Manpower Utilization Quasi-longitudinal Data：2018-2019

User Guide

Ⅰ. The Center for Survey Research (CSR), Research Center for Humanities and Social Sciences Academia Sinica reorganizes the data and releases files which include SPSS dataset, STATA dataset, SAS dataset, code book, and user guide.

Ⅱ. Overall

The Manpower Utilization Survey, conducted annually by the Directorate General of Budget, Accounting and Statistics (DGBAS), Executive Yuan since 1978, is the most important survey on total labor force and manpower in Taiwan. The survey is a both quasi-longitudinal and cross-sectional study. Because each household is surveyed twice and then replaced, approximate a half of the final sample in two consecutive years can be incorporated. Survey Research Data Archive (SRDA) incorporates the data collecting from the same sample in two consecutive years into another new dataset. In spite of only two time points, an aggregation of the incorporated datasets with the characteristics similar to longitudinal panel study are named as "Manpower Utilization Quasi-Longitudinal Survey Database ".

The requirements of sample incorporation provided by SRDA include household, same-sex, age at the second wave that equals to the first wave plus one, and education level at second wave that is the same or higher than the first wave.

Ⅲ. Released File Description

1. User guide

userguide18_19.docx	including released file description, guideline for data validation and usage, guideline for citation and contact us etc.

2. Datasets

mergemp18_19.sav	SPSS dataset
mergemp18_19.dta	STATA dataset
mergemp18_19.sas7dat	SAS dataset

3. Code book

code18_19.docx	Code book

III. **Guideline for data validation and usage**

1. Skip, N/A/ or missing values in the dataset for the original Manpower Utilization Survey are shown as ".".

2. Concerning released file description, the number shown in the file name refers to the last two digits of the year (A.D.). (e.g., 18=2018)

3. The column widths of variable label and value description in the STATA are limited to 80 and 40 bytes, respectively, so the STATA dataset shows only the first 80 bytes as variable label, and the first 40 bytes as value description. In case of cut-off contexts, please see code book.

4. CSR has checked wild codes and out-of-range values to validate and clean data. There was no abnormality found.

5. Please be attentive if "system missing" may not be listed in the variable value because of the design of skip question (N/A), missing/no response and so on.

IV. **Guideline for citation**

Citation, based upon the requirement of various journals, theses or dissertations, can be revised.

Center for Survey Research, Research Center for Humanities and Social Sciences, Academia Sinica (2020). Manpower Utilization Quasi-longitudinal Data：2018-2019 (AC010040) [data file]. Available from Survey Research Data Archive, Academia Sinica. doi:10.6141/TW-SRDA-AC010040-1.

V. **The data are for research use only. Users must abide by the following rules:**

1. Users are forbidden to distribute the data to other people.

2. The data are for research use only, not for commercial or profit-making purposes.

3. Users shall not attempt to identify individuals from the dataset provided. In the case of inappropriate use of data, causing damages to the rights of others, the user will be subject to liability for compensation to SRDA, the data provider and the relevant third parties.

4. Users shall stop using the data and immediately report to SRDA the incident, if they discover that a certain technique or method makes it possible to re-identify individuals from the dataset or that specific information in the dataset

is likely to violate others' privacy rights or legal interests.

5. Users must make efforts to ensure that the data are properly secured, including creating a safe storage environment and protecting the data from disclosure to unauthorized parties.

6. SRDA has the right to cancel the authorization for certain users' data access at any time for legitimate reasons or when a user has been found to violate related data usage rules or laws. In such cases, the user shall raise no objection or request for any forms of compensation from SRDA or the data provider.

7. Users shall include the data citation in the reference list of their publications, if written based on the data. Please see an example listed above in the Guidelines for Citation.

VI. Contact us

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The above contents are edited by the Center for Survey Research, Research Center for Humanities and Social Sciences, Academia Sinica, Taipei, Taiwan. Please respect research ethics. Data use is limited to applicants only. Please do not copy or forward to others.