

SYDNEY CONSERVATORIUM OF MUSIC RESEARCH DATA MANAGEMENT PROVISIONS 2015

1 Purpose and Application

- (1) These provisions give practical effect to the [Research Data Management Policy 2014](#) (“the Policy”) and [Research Data Management Procedures 2015](#) (“the Procedures”) within the Sydney Conservatorium of Music (“the SCM”).
- (2) These provisions apply to University staff, research students and affiliates in the SCM.

2 Commencement

- (1) These provisions commence on 13 March 2015.

3 Definitions

Words and phrases used in these provisions and not otherwise defined in this document have the meanings they have in the Policy and Procedures.

Note: See clause 6 of the Policy and clause 3 of the Procedures.

PARADISEC means the Pacific and Regional Archive for Digital Sources in Endangered Cultures.

4 Identification of research data and primary materials to be retained

- (1) The definition of research data and the nature of such data and materials varies greatly between disciplines within the SCM. As a minimum, research data to be retained is that which substantiates research publication or other reportable research outputs.

Note: See Schedule 1 of these provisions for discipline examples of research data and materials to be retained by researchers and research students in the SCM.

- (2) When deciding what research data and primary materials to retain, chief investigators and research students (in consultation with their research supervisors) must:
 - (a) determine which research data and primary materials must be retained to justify the outcomes of their research, and if necessary, defend those outcomes against challenge; and

- (b) retain research data and primary materials in a form that others can interpret, including (as appropriate):
 - (i) descriptive metadata;
 - (ii) tools;
 - (iii) modelling software;
 - (iv) source data; and
 - (v) other supplementary materials required to reproduce or verify the outcomes of the research, or enable researchers to re-analyse or re-use the data.

Note: See also clause 8, Schedule 1 and Schedule 3 of these provisions.

- (3) Performers and authors of creative works should document their performances, and retain recordings, programmes, critical reviews and other documents relating to those performances as part of the research data.
- (4) Chief investigators and research students (in consultation with their supervisors) should document physical data and primary materials in digital format, where possible, to minimise the space and resources required to curate and store them.
- (5) Chief investigators and research students (in consultation with their supervisors) should document the types of research data and materials to be retained within their Research Data Management Plan (RDMP).

5 Research data management plans (RDMP)

- (1) All research projects must be supported by an RDMP in the manner specified in the Policy and Procedures.

Note: See clause 9 of the Policy and clause 5 of the Procedures.

- (2) In addition:
 - (a) applicants for internally funded research grants must prepare an RDMP as specified in the application guidelines or conditions of award; and
 - (b) research students (in consultation with their research supervisors) must prepare an RDMP as part of the annual progress review at the end of their first year of candidature.
- (3) Chief investigators and research students (in consultation with their supervisors) should retain a copy of their RDMP with their research records.
- (4) Research students must complete any research data management training prescribed by the SCM or agreed to with their research supervisor.
- (5) Chief investigators and research students (in consultation with their supervisors) should contact the Conservatorium Library Faculty Liaison Librarians for assistance with creating RDMPs.

Note: See the Library website for contact details
<https://www.library.usyd.edu.au/contacts/subjectcontacts.html>

6 Contacts for research data management training and support

Contacts for research data management training and support are listed in Schedule 2 of these provisions.

7 Ownership of research data and materials

- (1) The ownership of data and primary materials is as specified in the Policy.
- (2) The SCM recognises that researchers and research students may encounter multiple and competing ownership and intellectual property rights that may affect their ability to distribute, share and re-use research data. Examples include (but are not limited to):
 - (a) recordings of unpublished creative works (e.g. performances of traditional songs and dances);
 - (b) commercial recordings and publications of creative works for commercial sale (e.g. when a researcher has signed a commercial agreement with a music production company or distribution service such as iTunes Store);
 - (c) licensed recordings of performers;
 - (d) licensed broadcasts of creative works; and
 - (e) the use of copyright source material in research (e.g. commercial recordings, commercially published musical notation, archival material or manuscripts from institutional, national or private archives).
- (3) Researchers and research students (having first consulted with their supervisors) should contact the Office of the Associate Dean (Research) for advice on copyright and intellectual property in research data.

Note: See the SCM website: <http://music.sydney.edu.au/people/>. See also the *University copyright* website: <http://sydney.edu.au/copyright/index.shtml>; and Schedule 2 of these provisions.

- (4) Chief investigators and research students (in consultation with their supervisors) should record the creator(s) of research data and materials, and any applicable research collaboration agreements, licenses, contracts or other terms and conditions in their RDMP.

8 Retention of research data, primary materials and research records

- (1) All research data must be retained in accordance with clause 9 of the [Research Code of Conduct 2013](#).
- (2) All researchers are expected to familiarise themselves with these requirements.
- (3) Applicable retention periods are listed in Schedule 3 of these provisions.
- (4) Chief investigators must be aware of any additional data retention requirements stipulated in applicable research agreements or contracts.

Note: See the [Research Agreements Policy 2011](#).

- (5) Chief investigators and research students (in consultation with their supervisors) should document the applicable minimum retention period(s) in their RDMP.

9 Storage of research data and primary materials

- (1) Research data must be stored in accordance with clause 6 of the Procedures.
- (2) Researchers and research students (having first consulted with their research supervisors) should contact the Office of the Associate Dean (Research) to arrange physical storage space within the SCM.
Note: See the SCM website: <http://music.sydney.edu.au/people/>.
- (3) Chief investigators and research students (in consultation with their supervisors) should document the location of physical and digital data and primary materials in their RDMP.

10 Preferred formats

- (1) Recommended file formats for research data within the SCM are listed in Schedule 4 of these provisions.
- (2) The SCM recognises that it is not always possible or appropriate to digitise creative works and collections of physical research data and materials.
- (3) Chief investigators and research students (in consultation with their supervisors) should contact the Library's Research Data Manager for advice on digital file formats.
Note: See the *Research Data Management Guidelines* website or contact the Library's Research Data Manager <https://library.sydney.edu.au/research/data-management>.
- (4) Chief investigators and research students (in consultation with their supervisors) should document their choices of file format in their RDMP.

11 Sharing research data and metadata

- (1) Chief investigators or research supervisors (with the consent of their research student(s) where required) should plan to make completed research data sets available for re-use as specified in the Policy and Procedures, unless this is prevented by the requirements of legislation or University policy, or ethical, contractual, or confidentiality obligations.
Note: See clause 12 of the Policy and clause 10 of the Procedures.

See also the *Research Data Management Guidelines* website: <https://library.sydney.edu.au/research/data-management>
- (2) Subject to sub-clause 11 (1) above, research data may be shared at any stage of a research project.
- (3) There are many ways to share research data, including (but not limited to):
 - (a) creating a record for a data set in the University's Research Data Registry and advertising that record to Research Data Australia;
 - (b) depositing completed research data sets in the University's open access institutional repository, Sydney eScholarship;
 - (c) depositing completed research data set in an open access, mediated access or restricted access discipline repository;

- (d) depositing recordings of endangered music or languages in PARADISEC;
 - (e) applying for representation from the Australian Music Centre, enabling the inclusion of works in the Australian Music Centre Collections; and
 - Note:** See the Australian Music Centre website:
<http://www.australianmusiccentre.com.au/>
 - (f) uploading recordings of original performances and other original content to the SCM YouTube Channel.
 - Note:** See also the Sydney Conservatorium of Music YouTube Channel (sydneycon): <http://www.youtube.com/user/sydneycon>
 - (i) Uploading recordings to the SCM YouTube Channel should only be undertaken if the material is free of any copyright restrictions and all relevant performers' consents have been obtained. It should be borne in mind that an original performance may be the performance of a copyright protected work, or the copyright in a film itself may be owned by another party.
 - Note:** Contact the Manager, Copyright Services for further advice:
<https://library.sydney.edu.au/help/copyright/>
- (4) When sharing data to support research publications, chief investigators or research students (in consultation with their research supervisors) may deposit supplementary data sets in a preferred format in the University's open access institutional repository, and provide a persistent link to their publisher.
- Note:** Depositing a data set in the University's open access repository and providing a persistent link to the publisher enables the researcher and the University to retain their rights to the data set.
- (a) Chief investigators or research students (in consultation with their supervisors) should contact the University Repository Coordinator, Sydney eScholarship, University Library for advice on depositing supplementary data sets in the University's open access repository.
 - Note** See the *Sydney eScholarship* website <https://ses.library.usyd.edu.au/>
- (5) Chief investigators and research students (in consultation with their supervisors) should contact the Library's Research Data Manager for assistance with sharing research data sets at any stage during or following their research project.
- Note:** Contact the Library's Research Data Manager:
<https://library.sydney.edu.au/research/data-management>
- (6) Chief investigators and research students (in consultation with their supervisors) should document decisions regarding sharing research data and metadata in their RDMP.

12 Disposal of research data and primary materials

Chief investigators and research students (in consultation with their supervisors) should state their intentions for the disposal of data and primary materials (including sharing, archiving or destruction) in their RDMP.

Note: See clause 10 (5) of the Policy.

13 Retaining and managing data, primary materials and records when a researcher or research student leaves the University

(1) Research students:

- (a) At the end of their project, or before they leave the University, research students must:
 - (i) provide their research supervisor with a copy of the research data, research records and any primary materials (retained physical materials) as agreed in their RDMP; and
 - (ii) create a record of the research data set(s) within the University's Research Data Registry.
- (b) Research students should contact the SCM Library Faculty Liaison Librarians to create a record for the data.

Note: See the Library website:
<https://www.library.usyd.edu.au/contacts/subjectcontacts.html>

(2) Research supervisors must:

- (a) ensure the requirements of this provision are communicated and explained to their research students;
- (b) obtain a copy of their students' research data, research records and any primary materials (retained physical materials) at the end of the project, or when the research student leaves the University;
- (c) ensure their research students create a record in the University's Research Data Registry (providing assistance and resources as required);
- (d) retain their research students' research data, research records and any primary materials for the minimum retention period; and
- (e) at the end of the retention period, make a recommendation to the Associate Dean (Research) to share, retain, archive or destroy the research data, research records and primary materials. This recommendation must be based upon the record within the University's Research Data Registry and comply with the requirements of legislation, University policy or ethical, contractual, or confidentiality obligations.

Note: See clause 10 (5) of the Policy.

(3) Researchers:

- (a) When a researcher leaves the University, they must:
 - (i) save a copy of the research data on University managed infrastructure;
 - (ii) create a record of the research data set(s) and any associated primary materials within the University's Research Data Registry; and
 - (iii) provide a reference to their chief investigator (if undertaking collaborative research) and the Office of the Associate Dean (Research).
- (b) Researchers should contact the SCM Faculty Liaison Librarians to create a record for their data.

Note: See the Library website:
<https://www.library.usyd.edu.au/contacts/subjectcontacts.html>

- (c) At the end of the retention period, the Associate Dean (Research) must make a recommendation to share, retain, archive or destroy the research data and materials. This recommendation must be based upon the record within the University's Research Data Registry and comply with the requirements of legislation, University policy or ethical, contractual, or confidentiality obligations.

Note: See clause 10 (5) of the Policy.

NOTES

Conservatorium of Music Research Data Management Provisions 2013

Date adopted: 12 March 2015
Date commenced: 13 March 2015
Date amended: 12 July 2016, administrative amendments only
Approved by: Professor Karl Kramer, Dean and Principal, Sydney Conservatorium of Music
Signature:

Related documents: **LEGISLATION**

Copyright Act 1968 (Cth)

Electronic Transactions Act 1999 (Cth)

Privacy Act 1988 (Cth)

Government Information (Public Access) Act 2009 (NSW)

Privacy and Personal Information Protection Act 1998 (NSW)

State Records Act 1998 (NSW)

University of Sydney Act 1989

University of Sydney By-Law 1999 (NSW) (as amended)

UNIVERSITY LEGISLATION AND POLICIES

Information Security Policy 2010

Research Agreements Policy 2011

Research Code of Conduct 2013

Supervision of Research Higher Degree Students Policy 2013

University of Sydney (Higher Degree by Research) Rule 2011 (as amended)

Intellectual Property Policy 2016

University Privacy Policy 2013

University Recordkeeping Policy

University Recordkeeping Manual

EXTERNAL DOCUMENTS

*Australian Code for the Responsible Conduct of Research 2007
(NHMRC/ARC)*

*Guidelines for Ethical Research in Australian Indigenous Studies
2011*

*National Statement on Ethical Conduct in Human Research 2007
(Updated May 2013)*

SCHEDULE 1

EXAMPLES OF RESEARCH DATA TO BE RETAINED IN THE SCM

The following provides project-based examples of the types of data, primary materials and research records that are to be retained for each discipline, under the [Research Data Management Policy 2014](#) and clause 4 of these provisions.

CREATIVE WORKS (MUSIC COMPOSITION; PERFORMANCE MUSIC):

- (1) Research data to be retained include:
 - (a) Physical data, including:
 - (i) hard-copy notebooks (composition sketches): and
 - (ii) newly designed musical instrument prototypes.
 - (b) Digital data (electronic documents): including:
 - (i) literature surveys;
 - (ii) planning documents;
 - (iii) musical scores working; and
 - (iv) creative development assessment reports.
 - (c) Digital data (audio, video and image): including:
 - (i) recordings of existing work (musical surveys, existing recordings and other source materials);
 - (ii) rehearsal recordings;
 - (iii) studio recordings in development;
 - (iv) creative development videos;
 - (v) showreels and promotional videos;
 - (vi) archival documentation, including videos; and
 - (vii) image stills of rehearsals and performances.
- (2) Research records to be retained include:
 - (a) research funding applications;
 - (b) artist and presenter correspondence; and
 - (c) acquittals and final reports.
- (3) Research outputs (including physical materials) and records of public performances to be retained include:
 - (a) physical objects: newly designed musical instrument(s);
 - (b) print documents: publishable score, promotional materials, programs, media coverage, critical & peer review;
 - (c) commercial audio recordings: physical recordings (e.g. CD, LP), digital recordings (e.g. iTunes),
 - (d) non-commercial audio recordings: broadcast recording, archival recording, promotional samples (e.g. websites, SoundCloud.),
 - (e) commercial video recordings: DVD;

- (f) non-commercial video recordings: archival documentation, promotional samples (i.e. showreel), online clips (e.g. websites, YouTube, Vimeo);
- (g) images: online photo gallery of performances/rehearsals; and
- (h) website: dedicated website (comprising several of the above media).

MUSICOLOGY (1)

- (1) Research data to be retained includes:
 - (a) high definition video data (raw);
 - (b) high definition audio data (raw);
 - (c) edited experimental videos (based on the raw data above);
 - (d) Word documents with field notes from experiments;
 - (e) Word documents with draft analyses of audio visual data and participant survey responses;
 - (f) Excel spreadsheets of aggregated participant survey responses; and
 - (g) Excel spreadsheets of survey and other data (for analysis).
- (2) Research records to be retained include:
 - (a) research participants' consent forms; and
 - (b) research participants' survey responses (could also be considered primary data).

MUSICOLOGY (2)

- (1) Research data to be retained include:
 - (a) photographs (whether taken by the researcher or provided under license from libraries and archives);
 - (b) notes taken in notebooks or loose leaf paper;
 - (c) notes taken in digital format;
 - (d) transcriptions and analyses in notebooks or loose leaf paper;
 - (e) transcriptions and analyses in digital format; and
 - (f) spreadsheets.
- (2) Research records to be retained include:
 - (a) records of image and artefact sources; and
 - (b) early drafts of research publications.

ETHNOMUSICOLOGY AND DIGITAL HUMANITIES

- (1) Research data to be retained includes:
 - (a) audiovisual field recordings;
 - (b) annotations in xml of audiovisual field recordings;
 - (c) photographs, either in raw or TIFF format;

- (d) digital images (PDF scans) of physical documents, including (but not limited to):
 - (i) handwritten music notations;
 - (ii) sketches of performance spaces;
 - (iii) other diagrams and drawings; and
 - (iv) archival documents.
 - (e) excel spreadsheets;
 - (f) metadata – data dictionaries;
 - (g) musical analysis/musical notations (in Finale format); and
 - (h) working documents in RTF format.
- (2) Research records to be retained include:
- (a) minutes of research team meeting minutes;
 - (b) human Research Ethics Clearance forms and correspondence;
 - (c) participant permission forms; and
 - (d) participant information statements.

MUSIC EDUCATION

- (1) Research data and materials to be retained include:
- (a) audiovisual field recordings;
 - (b) audiovisual interview recordings;
 - (c) field notes;
 - (d) interview transcripts;
 - (e) musical transcriptions;
 - (f) metadata indices of fieldwork and interview recordings;
 - (g) coding themes;
 - (h) fieldwork photographs;
 - (i) documents collected in field e.g. posters, school programs, institutional plans, student work samples, CDs; digital artefacts e.g. ePortfolios, blog archives, screenshots (phone, tablet); and
 - (j) questionnaire data.
- (2) Research records to be retained include:
- (a) minutes of research team meetings;
 - (b) Human Research Ethics Clearance forms and correspondence;
 - (c) SERAP (Dept of Education and Communities) research forms and correspondence;
 - (d) participant permission forms; and
 - (e) participant information statements.

SCHEDULE 2

CONTACTS FOR RESEARCH DATA MANAGEMENT TRAINING AND SUPPORT

Chief investigators and research students (having first consulted with their supervisors) are encouraged to contact the following for advice and assistance with research data management training and support:

| Requirement | Key contact | Addresses and links |
|--|--|---|
| Research data management training and support, including individual assistance with research data management plans | Conservatorium Library Faculty Liaison Librarians (FLL) | See the Library website: https://www.library.usyd.edu.au/contacts/subjectcontacts.html |
| Interpreting data ownership clauses in research grants, research collaboration agreements and contracts | Manager, Research Contracts, Research Portfolio | See the University Research Support Website, Research Grants & Contracts: http://sydney.edu.au/research_support/funding/rgaf_contacts.shtml |
| Advice on copyright relating to using notated music and sound recordings as research data, performances of copyright works, and copyright in creative works. | The Office of the Associate Dean (Research). | See the Conservatorium website: http://music.sydney.edu.au/people/ See also the University Copyright Website for further information: https://library.sydney.edu.au/help/copyright/ |
| Advice on the capture, processing and management of audio visual research data and materials. | Media, Production & Technology Manager, Sydney Conservatorium of Music | See the Conservatorium website: http://music.sydney.edu.au/people/professional |
| Selecting appropriate storage for digital data, materials and research records | Faculty IT Manager | See the ICT website to contact the Faculty IT Manager for the Conservatorium: http://s1.sydney.edu.au/ict/contact/it-managers.shtml |
| Selecting appropriate storage locations for physical research data, materials and research records: | The Office of the Associate Dean (Research) | See the Conservatorium website: http://music.sydney.edu.au/people/ |

| Requirement | Key contact | Addresses and links |
|--|---|--|
| Describing and documenting research data collections | Research Data Manager; University Library | See the Research Data Management Guidelines website: https://library.sydney.edu.au/research/data-management See also the Research Data Management Policy 2014 , clause 8 Metadata and documentation. |
| Depositing completed digital data sets in the appropriate institutional or discipline repository; including setting the appropriate access permissions or restrictions when required. | Research Data Manager, University Library; | See the Research Data Management Guidelines website: https://library.sydney.edu.au/research/data-management |
| General advice on copyright and IP in research data; selecting an appropriate University approved license for open access data sets. | Manager, Copyright Services, University Library | See the Copyright website: https://library.sydney.edu.au/help/copyright/ |
| Advice on registering IP rights; commercialisation of research data and materials; advice on selecting alternative licenses and/or terms of use to enable open access to research data sets. | Commercial Development and Industry Partnerships | See the Commercial Development and Industry Partnerships website http://sydney.edu.au/cdip/ |

SCHEDULE 3

RETENTION PERIODS FOR RESEARCH DATA

All research data must be retained in accordance with clause 9 of the [Research Code of Conduct 2013](#).

The following retention periods apply to the management of research data and materials within the SCM, including data and documentation arising from performances and creative works.

| Data type | Retention period | Notes |
|---|--|---|
| Creative works | At least 5 years Researchers should consider retaining research data, records and materials relating to creative works in perpetuity. | Research data (including documentation), records and materials relating to creative works must be retained for a minimum of five years. See also clauses 13 (3) Sharing research data and metadata and 9 Options for storage for suggested archival and other storage locations. |
| Audio visual recordings of performances | At least 5 or 7 years (see notes) | 5 years if no Human Research Ethics Committee Clearance was required to conduct the research project or recording project; or 7 years if Human Research Ethics Committee clearance was required to conduct the research project or recording project. |
| Research involving humans | At least 7 years | The minimum retention period for non-clinical research data collected from human participants is normally 7 years or as otherwise specified in the University of Sydney Human Research Ethics Application. |
| Research involving children | At least 20 years | Data relating to research subjects who were children at the time it was collected must be retained for the longer of 20 years or until the subject(s) reaches the age of 25. |

Following the retention period, research data should be assessed for permanent retention, or secure destruction.

Assistance with recordkeeping, document storage and document destruction is available from the [Archives and Records Management Service](#).

