SECTION 1.0 - DOCUMENT DESCRIPTION (Marked-up Document)

The document description section of codebook DTD is intended for information regarding the marked-up document itself, rather than the original codebook from which the electronic version may derive.

The Document Description, or codebook header, consists of bibliographic information describing the marked-up codebook, or document instance, itself; it contains the basic elements necessary to uniquely identify the marked-up codebook. Note that the Document Description also contains a citation section for the source documentation, that is, the hardcopy or electronic codebook that served as the source for the marked-up codebook.

Source: DDI Codebook

DTD Numbers	Tags
1.0	<docDscr>
1.1	<citation>
1.1.1	<titlStmt>
1.1.1.1	<titl>
1.1.1.2	<subTitl>
1.1.1.3	<altTitl>
1.1.1.4	<parTitl>
1.1.1.5	<IDNo>
1.1.2	<rspStmt>
1.1.2.1	<AuthEnty>
1.1.3	<prodStmt>
1.1.3.1	<producer>
1.1.3.2	<copyright>
1.1.3.3	<prodDate>
1.1.3.4	<prodPlace>
1.1.3.5	<software>
1.1.3.6	<fundAg>
1.1.3.7	<grantNo>
1.1.4	<distStmt>
1.1.4.1	<distrbtr>
1.1.4.2	<contact>
1.1.5	<serStmt>
1.1.5.1	<serName>
1.1.5.2	<serInfo>
1.1.6	<verStmt>
1.1.6.1	<version>
1.1.6.2	<verResp>
1.1.6.3	<notes>
1.1.7	<biblCit>
1.1.8	<holdings>
1.4	<docScr>
1.4.1	<titlStmt>

| 1.4.1.1 | <titl> |
| 1.4.1.5 | <IDNo> |

Description of tags and working examples

1.0   <docDscr>   Document Description

- Optional
- Repeatable
- Attributes: ID, xml:lang, source

Description: The Document Description consists of bibliographic information describing the DDI-compliant document itself as a whole. This Document Description can be considered the wrapper or header whose elements uniquely describe the full contents of the compliant DDI file. Since the Document Description section is used to identify the DDI-compliant file within an electronic resource discovery environment, this section should be as complete as possible. The author in the Document Description should be the individual(s) or organization(s) directly responsible for the intellectual content of the DDI version, as distinct from the person(s) or organization(s) responsible for the intellectual content of the earlier paper or electronic edition from which the DDI edition may have been derived. The producer in the Document Description should be the agency or person that prepared the marked-up document. Note that the Document Description section contains a Documentation Source subsection consisting of information about the source of the DDI-compliant file-- that is, the hardcopy or electronic codebook that served as the source for the marked-up codebook. These sections allow the creator of the DDI file to produce version, responsibility, and other descriptions relating to both the creation of that DDI file as a separate and reformatted version of source materials (either print or electronic) and the original source materials themselves.

1.1   <citation>   Bibliographic Citation

- Optional
- Not Repeatable
- Attributes: ID, xml:lang, source, MARCURI

Description: Bibliographic information describing the electronic codebook, including title information, statement of responsibility, production and distribution information, series and version information. A MARCURI attribute is provided to link to the MARC record for the citation

1.1.1   <titlStmt>   Title statement

- Mandatory
- Not Repeatable
- Attributes: ID, xml:lang, source

Title statement for the marked-up document. Contains the following sub-elements:

1.1.1.1   <titl>   Title

- Mandatory
- Not Repeatable
- Attributes: ID, xml:lang, source

Description: Contains the full authoritative title of marked-up codebook. The marked-up codebook title will in most cases be identical to the title for the data collection (2.1.1). A full title should indicate the geographic scope of the data collection as well as the time period covered. Equivalent to Dublin Core Title.

Source: STC Online Catalogue, BiblioCat (STC's Library Catalogue)

Example:

<titl>**Survey of Household Spending, 2002 [Canada]**</titl>

<titl>**Survey of Consumer Finances, 1998 [Canada]: Census Families, 1997 Income**</titl>

<titl>**Domestic Violence Experience in Omaha, Nebraska, 1986-1987 [Nebraska, USA]**</titl>

<titl>**Youth Smoking Survey, 2002 [Ontario, Canada]**</titl>

<titl>**Canadian Community Health Survey, Cycle 3.1, HSS1 File, 2005**</titl>

1.1.1.2   <subTitl>   Subtitle

- Optional
- Repeatable
- Attributes: ID, xml:lang, source

Description: A subtitle is a secondary title used to amplify or state certain limitations of the main title. It may repeat information already in the main title.

