

Delivery instructions for the Danish Data Archives and DDA Health

A data material includes:

- Questionnaire
- Further documentation (specification of the study, progress of the interviews, variables, weights, etc.)
- Data

Data must be electronic or machine-readable.

Delivery of a data material

The data material must be send to DDA as an attached file, on a disk or on CD-ROM. Furthermore, DDA should receive a completed localization form at the latest by delivery of the data.

Mail address: Danish Data Arhives
Islandsgade 10
5000 Odense C
Denmark

Email address: mailbox@dda.dk

Recommended formats:

Questionnaire: PDF, Word, or WordPerfect
Further documentation: Word, WordPerfect
Data: SPSS, SAS, STATA, ASCII or common spreadsheets

Names and relations among files

Files should be assigned a self-explanatory name. Relations among files must be obvious.

Sensitive personal data

If the data material contains personal data, eg. civil registration number, a special arrangement will be made.