**AEDC Data Publication** **Submission Checklist for Data Users**

**This checklist is for Data Users to complete prior to submitting their publication to the Data Management Agency for review.**

The AEDC Data Guidelines consider a publication to be the process of disclosing previously unreleased, aggregated, suppressed AEDC data beyond the Department, the Data Management Agency (DMA) and the Authorised and/or Permitted Data User(s).

Prior to its release to an audience beyond those mentioned above, including disclosure under embargo, it is the responsibility of the Authorised Data User to ensure that the publication rules are applied to all materials including unreleased AEDC data prior to publication. These publication rules are detailed in section 7.0 of the AEDC Data Guidelines.

Publication materials are required to undergo review prior to release and/or disclosure, as detailed in section 7.4.1 of the AEDC Data Guidelines. This includes a check by the DMA to ensure that AEDC data have been used appropriately, the confidentiality rules and interpretability rules have been applied correctly and AEDC terminology is used appropriately.

For publications arising from research applications, including MADIP/PLIDA and other linkage projects, the DMA will conduct a check to confirm that the published figures are accurate, where the data is not linked and where specifications for any constructed variables have been provided. The DMA carefully assesses publications using AEDC data against the Publication Assessment Guidelines. This checklist will help you submit a publication with a successful outcome from that assessment.

Please see section 7.4.1.1 of the AEDC Data Guidelines for further details around the DMA review.

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| AEDC data  | **Yes** |
| Does this manuscript contain unreleased AEDC data? | [ ]  |
| If you have a project/application reference number, have you included it with your publication submission? | [ ]  |
| The proposed publication of AEDC data maintains confidentiality, and interpretability: | **Yes** |
| Publication is compliant with publication rules specified in the **AEDC Data Guidelines** Section *7. Publication of AEDC data*; (7.1 Confidentiality rules and 7.2 Interpretability rules)  | [ ]  |
| For any data that has had suppression rules applied, the unsuppressed data is attached for review by the DMA | [ ]  |
| The AEDC is appropriately used and correctly represented: | **Yes** |
| Domain names are referred to in full i.e., “*Physical health and wellbeing*”, “*Social competence*”, “*Emotional maturity*”, “*Language and cognitive skills (school-based)*”, and “*Communication skills and general knowledge*” | [ ]  |
| Categorical definitions are referred to correctly, or the creation of new categories is appropriately defined (including the collapsing of existing AEDC categories) i.e., “Developmentally *on track*”, “Developmentally *at risk*” and “Developmentally *vulnerable*”  | [ ]  |

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| Definition of cut-off scores is complete i.e., “*For each of the five AEDC domains, children receive a score between 0 and 10 where 0 is most developmentally vulnerable. The cut-off scores* ***set in 2009*** *provide a reference point against which later AEDC results can be compared. These have remained the same across all collection cycles.**In the first data collection cycle a series of cut-off scores was established for each of the five domains:* * *children falling below the score equivalent to the 10th percentile in the 2009 AEDC data collection were categorised as ‘developmentally vulnerable’*
* *children falling between the score equivalent to the 10th and 25th percentile in the 2009 AEDC data collection were categorised as ‘developmentally at risk’*
* *all other children were categorised as ‘developmentally on track’* ”
 | [ ]  |
| Definition of on track on 0-5 domain(s) is complete and specifies; i) that the base includes children with missing data, ii) children not on track on five domains may not be ‘vulnerable’ on any domain i.e., they could be at risk on that domain or could be missing a domain score. Example: “*The percentage of children not on track on five domains includes children developmentally vulnerable, at risk or missing a domain score due to the teacher not being able to answer at least 75% of items in any domain.”*  | [ ]  |
| Language and terminology are used appropriately to describe AEDC results, i.e., references to “vulnerability” as described by AEDC results refer to “developmental vulnerability” | [ ]  |
| Your publication references invalid domain scores. Invalid domain scores are defined per the following: “*AEDC scores are invalid for children who are less than 4 years old, with special needs, where teachers have completed less than 75% of the items in any given domain and where the teacher has known the child for less than one month and feels as though they do not know the child well enough to complete the instrument*”. Note: these scores are **invalid** not missing data. However, researchers who use the domain scores should be mindful that special needs children and children less than 4 years old may have a domain score. The researcher can apply the relevant domain ‘valid’ flags as a filter (e.g., PHYSValid for the PHYS domain score) and only explore the domain scores for children deemed to have a valid score.  | [ ]  |
| Reasoning for why children who are classified as special needs do not receive domain categories has been mentioned, as per the following: *“Children with special needs are not included within domain indicators/categories because of the already identified substantial developmental needs of this group”.* | [ ]  |
| Any creation of new measures by combining AEDC individual instrument items, sub-domains or domains has been appropriately defined and justified **within the manuscript,** or appropriate reference to the full manuscript is provided.If custom measures are used, the manuscript must make it clear that the use and naming of new variables and constructs are not consistent with AEDC reporting of data and ensure that they are clearly differentiated from standard AEDC terminology.  | [ ]  |
| Described analysis techniques are appropriate according to the AEDC Data Guidelines, i.e., analysis does not identify individuals, evaluate schools, or produce diagnostic data or measures about the status or performance of individual children, classes, teachers or school/s. | [ ]  |
| **Publication Disclaimer** | **Yes** |
| The following publication disclaimer has been included in the manuscript: “This [paper/project/research/report etc.] uses data from the Australian Early Development Census (AEDC). The AEDC is funded by the Australian Government Department of Education. The findings and views reported are those of the author and should not be attributed to the Department or the Australian Government.”   | [ ]  |

If you have answered ‘No’ to any of the above, then please revise your publication accordingly before submission or contact support@aedc.gov.au if you have any questions.

Please submit your publication for review to support@aedc.gov.au and **allow 10 business days** (allow up to 15 business days for large publications) from the date of receipt for the DMA to assess the publication and provide feedback.

Materials produced by the Department and/or its contractors, the DMA, and State and Territory governments and/or their contractors in the context of the AEDC program are also required to comply with the AEDC Editorial Style Guide and the AEDC Visual Identity Guides. Please allow **an additional 5 business days** from the day of receipt for the DMA to conduct editorial style and visual identity checks. Refer to section 7.4.1.2 of the AEDC Data Guidelines for further details.

Following the DMA review and/or the editorial style and visual identity checks, as applicable, the DMA may be required to submit the approved materials to the AEDC National Committee for either noting or comment, depending on the type of Data User, the geographical aggregation of the data, and the intended publication of the data. In some cases, you will need to allow an additional 12 business days for this to occur. Please refer to section 7.4.2 of the AEDC Data Guidelines for further details.