Source: STC Online Catalogue, BiblioCat (STC's Library Catalogue)

Example:

<subTitl>**Census Families, 1997 Income**</subTitl>

<subTitl>**HSS1 File, Health Utility Index (HUI), Fruit and Vegetable Consumption and Labour Force (long form), 2005**</subtitle>

1.1.1.3   <altTitl>   Alternate Title

- Optional
- Repeatable
- Attributes: ID, xml:lang, source

Description: The alternative title may be the title by which a data collection is commonly referred to or it may be an abbreviation for the title.

Source: STC Online Catalogue, BiblioCat (STC's Library Catalogue)

Example:

<altTitl>**SHS 2002**</altTitl>

<altTitl>**SCF 1998**</altTitl>

<altTitl>**CCHS, 3.1, HSS1, 2005**</altTitl>

1.1.1.4   <parTitl> Parallel Title

- Optional
- Repeatable
- Attributes: ID, xml:lang, source

Description: Title translated into another language.

Source: STC Online Catalogue, BiblioCat (STC's Library Catalogue)

Example:

<parTitl>**Enquête sur les dépenses des ménages, 2002 [Canada]**</parTitl>

1.1.1.5   <IDNo>   Identification Number

- Optional
- Repeatable
- Attributes: ID, xml:lang, source, agency, level

Description: Unique string or number (producer's or archive's number) for the marked-up document. An "agency" attribute is supplied. Equivalent to Dublin Core Identifier.

Source: STC Online Catalogue, BiblioCat (STC's Library Catalogue)

Example:

<IDNo agency="**DRC**">**SHS2002**</IDNo>

<IDNo agency="**DRC**">**PN5102**<IDNo>

<IDNo agency= "**STC**">**CCHS3_1_HSS1_2005**</IDNo>

1.1.2   <rspStmt>   Responsibility statement

- Optional
- Not Repeatable
- Attributes: ID, xml:lang, source

Description: Responsibility for the creation of the marked-up codebook. Contains the following elements:

1.1.2.1   <AuthEnty>   Author Entity

- Optional
- Repeatable
- Attributes: ID, xml:lang, source, affiliation

Description: The person, corporate body, or agency responsible for the marked-up document's substantive and intellectual content. Repeat the element for each author, and use "affiliation" attribute if available. Invert first and last name and use commas. Author of data collection (2.1.2.1) maps to Dublin Core Creator element. Inclusion of this element in codebook is recommended.

The "author" in the Document Description should be the individual(s) or organization(s) directly responsible for the intellectual content of the DDI version, as distinct from the

person(s) or organization(s) responsible for the intellectual content of the earlier paper or electronic edition from which the DDI edition may have been derived.

Example:

<AuthEnty affiliation="**Statistics Canada, Special Surveys Division**">**Boyle, Eve**</AuthEnty>

1.1.3   <prodStmt>   Production statement

- Optional
- Not Repeatable
- Attributes: ID, xml:lang, source

Description: Production statement for the marked-up document. Contains the following elements:

1.1.3.1.   <producer>   Producer

- Optional
- Repeatable
- Attributes: ID, xml:lang, source, abbr, affiliation, role

Description: The producer of the marked-up document is the person or organization with the financial or administrative responsibility for the physical processes whereby the marked-up document was brought into existence. Use the role attribute to distinguish different stages of involvement in the production process, such as original producer. Equivalent to Dublin Core Publisher.

Example:

<producer abbr="**DRC**" affiliation="**University of Guelph, Guelph, Ontario, Canada**">
     Data Resource Centre
     </producer>

<producer abbr="**DLI**" affiliation="**Statistics Canada**">
     Data Liberation Initiative</producer>

     <producer abbr="**SSD**" affiliation="**Statistics Canada**">
     Special Surveys Division</producer>

1.1.3.2   <copyright>   Copyright

- Optional
- Not Repeatable
- Attributes: ID, xml:lang, source

Description: Copyright statement for the marked-up document. Equivalent to Dublin Core Rights.

