

INSIDE ATLAS.ti – The QDA Newsletter

We welcome you to the March issue of *Inside ATLAS.ti*. As always, we present you with the latest news regarding our company and products, give you an overview of the training services scheduled for the next two months, and offer you best practice and case study articles. In the Best Practices section, we discuss the role of document comments as an opportunity to enhance the potential for a good data analysis process. In the Case Studies section, we interview Nane Zadouri, from *WestEd*, a non-for-profit organization based in California, USA. In the interview, Nane discusses the use of ATLAS.ti in the evaluation of a home visitation program.

We would like to point out that the Best Practices and Case Study articles in this issue of *Inside ATLAS.ti* are also available for reading and downloading on the [ATLAS.ti blog](#). In the blog, you will also have access to many other articles on a variety of topics of interest for the ATLAS.ti research community. We hope you enjoy this new integration between our blog (38,000 visits in 2015 alone!) and *Inside ATLAS.ti*.

Enjoy!

Jörg Hecker
Chief Operations Officer, ATLAS.ti



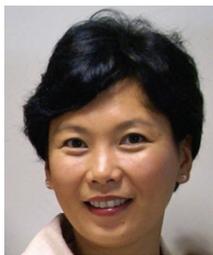


News

Winners of the ATLAS.ti - IIQM Dissertation Award 2015

ATLAS.ti sponsors the competitive award that the International Institute for Qualitative Methodology (IIQM) grants every year to the best doctoral dissertation and Master's thesis projects employing qualitative research methods.

2015 ATLAS.ti - IIQM Doctoral Award



The winner of the 2015 ATLAS.ti - IIQM Doctoral Award is Anastasia Aldeлина Lijadi. She recently completed her Doctor of Philosophy in Psychology at the University of Macau. She developed and

implemented an online asynchronized focus group discussion using social media, and employed the Collage Life-story Elicitation Technique for semi-structured interviewing. Anastasia received her MA in Counseling and Psychotherapy from the University of Saint Joseph in Macau. She is currently working as visiting lecturer at her alma mater and continuing research in exploring social change, identity construction and well being of high mobility individuals. Anastasia also actively involves in non-profit association by bringing community spirit to the expatriate community in Macau to ensure the smooth adaptation and well being of the whole family, including the trailing spouse and the children.

2015 ATLAS.ti - IIQM Masters



The winner of the 2015 ATLAS.ti - IIQM Masters award is Mariko Sakamoto. She completed her Master of Nursing from Athabasca University. She is a community health nurse from

Vancouver, BC and has practiced within the home health setting in a variety of roles from home care nurse to geriatric transition nurse. She also works as a sessional clinical instructor with the UBC School of Nursing, mentoring students within the community setting. Her nursing interests include facilitating chronic disease self-management and understanding how people experience and live with chronic conditions. This includes an interest in exploring what it means to live with degenerative illnesses such as dementia, as evidenced in her thesis "Perceptions of Personhood and the Early Onset Dementia Experience".

To read the full dissertations, please click here <http://www.iiqm.ualberta.ca/Dissertation%20Awards/DissertationAwardRecipients.aspx>

ATLAS.ti sponsored the 5th APPCR Conference in Putrajaya, Malaysia



ATLAS.ti was proud to be one of the sponsors of the 5th Asia Pacific Primary Care Research Conference 2015 that was held at the Everly Hotel, Putrajaya, Malaysia on 4-6 December 2015. conference. A total of 81 papers



were presented and approximately 200 delegates attended. The abstracts were published in a special issue of the Malaysian Family Physician - the official journal of the Academy of Family Physicians of Malaysia and Family Medicine Specialist Association (Issue 2015 Volume 10 Supplement 2). More information about the Association and their journals may be found at this link: <http://e-mfp.org>

