Spotlight Session: MAXQDA 2020: The new Features in Reports and Exports

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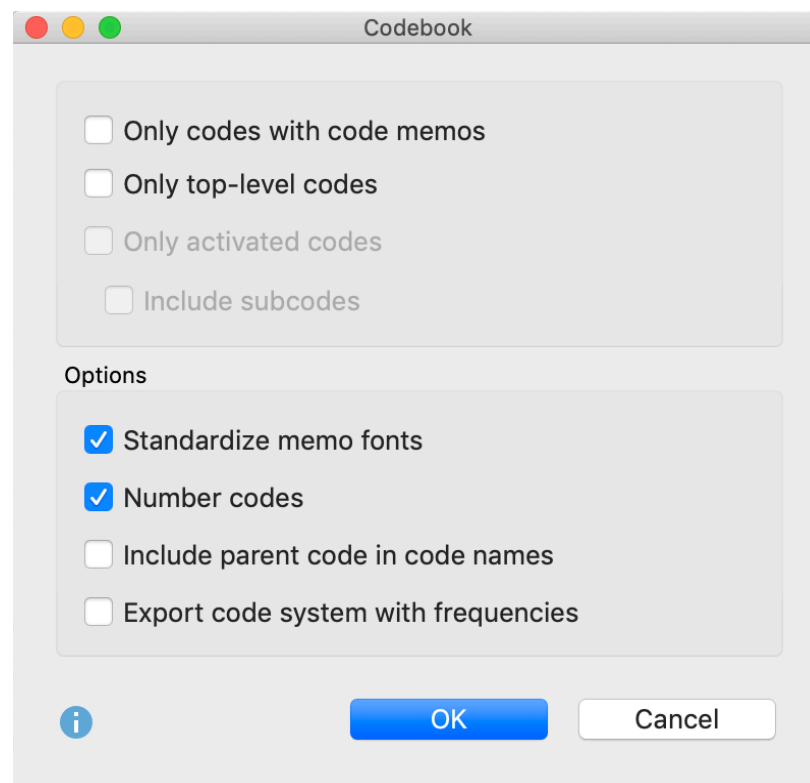Chair of Political Science

Literature

- Schreier, Margrit (2012): Qualitative content analysis in practice. London: Sage.
- Miles, Matthew B./Huberman, Michael A. (1994): Qualitative Data Analysis: an Expanded Sourcebook. Thousand Oaks: Sage.
- MacQueen, Kathleen M.; Mc Lellan, Eleanor; Kay, Kelly; Milstein, Bobby (1998): Codebook development for team-based qualitative content analysis, in: Cultural Anthropology Methods, Vol. 10, No. 2, pp. 31-36.

Reports with MAXQDA

- MAXQDA's report and export functions come in handy when for example working in a team or when you need to report your results at the end of your research. Obviously, when publishing your paper or report, the data that you have to provide should make it easy to understand your research process.
- First, be transparent about the heart and soul of your research: the codes. Let MAXQDA easily create a codebook based on the code memos that you have created during the coding process. This way, every reader can understand how you defined the codes and how you understood them during your research. Go to: Reports > Codebook

- Literature tip: MacQueen et al. 1998
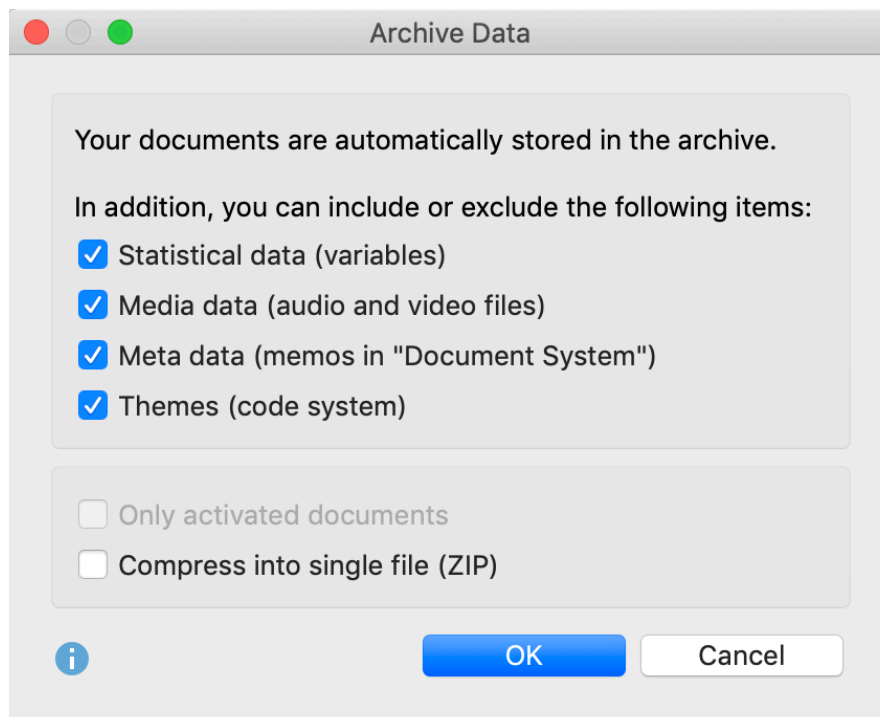
Exports with MAXQDA

- Second, reporting your findings means reporting your coded segments. Supervisors, journal reviewers and others would like to see what you have coded and where. There are several options to do so:
  - First, you can export the coded segments for each document individually by clicking with a right-click on the document and select the overview for the coded segments. The same applies for document groups.
  - Second, you can export the codes segments displayed in the retrieved segments window. Here, you can export it to Excel, Word or as a HTML-file.
  - Third, you can export your summaries either individually or using the export button in the Reports-ribbon.
  - Fourth, and this might be the easiest way to create one single file for your supervisor for example, using the option "Project Components as Excel file". MAXQDA creates one Excel-file, containing every single information in the project file.

Data Archiving

- Another new feature is the option of archiving. Click on "Archive Data" in the Home ribbon. You can select and deselect components of your project that should be stored or not:

- MAXQDA creates one single folder containing the documents, media and meta data as well as the statistical data. It does NOT contain the coded segments.