Example:

<copyright>**Copyright© Data Resource Centre, University of Guelph, 2004**
</copyright>

<copyright>**Copyright© Statistics Canada, Data Liberation Initiative, 2007**
</copyright>

<copyright>**Copyright© Statistics Canada, Special Surveys Division, 2007**
</copyright>

1.1.3.3   <prodDate>   Production Date

- Optional
- Repeatable
- Attributes: ID, xml:lang, source, date

Description: Date the marked-up document was produced (not distributed or archived). The ISO standard for dates (YYYY-MM-DD) is recommended for use with the date attribute. Equivalent to Dublin Core Date.

Example:

<prodDate date="**2004-06-07**"> **June 7, 2004**</prodDate>

1.1.3.4   <prodPlace>   Production Place

- Optional
- Repeatable
- Attributes: ID, xml:lang, source

Description: Address of the archive or agency that produced the marked-up document.

Example:

<prodPlace>**Ottawa, Ontario: Carleton University**</prodPlace>

1.1.3.5   <Software>   Software

- Optional
- Repeatable
- Attributes: ID, xml:lang, source, version, date

Description: Software used to produce the marked-up document. A "version" attribute permits specifications of the software version number. The "date" attribute is provided to enable specification of the date (if any) for the software release. The ISO standard for dates (YYYY-MM-DD) is recommended for use with the date attribute.

Example:

<software **version="1.0">Arbortext Adept Editor**</software>

1.1.3.6   <fundAg>   Funding Agency

- Optional
- Repeatable
- Attributes: ID, xml:lang, source, abbr, role

Description: The source(s) of funds for production of the marked-up document and any related information. If different funding agencies sponsored different stages of the production process, use the role attribute to distinguish them.

Example:

<fundAg>**Environics, [Ottawa, Canada]**</fundAg>

1.1.3.7   <grantNo>   Grant Number

- Optional
- Repeatable
- Attributes: ID, xml:lang, source, agency, role

Description: The grant/contract number of the project that sponsored the markup effort. If more than one, indicate the appropriate agency using the "agency" attribute. If different funding agencies sponsored different stages of the production process, use the role attribute to distinguish the grant numbers.

Example:

<grantNo>**Award for the Prettiest Research, Grant #28745B**</grantNo>

1.1.4   <distStmt>   Distributor Statement

- Optional
- Not Repeatable
- Attributes: ID, xml:lang, source

Description: Distribution statement for the marked-up document

1.1.4.1   <distrbtr>   Distributor

- Optional
- Repeatable
- Attributes: ID, xml:lang, source, abbr, affiliation, URI

*Description:*The organization designated by the author or producer to generate copies of particular marked-up documentation including any necessary editions or revisions. Names and addresses may be specified and other archives may be co-distributors. A URI attribute is included to provide an URN or URL to the ordering service or download facility on a website.

Example:

<distrbtr abbr="**DRC**" affiliation="**University of Guelph**" URI="**http://tdr-tug-libraries.on.ca**">
    Guelph, Ontario: University of Guelph, Data Resource Centre
    </distrbtr>

<distrbtr abbr="**DRC**" affiliation="**Carleton University**"
URI="**http://library.carleton.ca/ssdata/index.html**">
    Ottawa, Ontario: Carleton University, Data Resource Centre
    </distrbtr>

<distrbtr abbr="**DLI**" affiliation="**Statistics Canada**" URI=
    "**http://www.statcan.ca/english/Dli/dli.htm**">
    Ottawa, Ontario: Statistics Canada, Data Liberation Initiative
    </distrbtr>

1.1.4.2   <contact>   Contact

- Optional
- Repeatable
- Attributes: ID, xml:lang, source, affiliation, URI, email

Description: Names and addresses of individual(s) responsible for the marked-up document. Individuals listed as contact persons will be used as resource persons regarding problems or questions raised by the user community. The URI attribute should be used to indicate a URN or URL for the homepage of the contact individual. The email attribute is used to indicate an email address for the contact individual.

Example:

<contact affiliation="**Statistics Canada**" email="**hardlin@statcan.ca** URI=**http://www.statcan.ca**>**Harding-Devries, Linda**</contact>

1.1.5   <serStmt>   Series Statement

- Optional
- Not Repeatable
- Attributes: ID, xml:lang, source, URI

Description: Series statement for the marked-up document. The URI attribute is provided to point to a central Internet repository of series information.