ATLAS.ti in action at Seminar Jom Hebat Pascasiswazah Series 10.0



On 9th of January 2016, our Manager of International Projects for the Training & Partnership Development, Ani Munirah Mohamad, spoke at the Seminar Jom Hebat Pascasiswazah ("Let us Become Great Postgraduates") Series 10.0. The Seminar was organized by the Malaysian Postgraduate Workshop Series (MPWS) team at the MPWS Training Center, Selangor, Malaysia. A total of 250 postgraduates from all-over Malaysia attended the seminar, which exposes the delegates to various research-related aspects of thesis writing, literature reviews, qualitative research, quantitative analysis and research publication. We appreciate our joint venture with MPWS throughout all these years, and for inviting us to speak at the Seminar Series beginning Series 1.0 in 2013. Since then, approximately a total of 5,000 seminar delegates have been introduced to ATLAS.ti as a tool for literature reviews and qualitative analysis. More information about MPWS can be learned here: <http://postgraduateworkshop.com/>

Free overview demo webinars for Europe and Africa time zones



Starting in March, we are offering a series of 60-minute free overview webinars on ATLAS.ti 7 Windows offered at a time convenient for people in European and African countries. These are

taught by Dr. Steve Wright, learning technologist at the University of Lancaster, UK. Dr. Wright brings to these webinars his extensive knowledge and experience using and researching ATLAS.ti and other learning technologies. Dr. Wright has particular expertise in the use of ATLAS.ti multimedia analysis and in the use of the ATLAS.ti Mobile app, which he has employed in literature reviews. You may learn about Dr. Wright by visiting the Lancaster University website [here](#). The webinars are scheduled on Fridays at 10:00 AM GMT. To select a date and register, [click here](#).

Case Studies in ATLAS.ti

Are you using ATLAS.ti in interesting projects and would like to share your experience with the international community of users? If so, we invite you to contribute to our Case Studies section of *Inside ATLAS.ti*. To do so, simply [complete this questionnaire](#). We will contact you soon after receiving your submission. Thank you!



Learning Resources

ATLAS.ti offers a variety of resources that facilitate the learning of the software. These include a complete library of video tutorials, weekly webinars, varied workshops, as well as a set of manuals and how-to documents.

For more information on our learning resources please contact the staff of our training center. They will be happy to assist you. In the United States and Canada, you may call us toll free at 1-866-880 0231. If calling from other countries, dial +1-541-286-4391. You may also write to us at training@atlasti.com and access all of our training resources on our website by clicking [here](#).

Free group introductory webinars

If your organization is evaluating ATLAS.ti, or if you want to introduce it to your students or at a professional meeting, schedule a presentation with one of our instructors. We will be happy to tailor the presentation to your needs. To schedule a presentation, please [complete this registration form](#). For group demo webinars in Spanish, [complete this form](#).

Free overview webinars for groups

We are now offering free overview webinars for the UK time zone on Friday's at 10: 00 am GMT beginning on March 11th. These webinars will be taught by Dr. Steve Wright. Register [here](#)

Premium Training

Our [premium training activities](#) include online synchronous and asynchronous courses, face-to-face workshops and on-demand worldwide. [Click here](#) to see the entire calendar of training events currently

scheduled. There you may read the course outlines and register for the course of your preference.

This time, we want to highlight the face-to-face workshops scheduled for March and April.

United States

- March 25th and 27th. Harnessing ATLAS.ti 7 Windows Powerfully. Athens, Georgia.
- April 2nd and 3rd. Practical Qualitative Data Analysis with ATLAS.ti. Berkeley, California.
- April 4th and 5th. Introduction to ATLAS.ti 7 Windows. Chapel Hill, North Carolina
- April 14th, 15th and 16th. Qualitative Analysis with ATLAS.ti 7 Windows. Corvallis, Oregon.

Europe

- March 10th. ATLAS.ti Training Workshop. Surrey. UK.
- March 11th. Analysis Tools with ATLAS.ti. Hannover, Germany. [Taught in German].
- April 7th and 8th. ATLAS.ti for Starters. Rotterdam, Netherlands.
- April 7th and 8th. ATLAS.ti for Advanced Users. Rotterdam, Netherlands.
- April 12th. Introduction to ATLAS.ti. Hannover, Germany. [Taught in German].
- April 18th. Introduction to ATLAS.ti. Madrid, Spain. [Taught in Spanish].

