# Qualitative Secondary Analysis

## Five-steps process worksheet

Full resource: https://www.ncrm.ac.uk/resources/online/all/?id=20818

A five-step process to (re)contextualise and (re)connect to Qualitative Secondary Analysis to help researchers reuse data.


**Mapping your topic**

Use the centre circle to write down your main/central topic area. Use the small circles to write down ‘sub-topics’ or key aspects of that topic area that interest you.


**What questions are you asking?**

Which of the subtopics interests you most? Why? What questions do they raise for you? Think about the KINDS of questions you might ask:

* Descriptive—what is happening?
* Causal—why is this happening?
* Processual—how is this happening?
* Temporal—when is this happening?
* Spatial—where is this happening?
* Locative—who is this happening to?

Write down these questions in the box below.


**Theoretical casing.**

* Identify key search terms for browsing through the data archive or repository, and then the dataset.
* Write these down and observe what cases and which studies you are led to.
* Order and group your cases. Some cases will seem to group together ‘naturally’. Consider why this might be in relation to your own analytical interests.
* Which questions can be supported by these cases, using search and find within the individual documents, and which questions require you to use different cases?
* What might you not be seeing because of your approach?


**Emblematic cases.**

* Think about refining and fine-tuning your questions and also your selection of cases.
* Select your most important questions and the specific cases that contain data that speak directly to these. Put questions you don’t think you will ask to one side.
* Finally, choose one question and the case/s that speak directly to it.
* How might you rephrase/rethink the question(s) to make it/them ‘answerable’ in the context of the cases you have identified?
* Write down your revised question(s) below.
* Describe what it was that you needed to do to refine your question. How and why did you select your case/s?


**Reflections and next analytical steps.**

Reflect on doing this process and think about the next steps:

* + How did you find this process?
	+ What was helpful?
	+ What was difficult?
	+ What are you still unsure about?

What do you think you need to do next?

For example, after doing this process you might decide you need to:

* + Do some more focused reading of cases to test out whether you need to work with a particular dataset?
	+ What other data might you need to support your question?
	+ What information might you need about the cases to support any analyses?
	+ What other information might you need about the studies to support your analyses?

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