1.1.5.1 <serName>   Series Name

- Optional
- Repeatable
- Attributes: ID, xml:lang, source, abbr

Description: The name of the series to which the marked-up document belongs. This will probably be the same as the Series Name for the study or data collection (2.1.5.1). *Source:* Microdata User Guide, IMDB

Source: IMDB, Microdata User Guide

Example:

<serName abbr="**SHS**">**Survey of Household Spending**</serName>

1.1.5.2 <serInfo>   Series Information

- Optional
- Repeatable
- Attributes: ID, xml:lang, source

Description: Contains a history of the series and a summary of those features that apply to the series as a whole. This will probably be the same as the Series Information for the study or data collection (2.1.5.2).

Source: IMDB, Microdata User Guide

Example:

<serInfo>**The Survey of Household Spending is a biennial survey of the spending habits of individuals plus an inventory of household equipment.** </serInfo>

1.1.6   <verStmt>   Version Statement

- Optional
- Repeatable
- Attributes: ID, xml:lang, source

Description: Version statement for the marked-up document. Contains the following sub-elements:

1.1.6.1   <version>   Version

- Optional
- Not Repeatable
- Attributes: ID, xml:lang, source, date, type

Description: Also known as release or edition. If there have been substantive changes in the marked-up document since its creation, this statement should be used. The ISO standard for dates (YYYY-MM-DD) is recommended for use with the date attribute.

Example:

<version type="**version**" date="**2000-01-01**">**Second Version** </version>

1.1.6.2   <verResp>   Version Responsibility of Change

- Optional
- Repeatable
- Attributes: ID, xml:lang, source, type

Description: Used to indicate the organization or person responsible for the version of the marked-up document.

Example:

<verResp>**Special Surveys Division, Statistics Canada**</verResp>

1.1.6.3   <notes>   Notes

- Optional
- Repeatable
- Attributes: ID, xml:lang, source, type, subject, level, resp

Description: Used to indicate additional information regarding the version or the version responsibility statement for the marked-up document, in particular to indicate what makes a new version different from its predecessor. "Notes" sections appear in several places in the DTD. The attributes for notes permit a controlled vocabulary to be developed (type and subject), the level of the DTD to which the note refers to be identified (study, file, variable, etc.), and the author of the note to be indicated (resp).

Example:

<notes resp="**Smith, Jane**">**Additional information on derived variables**

has been added to this marked-up version of the documentation. **Include date of latest change (YYYY-MM-DD).**</notes>

1.1.7   <biblCit>   Bibiliographic Citation

- Optional
- Not Repeatable
- Attributes: ID, xml:lang, source, format

Description: Complete bibliographic reference containing all of the standard elements of a citation that can be used to cite the work. The "format" attribute is provided to enable specification of the particular citation style used, e.g., APA, MLA, Chicago, etc.

Example:

<biblCit format="APA"> **Perry, C.M. and Edwards, A.M. Survey of Household Spending, 2003 [Codebook file]. Guelph, Ontario: Data Resource Centre. University of Guelph [producer and distributor] 2005.**</biblCit>

1.1.8   <holdings>   Holdings Information

- Optional
- Repeatable
- Attributes: ID, xml:lang, source, location, callno, URI

Description: Information concerning either the physical or electronic holdings of the cited work. Attributes include: location--The physical location where a copy is held; callno--The call number for a work at the location specified; and URI--A URN or URL for accessing the electronic copy of the cited work.

Example:

<holdings location="**DRC University of Guelph**" URI="**http://nesstar.tdr.uoguelph.ca/CONSUM/SHS/2002/DOCS/**">**DRC XML Codebook**</holdings>

1.4   <docDsrc>   Document Source

- Optional
- Repeatable
- Attributes: ID, xml:lang, source, MARCURI

Description: Citation for the source document. This element encodes the bibliographic information describing the source codebook, including title information, statement of responsibility, production and distribution information, series and version information, text of a preferred bibliographic citation, and notes (if any). Information for this section should be taken directly from the source document whenever possible. If additional information is obtained and entered in the elements within this section, the source of this information should be noted in the source attribute of the particular element tag. A MARCURI attribute is provided to link to the MARC record for this citation

1.4.1   <titlStmt>   Title Statement

- Mandatory
- Not Repeatable
- Attributes: ID, xml:lang, source

Description: Title statement for the source document.