Latin America

- March 12th and 13th. Tools for Qualitative Data Analysis with ATLAS.ti 7. Mexico City, Mexico. [Taught in Spanish].

To see the complete schedule, and to register, [click here](#).



Best Practices with ATLAS.ti

Document Comments: Describing the Nature, Context and Background of the Sources of Information

Ricardo B. Contreras

In this article I will touch on the process of writing comments on documents. Writing these comments is part of what I like to refer to as a 'documented' approach to data analysis with the software, whereby we make an effort to describe as much as possible the different components, steps and procedures involved in an analysis project. Comments and memos can be used in this documentation process, although with slightly different objectives. While comments are the ideal places to write descriptions, reflections or insights on individual objects of the project (e.g., the project itself, a specific document, quotation or code), memos are better suited to provide more of an integrated view of the process, bringing pieces together in a narrative.

Document Comments

It is always a good idea to write comments on the documents that you are analyzing. Friese (2012: 62) suggested that researchers should include in the document comment space meta information on the document (e.g., interview protocols) as well as notes related to the context of data collection. To this I would add that document comments should include whatever piece of information about the document context, background, or its nature, that might enrich the data analysis process of that document. This may include demographic information when analyzing interviews if having that information close to you can enhance the understanding of the data and enrich your report writing. For instance, you might be able to provide a context when quoting from interviews, as follows:

'Ms. Johnson, a 40 year-old woman mother of three children, said the following about this: ...'

As I commonly tell people learning ATLAS.ti, always ask yourself the following question: What information about this particular document would enrich my analysis and writing process? Always keep in mind that the text that you write as a comment is part of the analysis process, not part of the data that you are analyzing. In other words, that text cannot be segmented or coded (unless you transform the comment into a project document, but that does not always make too much sense).

Let me propose a few items that you might consider including as document comments. The final decision about what to include can only be made by you, the researcher, and it will always respond to your analysis needs.

- Description of the data collection setting
- Synthesis of the demographic information
- Notes on the data collection process, including instruments of data collection
- Notes on the quality of the data

If working with bibliographic references, I suggest that in the document Comment space you include the citation and summary or abstract of the source. This will facilitate referencing the bibliographic source in your writing.

Procedures

The procedure to write *comments* on documents vary a little between the Windows and Mac versions of the software. I will describe both below.



ATLAS.ti 7 Windows

Access the comment space from drop-down menu. Select the document on the document drop-down menu, right click on it, and select **'Edit Comment'**. Proceed to write.

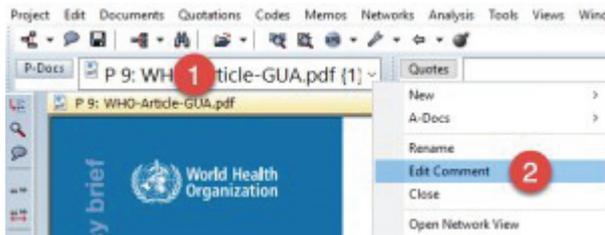


Figure 1. Accessing the document comment through drop-down menu in ATLAS.ti 7 Windows.

Access the comment space in Document Manager. Open the Document Manager, select a document, and write the *comment* on the space below.

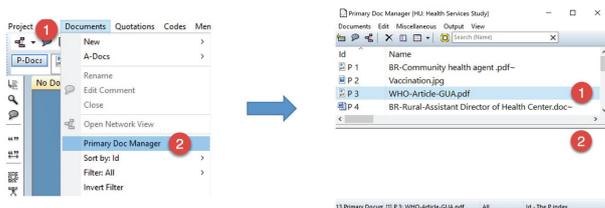


Figure 2. Accessing the document comment through manager in ATLAS.ti 7 Windows.

ATLAS.ti Mac

Access Comment space through Inspector. Select the document in the Navigator and access the Comment space in the Inspector on the right.



Figure 3. Accessing the document comment through Inspector in ATLAS.ti Mac.

Access the Comment space through the Document Manager. Open the Document Manager, select a document, and access the *comment* space on the Inspector on the right.



Figure 4. Accessing the document comment through the manager in ATLAS.ti Mac.

