Content:

1. Registration as histat-user
2. Login and Use of histat
3. Studysearch
   a. Search for Studies and Data by Topics
   b. Search for Studies and Data of Primary Researchers (Search by Name)
   c. Search for Studies and Data for Specific Time Periods (Search by time periods)
   d. Search for Studies and Data by Keywords
4. Citation Format
1. Registration as histat-user
Registration and use of the Online-Database histat is free of charge.

Open the menu 'Anmelden' (Login) and choose the option 'Registrieren' (Create)

Now, please, fill in the desired username and registration details. Fields marked with a star are mandatory fields.
After filling in the registration form press the button 'REGISTRIEREN' to send your registration data.
You will receive your password by e-mail.

2. Login and Use of histat

Once you have received your password, you can log in to histat.
Open the menu 'Anmelden' (Login) and choose the option 'Anmelden' (Login)

The Login-Menu appears, in which you fill in your user-name (Benutzername), and your password. After that, press the orange button 'ANMELDEN' to complete the login.

The histat start-page appears after the login-process.
3. Study Search

Press the button ‘DATEN’ to open the navigation bar. You can search for time series data using different menus.

There are different possibilities for the study search:

a) Search by Categories (Themen)
b) Search by Names of primary investigators (Namen)
c) Search for data for a specific time interval using time periods (Zeiten)
d) Search by key words (Suchbegriff)
e) The menu item 'Neu' opens a list of new imported studies.
f) The menu item 'Top' opens a list of studies which have been most demanded and downloaded.
a) Choice from the category list (THEMEN):

a.1 Choose a category (Arbeit = Work; Bauen = Construction; Bevölkerung = Population; Bildung = Education; Einkommen = Income; Energie = Energy; Geld = Money; Gesundheit = Health; Handel = Trade; Hanse = Hanse; Industrie = Industry; Innovation=Innovation; Konjunktur = Economic Situation; Kriminalität = Criminality; Kultur= Cultur; Landwirtschaft = Agriculture; Migration = Migration; Sozialstaat = Welfare State; Staatsfinanzen = Public Finance; Städte = Cities; Umwelt = Environment; Unternehmen = Enterprises; Verbrauch = Consumption; Verkehr = Transport and Communication; Versicherungen = Insurances; VGR = National Accounts; Wahlen = Elections; Übergreifend = General, Overriding themes; SIMon: Social Indicators Monitor 1950-2013; Demonstrationsbeispiele = Demonstration Examples)

a.2 Per topic a list of studies categorized to the topic appears. From this list a study can be chosen by opening the study description (blue button 'BESCHREIBUNG') or the study’s data section (orange button).
a.3 After pressing the orange button a list of the data tables appears. The individual tables can be selected by pressing the orange button on the right-hand side of the screen.

a.4 Open a data table by selecting the orange button with the the number of periods (Zeitreihen)
a.5 start the data download

The complete Data table, which appears on the screen, can be downloaded.

From extensive data tables individual time series can be chosen for the download:
a.6 Fill in the reason for the download and for what you will use the data. We need this data for our internal statistical report on the usage of histat:

Lehre = teaching at university;
Forschungsprojekt = research projects;
geplante Publikation = publication;
Hausarbeit (Studierende) = write a thesis or domestic work (students);
Abschlussarbeit (erster Abschluss) = final degree thesis
(undergraduate degree, Bachelor, Master’s Degree, Diploma);
Abschlussarbeit: Dissertation = final degree thesis (Dissertation);
Bereich Schule: Nutzer = Lehrer → Schools = Teachers;
Bereich Schule: Nutzer = Schüler → Schools = pupils;
Presse/Medien = print media, journalism;
freie Eingabe = free entry field

After choosing a download reason from the list, the data are opened as Excel file.
b) Search by Names of Primary Researcher (menu item 'NAMEN')

b.1 Select a letter from the alphabet at the top of the screen or click on a name from the list 'Liste aller Autorinnen und Autoren'.

b.2 After choosing a name (e.g. Imhof) a list of studies appears, which has been carried out by the researcher and which are available via histat.
b.3 Now, the data tables of the selected study can be chosen for the download. It is helpful to open the study description by pressing the blue button (BESCHREIBUNG).

The study description informs on the territory under investigation (UNTERSUCHUNGSGEBIET), on used sources (QUELLEN), on important notes (ANMERKUNGEN) and a link for the download of further documents is offered.
The field 'factual classification of data tables' (SACHLICHE UNTERGliEDERUNG DER DATENTABELLEN) shows the content structure of the data. This information support by the choose of a data table from the studies data section for the download:
c) Selection of the studies by time (ZEITEN)

c1 Choose the time-period of interest. In this example the period '1880er' (the 1880ies) has been selected.

C2 A list appears with studies containing time series data, starting in the 1880ies.
d) Search by keywords (SUCHBEGRIFFEN):

The keyword search offers the opportunity to search for an entered search term within the entire data stock:

```
result = 9 studies
```

In addition to the simple keyword search, an advanced keyword search can also be carried out. The menu of the advanced keyword search offers the possibility to define the search area, the definition of the time span for the search, as well as the use of an additional thesaurus.

Example for a **simple keyword search** by the term 'Mortalität' (mortality):

```
result = 9 studies
```

Example for an **advanced keyword search** by the term 'Mortalität' (mortality):
Example for an **advanced keyword search**:

**Restrict search to**
- a topic (SUCHE BESCHRÄNKEN AUF EIN THEMA) -> Bevölkerung
- Population Limit search period (SUCHZEITRAUM EINGRENZEN) -> 1800-2012
- Search area (SUCHBEREICH):
  - search in table titles and variable names of the data tables (IN DEN TABELLENTITELN UND DEN VARIABLENBEZEICHNUNGEN DER DATENTABELLEN)
  - search in the sources of the datatables (IN DEM QUELLETEIL DER DATENTABELLEN)

**Result: 3 studies**
4. citation of downloaded studies and data in own publications:

We ask you for the to correct the citation of the data. The primary researcher and his publication should be named as well as the location where you have downloaded the data as a prepared data file. The citation should be as follows:

Name of primary investigator, publication year, title of the publication. Data taken from: GESIS Data Archive, Cologne. histat. Study Nr. nnnn.

Example: