NVivo 12 Glossary

Auto Coding

Does <u>not</u> automatically code *research* **Nodes** but is useful for using existing structures in your Data Files material (like columns/rows in a spreadsheet or heading styles in a Word document) to automatically create **Case Nodes** or **Contextual Nodes**.

Area

This is the term NVivo uses for the project sections within NVivo, which are listed on the left-hand side of the screen (e.g., the **Nodes area** contains all the folders containing the **Nodes**, **Case Nodes** and **Relationships** in the project).

Cases

These are the *units of measurement* in your research. They can be individual people/reports/articles (or other special instances you wish to be able to measure) (e.g., "if you want to be able to say "*X number of people mentioned Y*", then people are your cases). You can have more than one type of case in your data set. To analyze how many people/reports/articles were coded as mentioning a theme Node, you must code the responses of individual people/reports/articles to their individual Case Project Items.

Classifications and Attributes

Classifications are used by NVivo to categorize your **Data Files** and your **Cases**. **Attributes** are the relevant categories/variables that relate to each **Classification**.

Data File Classifications

The ways in which you categorize the different types of **Data Files** (and reference material) you have. For example, interviews, surveys, webpages etc..

Data File Attributes

The relevant classification variables related to the type of **Data Files** (e.g., information about when and where interviews were conducted and by whom). Within each attribute is a defined set of possible **Values** (e.g., within the attribute *Interviewer* you would have the different names of interviewers to choose from as values).

Case Classifications

The ways in which you categorize the different types of Cases (units of measurement) you have in your data. For example, people, reports, articles etc..

Case Attributes

The relevant classification variables related to the **Case(s)** you are studying (e.g., the predefined *Person* **Classification** has *Age, Sex and Occupation* attributes). Again, you need to define a set of possible **Values** for each **Attribute**. These are the <u>most important</u> as they will often be the **independent or "breakdown" variables** for your analysis.

Cluster Analysis

This provides a tree-diagram and similarity metrics describing the relationships between the nodes you select based on their co-occurrence. Nodes on closer branches of the tree, co-occur more frequently than those further apart. This can be useful for identifying superfluous nodes as well.

Coding/Codes

The process of identifying important **themes/topics/ideas/concepts/keywords** in your qualitative data, selecting the relevant text/audio/video/picture and applying **descriptive labels (or codes)** to them. This allows you to collate all the information related to each theme, quantify, organise and analyse it in order to summarise and synthesise the data as a whole. **Codes** must **be well defined** so they can be consistently applied to the data (for **reliability**) and their meaning easily understood (for **validity**).

Coding Context

How much information you include in your **Nodes**: individual words, partial/whole sentences, etc. You should provide only relevant content in your coded data in order to understand why it was coded in that way and to prevent spurious correlations between **Nodes**.

Coding On

Often one sentence will be a relevant reference for more than one node. This is NVivo's term for coding one section of data to multiple **Nodes**, and this function eliminates the need for duplicate nodes.

Contextual Nodes

Nodes to assist with analysing specific **subsections** of your data (e.g., individual survey questions, report sections etc.). **Context Nodes** can also include things like **attitudinal constructs**, such as positive, negative, mixed attitudes. If you are working with Word documents or Spreadsheets, you can use the **Autocoding** function to create contextual nodes and **Case Nodes.**

Detail View

This is the term used by NVivo to denote the window which opens on the far right of the screen. It displays **Query** results, **Classification Sheets**, **Data File** content and **Node** content.

Links

Annotations

Notes attached to specific sections of your Data Files (e.g., a portion of text, picture or audio timeline)**.** Annotated content will be highlighted in blue and the linked text will be displayed in the **Annotations** tab at the bottom of the window. This text can also be included in any text searches and/or queries.

See Also Links

These link specific sections of your Data Files (e.g., a portion of text, picture or audio timeline) to another **Project Item** (e.g., Data File, Node, Case Node) using a hyperlink. Linked content will be highlighted in pink and the linked item will be displayed in the **See Also Links** tab at the bottom of the window.

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Memos

Memos can be linked to specific **Data Files** or **Nodes,** or **Unlinked.** They can include text, tables as well as annotations. In addition, you can **code** the content of memos and the text can be included in any text searches and/or queries.

List View

This is the term NVivo uses to denote the middle window that appears which lists the contents of the folder selected in the **Area** on the left-hand side (e.g., a list of all the **Nodes** in the **Nodes Folder**).

Maps

These are diagrams and mind maps that can help you to visually represent your project plan or the end result of your analysis.

NCapture

This is an add-on for **Internet Explorer** and **Google Chrome** web browsers to assist with importing webpages and social media into NVivo

Nodes

This is the name NVivo uses for a **collection** of all the sections of qualitative data (**references**) that have been coded as belonging to a project theme. For example, all the segments of text/audio/video/picture in the project which refers to assessment will be **coded to a node** called *"Assessment"*. **Nodes can more easily be thought of as Codes.**

Free Nodes

Stand-alone topics/themes (e.g., *Recommendations*).

Tree Nodes

Hierarchical themes. The higher-order node is termed the "**parent**" and lower-order nodes "**children**" (e.g., *Assessment* could be a parent node and *Multiple Choice, Short-Answer, Essay* etc. would be its children).

Percent Coverage

A curious statistic which tells you the percentage of the Data File that the reference coding represents (e.g., what is coded represents X percentage of characters in the entire Data File). It usually means little in qualitative data analysis.

Queries

This is the term NVivo uses for its **analytic tools**.

Coding Query

This will produce a summary of all text/pictures/audio/video sections **that have been coded** in a specified way (e.g., to all the Nodes X, Y and Z).