Document Comment Outputs

Although writing notes on documents can enrich the analysis process just by making the context information easily accessible, producing outputs of them can be especially appropriate if you need to include these notes as appendices to your reports. If working on theses or dissertation projects, I would say that including an appendix with notes on the project sources of information can be as important as having an appendix of the codebook (i.e., codes with comments).

ATLAS.ti 7 Windows

Open the Document Manager, select the documents whose outputs you want to produce, click on Output on top, and select List of Documents. Follow the prompts until you produce the output in Rich Text Format (RTF). The report can be edited and adjusted to your needs. For instance, I would suggest that do not include the information on the document location. You can either copy and paste the report into another document, or save it and open it using Word or word processor of your preference.

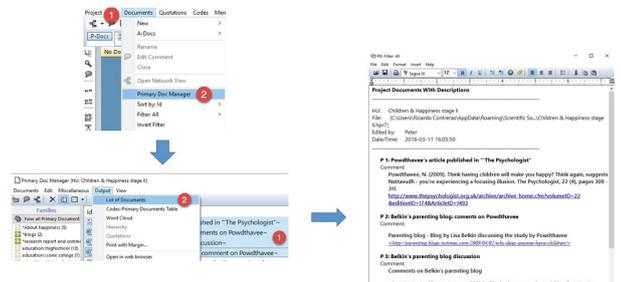


Figure 5. Document comment outputs in ATLAS.ti Windows.



ATLAS.ti Mac

Open the Document Manager, select the documents whose outputs you want to produce, click on the output icon on the top right corner, and follow the prompts. An out in Excel will be produced. I would suggest that you edit the resulting table so that only the document name and its comment are included. That would be make a good appendix for your report.

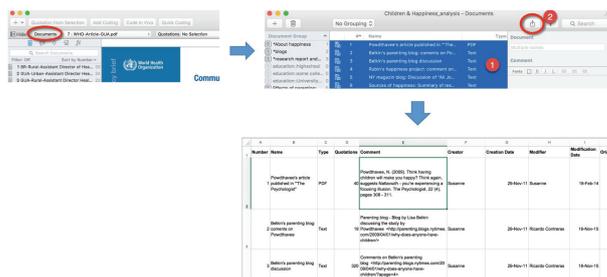


Figure 6. Document comment outputs in ATLAS.ti Mac.

Conclusion

I usually tell ATLAS.ti users that writing comments on the project documents is not a technical requirement. That is, you will be able to move forward in the analysis process without writing these comments. However, I also say that not doing so limits in an unnecessary way the potential for a good analysis. I would add that writing notes on the sources of information is the starting point for a good description, and, paraphrasing Wolcott (2009: 27), description is the foundation upon which qualitative data analysis rests.

References Cited

Friese, Susanne. 2012. *Qualitative Data Analysis with ATLAS.ti*. London: SAGE Publications Ltd.

Wolcott, Harry. 2009. *Writing Up Qualitative Research*. Thousand Oaks, CA: SAGE Publications Inc.

About the author

Ricardo B. Contreras is an applied anthropologist with research interests in migration, community health, and qualitative methodology. He is a consultant in ethnography and qualitative methodology and director of the training division of ATLAS.ti Scientific Software Development GmbH. He lives in the city of Corvallis, Oregon, in the United States. Ricardo can be reached by email by [clicking here](#).

You may read this article in the [ATLAS.ti blog](#). There you will find other articles that might also be of your interest.



Case Studies in ATLAS.ti

This month, we interview Nane Zadouri, a researcher at WestEd Center for Prevention and Early Intervention, a California-based non-for-profit organization.

Could you tell us something about the organization you work for and your professional background and research interests?

WestEd is a nonpartisan, nonprofit research, development, and service agency that works with education and other communities throughout the United States and abroad to promote excellence, achieve equity, and improve learning for children, youth, and adults. Success for every learner is WestEd's prime focus and has been for close to five decades. WestEd staff meet the needs of our clients and customers through consulting & technical assistance, evaluation, policy analysis, professional development, and research.