SCHEDULE 4

PREFERRED FILE FORMATS FOR AUDIO VISUAL AND OTHER DATA

| Data type | Preferred formats for working data | Preferred formats for re-use and long term preservation | Other acceptable formats for retention and long term preservation |
|---------------------------|---|--|---|
| Digital image data | PNG (portable network graphic .png) JPEG (.jpg; .jpeg) Recommended minimum size 425 px on the longest size, compression level 5/6 ("medium quality") TIFF (.tif; .tiff), | TIFF version 6 uncompressed (.tif) Recommended resolution: 4000 pixels along the longest edge of the image. | JPEG (.jpeg, .jpg) but only if created in this format TIFF (other versions) (.tif, .tiff) Adobe Portable Document Format (PDF/A, PDF) (.pdf) standard applicable RAW image format (.raw) Photoshop files (.psd) portable network graphics (.png) |

| Data type | Preferred formats for working data | Preferred formats for re-use and long term preservation | Other acceptable formats for retention and long term preservation |
|---------------------------|--|--|---|
| Digital audio data | Audio Interchange File Format (AIFF) (.aif) Waveform Audio Format (WAV) (.wav) MPEG-1 Audio Layer 3 (.mp3) documented excerpts and resamplings of archival quality BWF files (.wav) | Free Lossless Audio Codec (FLAC) (.flac) Broadcast Wave Format (BWF) 24-bit 96khz stereo (.wav) | MPEG-1 Audio Layer 3 (.mp3) but only if created in this format Audio Interchange File Format (AIFF) (.aif) Waveform Audio Format (WAV) (.wav) |
| Digital video data | | MPEG-4 (.mp4) motion JPEG 2000 (.mj2) in MXF wrapper (.mxf) | MPEG-4 (.mp4) compressed - only acceptable if recorded or output directly into this format |

| Data type | Preferred formats for working data | Preferred formats for re-use and long term preservation | Other acceptable formats for retention and long term preservation |
|---|---|--|--|
| Documentation and scripts, manuscripts, notes, and other supplementary document based data and materials | Rich Text Format (.rtf) Plain text (.txt) PDF/A or PDF (.pdf) HTML (.htm) OpenDocument Text (.odt) XML (various flavours including .eaf) | Plain text (.txt) Rich Text Format (.rtf) PDF/A or PDF (.pdf) HTML (.htm) OpenDocument Text (.odt) eXtensible Mark-up Language (XML) text according to an appropriate Document Type Definition (DTD) or schema (.xml) | plain text (.txt) some widely-used proprietary formats, e.g. MS Word (.doc/.docx) or MS Excel (.xls/.xlsx) XML marked-up text (.xml) according to an appropriate DTD or schema, e.g. XHMTL 1.0 |
| Qualitative textual data | structured text or mark-up file containing audiovisual time-coded annotation information, e.g. ELAN XML file (.eaf) | eXtensible Mark-up Language (XML) text according to an appropriate Document Type Definition (DTD) or schema (.xml) Rich Text Format (.rtf) plain text data, ASCII (.txt) | Hypertext Mark-up Language (HTML) (.html) widely-used proprietary formats, e.g. MS Word (.doc/.docx) some proprietary/software-specific formats, e.g. NUD*IST, NVivo and ATLAS.ti |

| Data type | Preferred formats for working data | Preferred formats for re-use and long term preservation | Other acceptable formats for retention and long term preservation |
|--------------------------|--|--|--|
| Quantitative data | <p>comma-separated values (CSV) file (.csv)</p> <p>widely-used proprietary formats, e.g. MS Excel (.xls/.xlsx), MS Access (.mdb/.accdb), dBase (.dbf) and OpenDocument Spreadsheet (.ods)</p> <p>structured text or mark-up file containing audiovisual time-coded annotation information, e.g. ELAN XML file (.eaf)</p> | <p>SPSS portable format (.por)</p> <p>delimited text and command ('setup') file (SPSS, Stata, SAS, etc.) containing metadata information</p> <p>structured text or mark-up file containing metadata information, e.g. DDI XML file</p> <p>comma-separated values (CSV) file (.csv)</p> <p>tab-delimited file (.tab)</p> <p>structured text or mark-up file containing audiovisual time-coded annotation information, e.g. ELAN XML file (.eaf)</p> | <p>proprietary formats of statistical packages e.g. SPSS (.sav)</p> <p>MS Access (.mdb/.accdb)</p> <p>widely-used proprietary formats, e.g. MS Excel (.xls/.xlsx), MS Access (.mdb/.accdb), dBase (.dbf) and OpenDocument Spreadsheet (.ods)</p> |

Adapted from the UK Data Archive: <http://www.data-archive.ac.uk/create-manage/format/formats-table>