Guidelines for reviewing the overall quality and functionality of a NADA catalog.

DESIGN ELEMENTS

Links from main website Homepage to the NADA site	The NADA link should be displayed prominently on the main site
Links from the NADA site back to the homepage	The main website's link should be prominent on the NADA site
Other links	All links on the NADA site should be valid (no broken links)
Integration with main website	The NADA pages should be integrated into the main website/ or customised to give the impression that the client is still on the main website e.g. match the design and colours of the main site
Branding	The branding of the institution should be used on the NADA site, including the name and country
Static pages	Text in static pages should be informative
	Text in static pages should be grammatically correct and spelled correctly
	Texts should be customised to regional versions of a language when appropriate, e.g. SA vs US English

INTRODUCTORY NOTES

NADA information	The NADA 3.0 site should include a concise introduction to the application, including the purpose of this tool, and intended users.
Contact information	The physical address, telephone numbers and website address of the data provider should be available on the site. An email address should also be included; preferably, this will not be a personal address byut an institutional one (e.g., contact@dataarchive.org).
Data access information	The site should include a note on the required procedures enabling access to the data and documentation. This section should be fully consistent with the terms of the licensed files agreement form used by the application, and with the "Access policy" that might be included in the DDIs.

NADA REGISTRATION PROCEDURE

Registration links	The registration procedure will only function if the email settings in the NADA have been configured for this. Has email been configured and tested?
NADA sends emails	*The NADA and server are configured to send emails. Applies to user registration, licensed request review and forgot password. Has this been tested?*
Registration procedure	The links for instructions for returning clients who forget their passwords should function – as above

DATA DISCOVERY

Data dissemination policy information	The NADA website should include policy notes with regard to data dissemination. This should include an explanation of the data access types e.g. direct access, public use files, licensed access , enclave
Search filters	The country filter should be disabled if studies are not multi-country studies, or changed to a regional filter, if appropriate
	The collection date needs to be added to the metadata (DDI) in order for the date filter to work
	The topics field also needs to be completed in the metadata (DDI) for the topics search filter to work. If you have not used a consistent taxonomy of topics in the DDIs, or if topics are available in only a few DDIs in your collection, do not include this filter by topic.
Study details	Study IDs should display consistently in the standard chosen by the institution
	For regional NADAs, check that the same country is not displayed twice in the "Filter by country". This would happen if the same country name has been spelled differently in different DDIs. The solution to this is to edit the DDI files. (In a future version of NADA, we will implement a system which will allow the administrator to define "synonyms" to solve the problem without having to

	modify the DDIs.
	Study titles should display in a consistent format, e.g. in a standardised sentence case.. The study title should not include the country name as this is taken from another DDI element. The survey year(s) should be part of the title.
	Study details should be correctly spelled - incorrect spelling compromises the quality of the output
	Where alternative versions of studies are included this should be clearly specified e.g. full census/10% sample of the census. When both a "master dataset" and an "adaptation" are in the catalog, the title of the adaptation should be the exact same as that of the master, followed by some information about the adaptation. For example, if the catalog contains the metadata on the full census ("master"), and a subset of records and variables ("adaptation") the titles would look like: - Population and Housing Census 2010 - Population and Housing Census 2010 – 10 percent subsample This rule will guarantee that, when sorted alphabetically, the adaptation is always displayed immediately below the master.
	Data files need to be defined in the NADA as "microdata" or "database" and the access type set up in order to be available for download
Data access link	If a decision has been made to share the microdata, the microdata should be attached\uploaded.
Correct Data Attached	If a decision has been made to share the microdata, the **correct** data for the study has been attached\uploaded.
Data access form	The data access form should be customised for your institution – i.e. not the generic form provided with the NADA
Licensed data option	If your organisation has a policy to share data, and the data is suitably anonymized, consider using the public access type to save administrative work
Data enclave access link	This link should include an explanation of the nature and purpose of data enclaves/research data centres
Access form Customised	The data enclave access form should be customised for your organisation, not the generic form provided with the NADA
Data Enclave	It is not appropriate to use this option if no facility exists for this access option

DATA FILES

Data file format	Microdata files should be available in at least one of the formats of commonly used for statistical analysis programmes e.g. Stata, SPSS, SAS, ASCII with syntax files
	If the microdata files are available to be shared they should be uploaded
	Microdata files should be zipped if they are numerous, to support downloading in areas with low bandwidth
Data File content	Data files for dissemination should be optimised for use e.g. with variable and value labels included.

METADATA

Metadata	The DDI based metadata should be validated in the Microdata Management Toolkit before being uploaded
Metadata	Print -friendly and PDF versions of the metadata should be provided
Metadata	All fields of the metadata should be completed
Links to documentation	Links to questionnaires, survey reports, maps and other documents related to the survey should be available from the metadata page, and should link to the correct resources e.g. the correct documents are attached to a study.
Documentation	Data entry, editing and tabulation programs should also be provided, where available
	Supporting documents should be available in PDF and (and in original format as well, if possible)
	Confidential documentation should not be included, e.g. completed questionnaires, confidential communications

	Where documentation is extensive, e.g. many excel tables - the files should be zipped to support downloading
CITATIONS	
Citations	Each study should include a link to citations of publications that have used the data from the study
	Cited works that have used multiple studies should have links from all related studies
	Citations should include valid links to cited works, where possible, or at least to sites from where the publications may be purchased
NADA ADMINISTRATION	
NADA administration - reports	Reports generated from log files maintained by the application should be used to monitor how the NADA application is being used by the organisation e.g. many red crosses in the Study Statistics report means this tool is not being used optimally to support clients' data needs .Under site administration on your dashboard you can see how many users you have – if there are many inactive users this means that people have registered but not confirmed their emails and therefore not completed their registration and more than likely this is because your NADA 3.0 emailing setup is not working i.e. clients are not getting the email with the link to confirm their registration - study statistics have been run? - red crosses have been dealt with?
	Statistics from the NADA Reports should be used to support the work of the organisation e.g. to indicate to funders the value of the work being undertaken
	A NADA catalog should have more than one administrator (but not more than is absolutely needed – for security reasons) to avoid locking all data/metadata if one administrator is not available. All administrators should have a password with a sufficient level of complexity (use numbers, capital/small letters, special characters, and at least 8 to 10 characters.