I am currently the research manager for the California Home Visiting Program External Evaluation under the supervision and direction of the Principal Investigator, Dr. Karen Moran Finello. This external evaluation is being conducted by a team

at WestEd to evaluate home visiting programs in California. It is federally-funded through HRSA's Maternal, Infant, and Early Childhood Home Visiting Program (MIECHV). and California was selected as a recipient. We are sub-contracted through the California Department of Public Health. My research interests are in the field of early intervention, infant and early mental health, and family health services and programs. I strongly believe in the importance and need for early childhood care programs and family serviced for all children and family. I see early childhood and family mental health and school-based services as my niche.

In what study are you using ATLAS.ti? Tell us something about it.

The *WestEd External Evaluation of the California MIECHV Program focused on Home Visiting Services for High-Risk and Hard to Engage Populations in California Study*. The study's principal investigator is Dr. Karen Moran Finello.

The purpose of the California Home Visiting Program (CHVP) competitive project, funded by HRSA's Maternal Infant and Early Childhood Home Visiting Program (MIECHV), is to evaluate mechanisms for the engagement and retention of a diverse set of high-risk populations in ten unique communities located in rural areas, the central valley, large urban areas, and moderate sized cities throughout the state. The ten communities have reported significant family and community risk factors, including cultural and language barriers; limited access to prenatal care; teen parents; domestic violence; substance abuse; high rates of mental health issues; high rates of child mal-treatment; and high rates of infant mortality and low birth weight as well as transportation and housing issues. Families are enrolled in home visiting services from the prenatal period until the child turns age three.



The external evaluation conducted by WestEd is utilizing quantitative and qualitative evaluation methods to rigorously monitor and document factors contributing to the successes and challenges seen in the delivery of home visiting services, with the ultimate goal of building knowledge to support the improvement of the service delivery system for home visiting in California. The new phase of the competitive project is focused on supporting home visiting program staff in their efforts to coordinate services within high-risk and hard-to-engage communities in order to reduce the impact of toxic stress upon child and family development. The WestEd evaluation team is continuing to build upon important information already gathered through site visits, on-line surveys, phone interviews, focus groups, and written mailed family surveys in order to examine, in-depth, the critical factors that impact engagement and retention of high risk families of very young children.

How are you using ATLAS.ti in this project?

I have been using ATLAS.ti extensively in this project, both during Phase I and currently in Phase II. As a mixed-methods design, ATLAS.ti was used for analyzing site visit interviews conducted with home visiting staff and leadership at each site and for the family focus group data during both baseline and follow-up periods. There are over 150 Primary Documents that were assigned to families, coded, and analyzed into memos and well over 20 different family focus group data files (see figures 1, 2 and 3 below). Also for interim-period evaluation tasks, family focus groups were conducted at select sites, online surveys were used to get updated data, and we conducted mailed family surveys. The open-ended data questions from these evaluation activities was also assigned into the HU and coded as needed to create an overall project file where all the documents are stored, organized by Document Family (by interview type, date, site location), and code lists exist that were a priori and deductively created. As the data was analyzed by coding (myself-individual user), pre-

liminary memos were written about quotations, themes, key issues that emerged. This was always reviewed and discussed with the PI to confirm reliability.

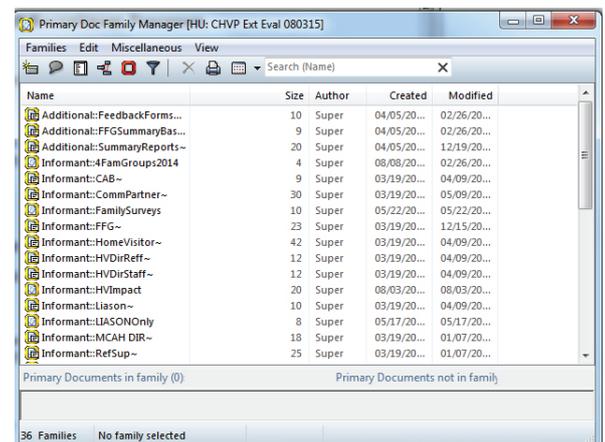


Figure 1. The document family structure.

