



This template was used for the

Memobust Handbook

on Methodology of Modern Business Statistics

26 March 2014

Theme: <Name of the Theme>

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General section

1. Summary

Text

2. General description

Text

2.1 Subsection

Text

2.2 Subsection

3. Design issues

3.1 Subsection

3.2 Subsection

4. Available software tools

5. Decision tree of methods

6. Glossary

Term	Definition	Source of definition	Synonyms (optional)
Term 1 (*)	(local) definition of term 1		
Term 2	(copied) definition of term 2		

7. References

Interconnections with other modules

8. Related themes described in other modules

1.

9. Methods explicitly referred to in this module

1.

10. Mathematical techniques explicitly referred to in this module

1.

11. GSBPM phases explicitly referred to in this module

1.

12. Tools explicitly referred to in this module

1.

13. Process steps explicitly referred to in this module

1.

Administrative section

14. Module code

15. Version history

Version	Date	Description of changes	Author	Institute

16. Template version and print date

Template version used	1.0 p 4 d.d. 22-11-2012
Print date	26-3-2014 16:22

Instructions to the author

A Theme module has its own scope and subject as defined by the author and topic leader. The module name should give a clear indication of its contents.

General section

1. Template item “Summary”

A short description of the contents of the module that every interested reader should be able to understand. At most one page, but preferably much shorter, e.g. 300-500 words.

2. Template item “General description”

The main description of the contents of the module, which should not be too technical. For technical details, references to existing documents and/or items from the list of references (Section 7) may be given, provided that these references are written in English and publicly available. Preferably no more than fifteen pages. The author may give additional structure to this chapter by adding subsections, for instance with theme related examples. If an example on social statistics is given then also at least one example on business statistics must be included. In order to keep the numbering of successive items, only subsections should be added. The General description provides the main text of the module.

3. Template item “Design issues”

This is an optional item, for instance usable for themes relating to different methods. It can contain issues on how to plan and to build a composite method or a part of a process, e.g. a composite imputation method from available separate methods. If the item is not applicable or less relevant it can be kept blank, for instance in case of a theme module about design as its main subject, which would introduce circularity and confusion. Another example is a topic where a module is devoted to design; then the overall theme module just refers to this module rather than writes a comprehensive text here. If this item is not applicable, in order to keep the numbering of successive items the item should not be removed.

4. Template item “Available software tools”

This is an optional item, relevant as an illustration for themes describing different methods. The description of a method or a theme about methods should not depend on tools implementing them. If the item is not applicable, it should not be removed but left blank.

5. Template item “Decision tree of methods”

This is an optional item relevant for themes describing different methods. It contains a decision chart as a map to choose an appropriate or optimal method in a specific case when several methods can be considered. The map contains references to related method modules. The links are provided as Module codes, available in the first item in the Administrative section. If the item is not applicable, it should not be removed but left blank.

6. Template item “Glossary”

Mention all relevant “local terms” in this module-specific “local glossary”. That are terms independent of a particular tool and with no SDMX equivalent. Copies of standard SDMX definitions from the Statistical Data and Metadata Exchange, or some other global glossary, can also be included for the convenience of the reader if they are not common knowledge. All terms in this module with a non-standard definition (homonyms) and all unconventional terms should be included and marked by an asterisk (*). These module glossaries serve as input for an integrated and harmonized global glossary. This harmonisation of terms is coordinated first at topic level by the topic leaders. In the published modules the local glossaries will be replaced by the global glossary, to prevent double maintenance.

7. Template item “References”

All literature references should be written in English and should be publicly available. References to other Memobust modules are provided in section “Interconnections with other modules”. References should be provided in alphabetical order and in the following format (example from theme module “Imputation-T-Imputation”):

Example

Andridge, R.R. and R.J. Little (2009), The Use of Sampling Weights in Hot Deck Imputation. *Journal of Official Statistics* **25**, pp. 21-36.

Chambers, R.L., J. Hoogland, S. Laaksonen, D.M. Mesa, J. Pannekoek, P. Piela, P. Tsai, and T. de Waal (2001a), *The AUTIMP-Project: Evaluation of Imputation Software*. Report, Statistics Netherlands, Voorburg.

Chambers, R.L., T. Crespo, S. Laaksonen, P. Piela, P. Tsai, and T. de Waal (2001b), *The AUTIMP-Project: Evaluation of WAID*. Report, Statistics Netherlands, Voorburg.

Daniels, J., M.J. Daniels, and J.W. Hogan (2008), *Missing Data in Longitudinal Studies*. Taylor & Francis, Philadelphia.

etc.

Interconnections with other modules

8.-13. Template item “Interconnections with other modules”

The links to other modules yield additional information of various type relevant to the theme described in this module. It also indicates to the author which information is covered by other modules and should therefore not be repeated in this module. The links are provided as Module codes, available in the first item in the Administrative section. This is a reference without author(s) and without version number, i.e. the actual version of a module. Connections between modules within the same topic can be provided by the author and also by the topic leader.

Administrative section

14. Template item “Module code”

This is a code used to identify this module and to refer to it from other modules. It is provided in the following standard way by the author. The module code is obtained by concatenating:

- The topic name
- The module type between hyphens without spaces: -T- for a theme module
- The <Name of the Theme> as stated in the first line on the first page of the module, after the colon

The terms in the theme name are capitalised. If the theme name is rather long it can be shortened, but it has to remain unique within the topic.

The module *file name* is the combination of the module code and version number, followed by the file extension. In the Memobust project the author chooses the topic name from the following list, in alphabetical order:

Topic names

Business Demography
Coding
Data Collection
Derivation of Statistical Units
Design of Statistical Concepts
Dissemination
Evaluation
General Observations
Imputation
Introduction
Macro Integration
Micro-Fusion
Overall Design
Quality Aspects
Questionnaire Design
Repeated Surveys
Response
Sample Selection
Seasonal Adjustment
Statistical Data Editing
Statistical Disclosure Control
Statistical Registers and Frames
User Needs
Weighting and Estimation

Example of a module code and a file name

A Theme module with first line “Theme: Imputation”, that is part of the topic “Imputation”:

- module code: “**Imputation-T-Imputation**”
- file name: “**Imputation-T-Imputation-v2.pdf**”

In section “Interconnections with other modules” to refer to other modules the module codes are used. That is without version number, so always the actual versions are referred.

15. Template item “Version history”

16. Template item “Template version and print date”

The template can be updated to a new version when necessary. However, for search functionality it should be backward compatible with the former versions. The print date is the date at which this module is printed, for instance as a chapter of a handbook or for other reasons. Each time a module is printed, it will show the updated, actual day and time of printing.