Autocoding
Does not automatically code research Nodes, but is useful for using existing structures in your source 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.

Case Nodes:
These are Nodes to which you code all the qualitative data related to the individual cases in your project (e.g., everything person X said will be coded to Case Node X). In order to analyse 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 nodes.

Classifications and Attributes
Classifications are used by NVivo to categorise your Source data and your Cases. Attributes are the relevant categories/variables that relate to each Classification.

Source Classifications:
The ways in which you categorise the different types of Source (and reference) material you have. For example, interviews, surveys, webpages etc..

Source Attributes
The relevant classification variables related to the type of Source material (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 Classification
The ways in which you categorise 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 most important as they will often be the independent 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 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, Source content and Node content.
Links

Annotations
Notes attached to specific sections of your source material (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 source material (e.g., a portion of text, picture or audio timeline) to another **Project Item** (e.g., Source, 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.

Memos
Memos can be linked to specific Sources 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).

Models
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 source that the reference coding represents (e.g., what is coded represents X percentage of characters in the entire source). It 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 text 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 do not confuse the number of References with the number of Cases that have said Theme Y.
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 a member of 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.

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 and 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.).
Sources
These are the documents and other files containing the data you wish to analyse: text, audio, video and picture files as well as spreadsheets. You can also store other documents such as reference material, in the Sources Area of NVivo.

Internal Sources
All the data and notes which you want NVivo to analyse should be stored here within the NVivo Project itself.

Externals:
Any data that you do not need to analyse within NVivo you can store as links to data and notes outside 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?

Author: Nyree Mason
NVivo Glossary

Areas in NVivo

Source Area
- Import and view Internal Sources
- Create links to and view External Sources
- Create and view Memos
- Create and view Framework Matrices (not covered in this course).

Nodes Area
- Create, modify and view Nodes
- Create, modify and view Case Nodes
- Apply and store Relationships
- Store and view Node Matrices

Classifications Area
- Create, apply and view Source Classifications, Attributes and Values
- Create, apply and view Case Classifications, Attributes and Values
- Create Relationship Types

Collections Area
- Create and view Sets
- Create and view Search Folders
- View linked Annotations, See Also Links and Memo Links

Queries Area
- View and run saved Queries
- View saved Results

Reports Area
- Run Reports (view in NVivo)
- Run Extracts (export out of NVivo)

Maps Area
- Create, modify and view Mind Maps, Concept Maps and Project Maps

Folders Area
- Links to everything in the Project