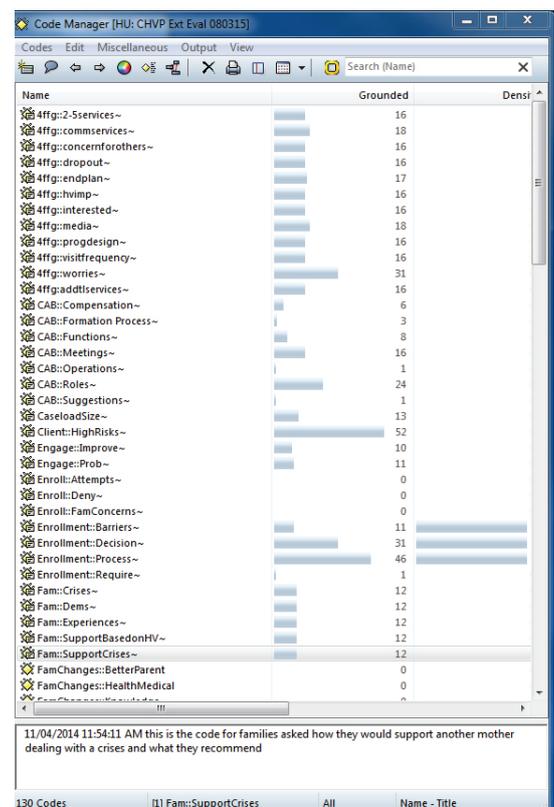


Figure 2-The project code system.

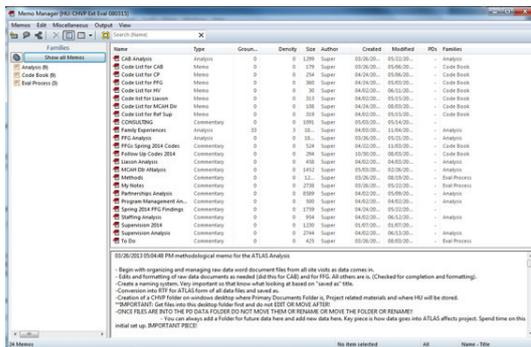


Figure 3. The system of memos.

Most importantly, because I did not conduct the site visit interviews nor the family focus groups, I was neutral in coding the raw data based on what was recorded by the interviewers themselves onto Word documents using the interview protocols. I developed codes based on question types and themes for most of the primary documents. Some codes overlapped and were used throughout the primary documents. Some codes were unique to only a certain interview family or time period (i.e. baseline versus follow-up). Based on this, preliminary findings were written and reviewed by the PI always before preparing into summary reports disseminated to the California Department of Public Health and at times select reports were sent to the sites.

The real highlights and key functions of ATLAS.ti for this project have been plentiful. Some of these are the following:

- I have been able to store and manage in an organized manner a LOT of raw data files overtime and add to the HU additional data files based on the iterative process.
- I have been able to organize our raw data by timeframe, site location, interview type, informant role, and evaluation task (i.e. focus group, interview, online survey, mailed survey).
- I have used the tools and features that are built-in to print code books that I share with the team and store in project files and review periodically.

- I have learned how to use the Query Tool for code co-occurrence such as when a quotation was “memorable” and “family story.” Along with this the Word Cloud was used occasionally to get a glimpse of the raw data files before delving into the coding.
- I also became familiar with the network views initially to link codes and explain relationships and some quotations but have focused on other techniques mainly.
- And as always, the copy bundle feature and tool has been the best way to back-up this large HU file.

Would you like to add a few final words?

The ATLAS official training by Dr. Contreras was very helpful in the beginning. I highly recommend it for all beginners. Also we used the recommended trainers as project consultants (Dr. Nick Woolf & Dr. Kristin Kostick) to help us out as needed during the early years of the project and they were great! I continue to enjoy receiving and reading the newsletters, checking out the website periodically for updates and resources and overall this is a good software program for qualitative analyses.

Thank you!

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You may read this article in the [ATLAS.ti blog](#). There you will find other articles that might also be of your interest.



Talk To Us – We Love Hearing from You!

We hope you enjoyed reading this issue of INSIDE ATLAS.ti – The QDA Newsletter. And we welcome your feedback and suggestions!

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