 Topics and Courses 12
 6.0 Data Holdings 15
 Acknowledgements 20

- 1.0 Identification
 1.1.1 Date of completion of this form: _____
 1.1.2 Name of respondent: _____
 1.1.3 Position of respondent in DO: _____
 1.2.1 Official name of the DO: _____
 1.2.2 Acronym for official name: _____
 1.2.3 Mailing address of the DO: _____
 1.2.3.1 (Street) _____
 1.2.3.2 (City) _____
 1.2.3.3 (Country) _____
 1.2.3.4 (Postal code) _____
 1.2.3.5 (Cable address) _____
 1.2.4.1 Central telephone number for the DO: _____
 1.2.4.2 Central telephone number for the DO: _____
 1.2.4.3 Country code: _____
 1.2.4.4 Area code: _____
 1.2.4.5 Subscriber number: _____
 1.2.4.6 Telex number: _____
 1.3.1 Name of parent institution/organization of DO (if the DO has no parent organization, please write NONE): _____
 1.3.2 Please show the parent institution/organization is classified:
 1.3.2.1 None
 1.3.2.2 Academic institution
 1.3.2.3 Private non-profit organization
 1.3.2.4 Commercial (profit-making) organization
 1.3.2.5 National government
 1.3.2.6 Regional government (incl. provincial/state)
 1.3.2.7 Local government
 1.4 If the DO has no parent institution/organization, please indicate how you classify the DO with respect to the responses in 1.3.2. If the DO has a parent institution/organization, write 'not applicable'.
 1.5 Origin and history of the DO: _____
 2.0 Origin and history of the DO: _____
 Please provide a short paragraph which includes the most salient information.

5.1.2.4 Give a bibliographic reference for the most recent version of the DO's catalogue of holdings:

5.1.2.4.1 Author: _____
 5.1.2.4.2 Title: _____
 5.1.2.4.3 Date of publication: _____
 5.1.2.4.4 Publisher: _____
 5.1.2.4.5 Place of publication: _____
 5.1.3.1 Does the DO publish an information brochure: _____
 5.1.3.1.1 For users: _____
 5.1.3.1.2 For depositors: _____
 5.1.3.1.3 Complete brochure for users and depositors: _____
 5.1.4 If the DO publishes other types of documents, such as monographs, research reports, annual reports, research catalogues, programmer manuals, and the like, please give bibliographic references for the 5 most recent publications:

5.1.4.1.1 Author: _____
 5.1.4.1.2 Title: _____
 5.1.4.1.3 Date of publication: _____
 5.1.4.1.4 Publisher: _____
 5.1.4.1.5 Place of publication: _____
 5.1.4.2.1 Author: _____
 5.1.4.2.2 Title: _____
 5.1.4.2.3 Date of publication: _____
 5.1.4.2.4 Publisher: _____
 5.1.4.2.5 Place of publication: _____
 5.1.4.3.1 Author: _____
 5.1.4.3.2 Title: _____
 5.1.4.3.3 Date of publication: _____
 5.1.4.3.4 Publisher: _____
 5.1.4.3.5 Place of publication: _____
 5.1.4.4.1 Author: _____
 5.1.4.4.2 Title: _____
 5.1.4.4.3 Date of publication: _____
 5.1.4.4.4 Publisher: _____
 5.1.4.4.5 Place of publication: _____
 5.1.4.5.1 Author: _____
 5.1.4.5.2 Title: _____
 5.1.4.5.3 Date of publication: _____
 5.1.4.5.4 Publisher: _____
 5.1.4.5.5 Place of publication: _____
 5.2 Products and services:
 5.2.1 Indicate which of the following products or services are offered by the DO:
 5.2.1.1 Abstract writing _____
 5.2.1.2 Cataloging _____
 5.2.1.3 Data cleaning _____
 5.2.1.4 Data editing _____
 5.2.1.5 Data entry _____
 5.2.1.6 Data file copying _____
 5.2.1.7 Data provision for secondary analysis _____
 5.2.1.8 Field work _____
 5.2.1.9 Graphics _____
 5.2.1.10 Indexing _____
 5.2.1.11 Instrument construction _____
 5.2.1.12 Interpretive analysis and review _____
 5.2.1.13 Reference service _____
 5.2.1.14 Referral service _____
 5.2.1.15 Research design consultation _____
 5.2.1.16 Research contracts (conduct of entire project) _____

4.4.2 Please list the types of computers available to the DO and their ownership:

Manufacturer and model	DO	parent org.	owner	other
4.4.2.1	_____	_____	_____	_____
4.4.2.2	_____	_____	_____	_____
4.4.2.3	_____	_____	_____	_____
4.4.2.4	_____	_____	_____	_____
4.4.2.5	_____	_____	_____	_____

1.4.3 Can the DO process multipunched data? yes no

4.4.4 Indicate which of the following items the DO has access to:

4.4.4.1 800 BPI density _____
 4.4.4.2 5600 BPI density _____
 4.4.4.3 6250 BPI density _____
 4.4.4.4 3200 BPI density _____
 4.4.4.5 1600 BPI density _____
 4.4.4.6 800 BPI density _____
 4.4.4.7 556 BPI density _____
 4.4.4.8 Cassette tapes _____
 4.4.5 Indicate which of the following equipment the DO has access to:
 4.4.5.1 Magnetic card reader _____
 4.4.5.2 Optical character recognition device _____
 4.4.5.3 Paper tape reader _____
 4.4.5.4 Dismountable discs _____
 4.4.6 Indicate the number of the following devices that the DO has access to in its offices or elsewhere, and who owns these devices:

	where (number)	ownership (number)	DO	other
4.4.6.1 Terminals	_____	_____	_____	_____
4.4.6.2 Card reader	_____	_____	_____	_____
4.4.6.3 Key punch	_____	_____	_____	_____
4.4.6.4 Upper case line printer	_____	_____	_____	_____
4.4.6.5 Upper and lower case line printer	_____	_____	_____	_____
4.4.6.6 Card reader	_____	_____	_____	_____
4.4.6.7 Card reproducer	_____	_____	_____	_____
4.4.6.8 Paper tape reader	_____	_____	_____	_____
4.4.6.9 Magnetic card producer	_____	_____	_____	_____
4.4.7 Indicate additional hardware which the DO has access to (specify):	_____	_____	_____	_____
4.4.7.1	_____	_____	_____	_____
4.4.7.2	_____	_____	_____	_____
4.4.7.3	_____	_____	_____	_____
4.4.7.4	_____	_____	_____	_____
4.4.7.5	_____	_____	_____	_____

5.0 Publications of the Data Organization

5.1 Does the DO publish a newsletter? yes no

5.1.1 If a newsletter is published:

5.1.1.1 Name of newsletter: _____
 5.1.1.2 Frequency: _____
 5.1.1.3 Languages of publication: _____
 5.1.1.4.1 _____
 5.1.1.4.2 _____
 5.1.1.4.3 _____
 5.1.2 Does the DO publish a catalogue of its holdings? yes no

5.1.2.1 If a catalogue is published:

5.1.2.2 Frequency of publication: _____
 5.1.2.3 Languages of publication: _____
 5.1.2.3.1 _____
 5.1.2.3.2 _____
 5.1.2.3.3 _____

