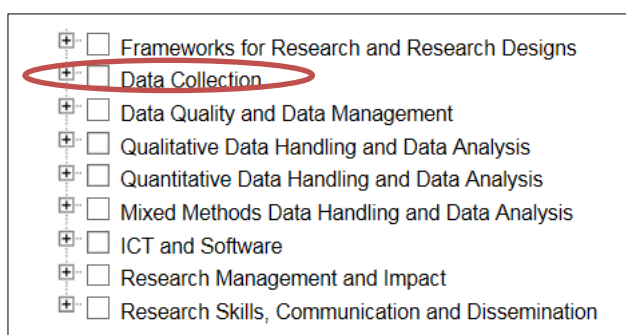# Selecting Event/ Course Keywords for the NCRM Database: Guidance
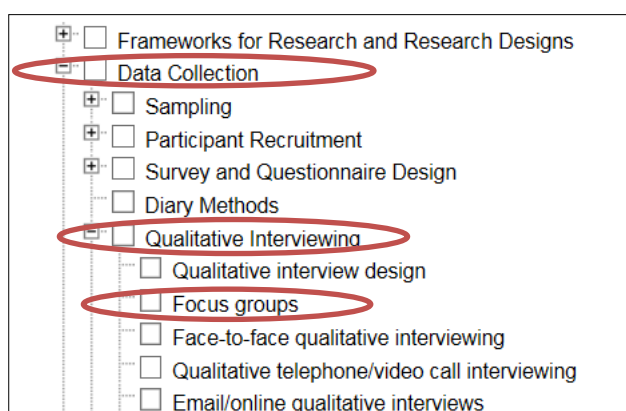
Why are keywords important?

It is important that events and courses entered into the NCRM database are assigned appropriate and consistent keywords. This increases the discoverability of events, making them easier for users from different disciplines to locate. Keywords are also used by the NCRM to analyse research methods training activities more broadly and to identify training gaps.

Selecting pre-specified keywords using the NCRM Social Sciences Research Methods Typology (2014)

The NCRM Social Sciences Research Methods Typology, originally developed by Beissel-Durrant (2004) and updated by Luff, Byatt and Martin (2014), uses the research process as the basis of its structure. The typology contains almost 400 items and is arranged into three levels: The Level 1 Categories contains the main methodological processes, for example 'Data Collection'.

Within these categories are the Level 2 Sub-Categories, which describe the key research methods and techniques. For example, within 'Data Collection', is 'Qualitative Interviewing'. The Level 3 Descriptor Terms are more specific and allow research methods to be described in more detail, for example 'Focus groups'.

The full typology can be viewed here.
Please select up to 15 items from the typology.

Extra keywords

For important keywords not specified on the typology, please enter your own in the textbox provided. These could be

- Substantive areas
- Specific applications or data sets
- Research methods or software not found on the typology

Tips:

- Please avoid entering terms already found in the typology
- Consider that users are from a range of disciplines
- Abbreviations can be included where these are more frequently used than the full term, but generally the full phrase should also be added
- Add sufficient terms to describe the content and methods involved but avoid adding too many terms as this can reduce the effectiveness of the search retrieval
- Contributor or place names are not usually required as these are included elsewhere in the record

Updated December 2014