*Desirable documentation which would facilitate the task of secondary analysts*

An orientation to the project:

1. **Record of publications, presentations** etc which explain and/or draw on the archived data.
2. **Research design**
   a) Brief context and logic of research design (in each data collection period if appropriate).
   b) Is research exploratory or question driven? What are the questions?
   c) What is the fit with Timescapes logic? Description of qualitative longitudinal design, including account of the kind of QL study undertaken. What are the key questions which benefit from the longitudinal design?

3. What were the **sampling decisions** and how do they relate to the research questions?
   a) Was the desired sample achieved? How does the sample relate to wider empirical evidence across the population and/or theoretical issues?
   b) Are there implicit as well as planned ways in which the sample is structured (for example, does opting into the study have implications for understanding the extent to which participants 'stand for' a wider population, or provide insights into wider experiences (e.g. even within their target populations, studies will often recruit particular kinds of people, in respect of background, education, identification with project aims etc). Would it be helpful to offer reflections/insights into this?

4. **An overview of what data is provided as part of the project.**

5. Projects would usefully supply **a descriptive profile of each participant**

   What form should this take? A descriptive profile could relate to units of data (interview; diary; by wave); and/or could be an overview of the participant. Ideally it would be both.
   Most useful would be a descriptive but broadly 'factual' account, describing a person's circumstances, biography, key life course changes, family/household context, etc and an indication of the points at which they were interviewed.

   It is sometimes said that which facts to include will reflect the primary analysts' interests, and may encourage particular readings of the data. However, if it is broadly 'factual' and follows a similar format across the projects would certainly facilitate the work of re-users.

6. **Relevant contextual information**?
   We propose inclusion of information about the context of interviews (or other forms of data collection) if this is deemed relevant to secondary analysts. We do not document precisely what contextual information would be usefully supplied: this is being steered by project teams themselves and by the Timescapes Archive team. We suggest that it would be useful (with Bishop 2006) to think of different levels of

context. At the most detailed level this could pertain to annotations within transcripts (see endnote 2). At a meso level it could pertain to notes about the fieldwork context. At a macro level it could usefully include notes regarding the broader socio-demographic, economic and social policy context in which the research was conducted.

7. An opportunity to **highlight areas within the data which might be rich for (further) analysis**. Should projects take an opportunity to state areas they think might be ripe for analysis by secondary analysts? This might be construed as overly directional. Alternatively it could be construed as an additional resource for secondary users (including students who might come to the material with exploratory purpose).