1.4.1.1 <titl>   Title

- Mandatory
- Not Repeatable
- Attributes: ID, xml:lang, source

Description: Contains the full authoritative title of the source document. The source document title will in many cases be identical to the title for the marked-up document. If the source document contains no title, the title provided in this element should indicate the geographic scope of the data collection as well as the time period covered.

Source: Microdata User Guide, BiblioCat (STC's Library Catalogue)

Example:

<titl>**Survey of Household Spending, 2002 [Canada]**</titl>

<titl>**Suvey of Consumer Finances, 1998 [Canada]: Census Families, 1997 Income**</titl>

<titl>**Youth Smoking Survey, 2002 [Ontario, Canada]**</titl>

<titl>**Canadian Community Health Survey, Cycle 3.1, HSS1 File, 2005**</titl>

1.4.1.5 <IDNo>   Identification Number

- Mandatory
- Not Repeatable
- Attributes: ID, xml:lang, source, agency

Description: Unique string or number (creator's number) for the source document. An "agency" attribute is supplied.

Source: STC Online Catalogue, BiblioCat (STC's Library Catalogue)

Example:

<IDNo agency="**Statistics Canada**">**SHS2002**</IDNo>

Example of Complete DDI compliant codebook for Section 1.0 Document Description

```xml
<?xml version="1.0" encoding="UTF-8" ?>
- <codeBook version="2.0" ID="62M0004-XCB 2002">
- <docDscr>
- <citation>
- <titlStmt>
  <titl>Survey of Household Spending,  2002 [Canada]</titl>
  <subTitl />
  <altTitl>SHS 2002</altTitl>
  <parTitl>Enquête sur les dépenses des ménages, 2002 [Canada[</parTitl>
  <IDNo agency="DRC">SHS2002</IDNo>
    </titlStmt>
- <rspStmt>
  <AuthEnty affiliation="University of Guelph, Data Resource Centre">Perry, Carol</AuthEnty>
  <AuthEnty affiliation="University of Guelph, Data Resource Centre">Edwards, Michelle</AuthEnty>
    </rspStmt>
- <prodStmt>
  <producer abbr="DRC" affiliation="University of Guelph, Guelph, Ontario, Canada">Data Resource Centre</producer>
  <copyright>Copyright(c) Data Resource Centre, University of Guelph, 2004</copyright>
  <prodDate date="2004-11-01">November 01, 2004</prodDate>
  <prodPlace>Guelph, Ontario, Guelph University</prodPlace>
  <software version="2.1 Beta 9" date="2003-11-14">Nesstar Publisher</software>
  <fundAg>Environics, [Ottawa, Canada]</fundAg>
  <grantNo>Award for the Prettiest Research, Grant #28745B</grantNo>
    </prodStmt>
- <distStmt>
  <distrbtr abbr="DRC" affiliation="University of Guelph" URI="http://tdr-tug-libraries.on.ca">Guelph, Ont: University of Guelph, Data Resource
      Centre</distrbtr>
  <contact affiliation="Statistics Canada" email="hardlin@statcan.ca  URI="http://www.statcan.ca"> Harding-Devries, Linda</contact>
    </distStmt>
- <serStmt>
  <serName>Survey of Household Spending [Canada]</serName>
 <serInfo>The Survey of Household Spending is a biennial survey of the spending habits of individuals plus an inventory of household
      equipment.<serInfo />
    </serStmt>
- <verStmt>
  <verResp />
```

```xml
<version>DRC Version 1.0</version>
<notes />
    </verStmt>
  <biblCit format="APA"> Perry, C.M. and Edwards, A.M.  2005. Survey of Household Spending 2003 [Codebook file].  Data Resource Centre.
      University of Guelph, Guelph ON: [producer and distributor].
  </biblCit>
<holdings location="DRC University of Guelph" URI="http://nesstar.tdr.uoguelph.ca/CONSUM/SHS/2002/DOCS/shs2002.xml">DRC XML
      Codebook</holdings>
- <docSrc>
- <titlStmt>
<titl> Survey of Household Spending, 2002 [Canada]</titl>
<IDNo>SHS2002</IDNo>
    </titlStmt>
    </docSrc>
    </citation>
    </docDscr>
```