Coding Comparison Query

This is used to assess the **Reliability** of your coding scheme by comparing the coding conducted between 2 people.

Compound Query

This will produce a summary of the results that satisfy a **combination of text and coding queries**.

Matrix Coding Query

This produces a cross tabulation of nodes or attributes on the x-axis and y-axis. By default, it shows you the number of references corresponding to each cell, but this can be changed to represent cases in the **View** menu.

Text Search Query

This will produce a summary of all the words that fulfill a **specified text search term**. These search terms can include **Wildcards, Fuzzy Searches, Boolean Operators and Near** terms**.

Word Frequency Query

This will produce a list of 1000 words that occur **the most often** within the <u>text</u> of your documents (including memos, transcripts etc.).

References

This is the term used by NVivo for the **sections of qualitative data** that have been **coded** a specified way. One **Node** (**Code**) can have **multiple references** (i.e. sections of text) related to one **Case** (i.e. one person)**;** so please take care to ensure that you <u>do not confuse</u> the number of **References** with the number of **Cases** that have said **Theme Y**. **CAUTION:** If 2 people have coded the exact same section of text, this will count as 2 references.

Relationships

These are links that you can use in NVivo to keep track of any relationships (or connections) which exist between Nodes and/or project items (e.g., a *University* may be <u>a member of</u> the *Group of 8,* so you can create a *Membership* relationship to link the 2 items) These must be setup in the **Classifications** area first before been applied to project items.

Reliability

Reliability refers to the **consistency with which codes have been applied** to your data If multiple coders all agree with how the coding should be applied (i.e. they all code the same sections of text in the same way), then you have a reliable coding scheme. Reliability can be assessed using a coding comparison query in NVivo.

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Search Terms

Boolean Operators

- **AND (**or **&)** will search for BOTH terms (*professional* AND *development*).
- **OR (**or **|)** will search for EITHER of the terms (*professional* OR *professionalism* OR *ethics* OR *ethical*).
- **NOT (- or !)** will search for the first term and EXCLUDE any results that also contain the second (*professionalism* NOT *staff*, *professionalism -staff*).
- **REQUIRED (+)**, will search for items containing the required term and the second term is optionally included in results if and only if it occurs together with the first term (+*professional development*).
- **Double Quotes " "** can be used to enclose a group of words to search for a specific phrase ("*professional development*") with no exceptions.
- **Round Brackets ( )** can be used to group clauses to form sub queries.

Fuzzy Search

The symbol **~** will look for all words that are similar in structure (e.g., analyze**~** will result in *analyzes, analyse,* etc.).

Near Search

Helps you to find the co-occurrence of words within a specified distance (e.g., "*professional* AND *development*"*~15* will find instances of professional <u>and</u> development within 15 words of each other only).

Wildcards

The ? wildcard stands-in for any single letter (e.g., g?t will result in *get, gut, got* etc.).The * wildcard stands-in for multiple letters (e.g., g*t will result in *get, great, gradient* etc.).

Data Area

This is where the **documents and other files** containing the data you wish to analyse are stored: text, audio, video and picture files as well as spreadsheets. You can also store other documents such as reference material, however I recommend you keep these in the Externals Folder to save memory, instead of including in the Project.

Data Files Folder

All the data and notes which you want NVivo to analyze should be stored here <u>within</u> the NVivo Project itself.

File Classifications Folder

All the Classifications, Attributes and Values relating to your Data Files are stored here.

Externals

Any data that you do not need to analyze within NVivo you can store as <u>links</u> to data and notes <u>outside</u> the Project (e.g., things that you cannot import into NVivo, PowerPoint slides, or really big files like **audio** and **video** that are better to store outside to **save computing power**).

Validity

Validity Refers to the legitimacy of your coding scheme. In qualitative data analysis, you can only really assess the face validity (or surface validity), based on logic and consensus. Essentially, are you measuring what you think you're measuring?

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Areas in NVivo 12

Quick Access Area

- Links to your most frequently used Project items

Data Area

- Import and view **Data Files** saved in the Project
- Create links to and view **External** files and data sources
- Create and view **File Classifications**.

Codes Area

- Create, modify and view **Nodes**
- Create, modify and view **Sentiment Nodes** (available in NVivo Plus only)
- Apply and store **Relationships**
- Create, modify and view **Relationship Types**

Cases Area

- Create, modify and view **Cases**
- Create, modify and view **Case Classifications**

Notes Area

- Create and view **Memos**
- View **Framework Matrices**
- View **Annotations**
- View **See Also Links**

Search Area

- View saved **Queries**
- View **Query Results** saved as Nodes
- View saved **Matrix Query Results**
- Create and view **Sets**
- Create and view **Search Folders**

Maps Area

- View and modify **Mind Maps, Concept Maps** and **Project Maps**

Output Area

- Reports & Extracts

Menus in NVivo 12

Home Tab
- Code & Uncode
- Autocode
- Create Case & File Classifications
- Open Classification Sheets
- Customize the Workspace View

Import Tab
- Import Data Files and Classification Sheets
- Import from Reference & Note-Taking Software
- Exporting Reports & Extracts

Create Tab
- Create Classifications, Attributes and Values
- Create Nodes & Cases

Explore Tab
- Conduct Queries
- Conduct Cluster Analyses
- Create Maps
- Charts
- Create Diagrams

Share Tab
- Create New Reports & Extracts
- Export & Copy Project
- Printing Set-Up
- Exporting Project Items & Codebook

Node/Document/PDF/Audio/Video Tools
Appears when you open a Project Item

- Create Memos, Annotations and See Also Links
- View Coding Stripes & Highlight Nodes
- Search, Query & Visualize content within the Node
- Edit the document & Autocoding where applicable