

Worksheet: Finding and using published tables and reports

This worksheet shows you how to find and access readily available statistics on key social science themes and topics. Following the worksheet you will:

- find links to statistics through the UK Data Service
- explore statistics from the Office for National Statistics
- download and manage statistical data in Excel

The worksheet uses the theme of crime as an example, but you can apply the same steps to find statistics for other social science topics.

Task – Source data on crime rates

To provide context for research into the 'fear of crime' in England and Wales, we would like to obtain some statistics on crime rates. Specifically, we would like to find out:

1. What are current levels of crime?
2. Have crime rates been increasing or decreasing?

Follow instructions marked with a ➔ on your computer

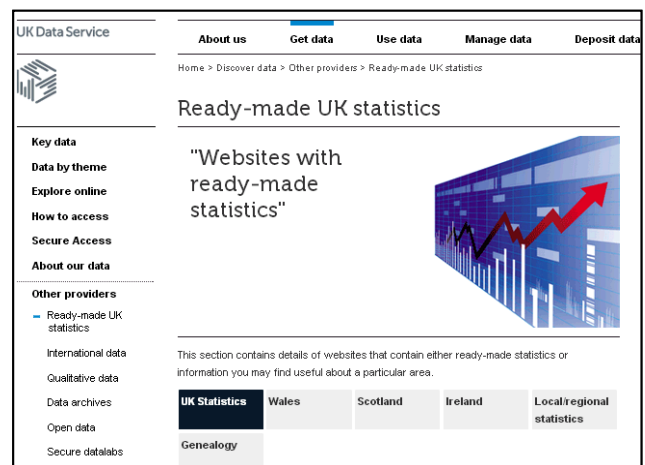
1. Finding UK Statistics through the UK Data Service

The UK Data Service website includes a section with links to a wide varied of published tables and reports. To find the ready-made UK statistics section of the UK Data Service website.

➔ Go to <http://www.ukdataservice.ac.uk/>

➔ Click Get data> Other providers > Ready-made UK Statistics

On this page you will find links to websites containing statistics. There are tabs listing data provides for UK Statistics, statistics for individual countries of the UK and local/regional statistics.



1.1. UK Statistics

In this case we are looking for data for the UK or England Wales.

- ➔ Under UK Statistics, scroll down to see the list of providers. Can you see any relevant sources?

Did you see that the Office for National Statistics (ONS) has a number theme pages, including 'Crime and Justice'?

ONS theme pages identify statistics relating to key themes, topics or sub-topics. If there is a theme page relevant to your research area, they can be a useful resource.

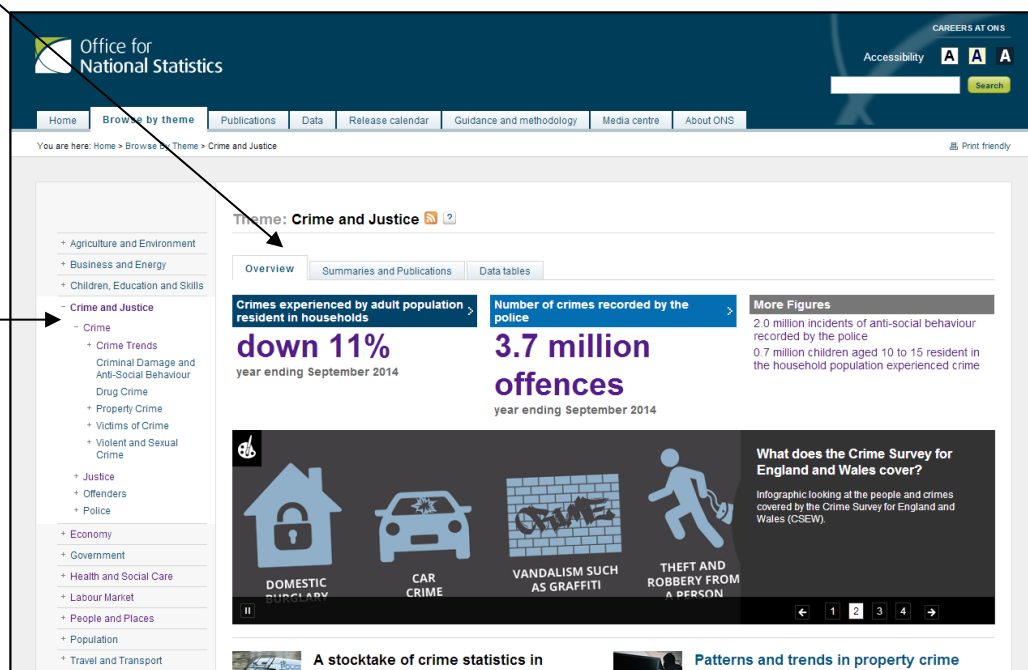
1.2. Visit the Office for National Statistics (ONS) theme pages

- ➔ Select the Office for National Statistics (ONS) [Crime and Justice](#) theme page.

This takes you to an ONS webpage with useful statistics and links related to the theme of Crime and Justice.

Tabs: The main theme pages are divided into tabs. The 'Overview' tab highlights key statistics and links. There are also tabs for 'Summaries and Publications' and 'Data tables', which offer comprehensive lists of reports and data.

Topics: On the left, you can also select more specific topics under the broader theme



At this stage, the amount of information might seem overwhelming and it might not be obvious where to look. Take time to familiarise yourself with what's available.

- Can you find data on crime rates and how they have changed?

2. Using data and reports (from the ONS)

Published reports can be a very useful way to get information for a research project such as a dissertation.

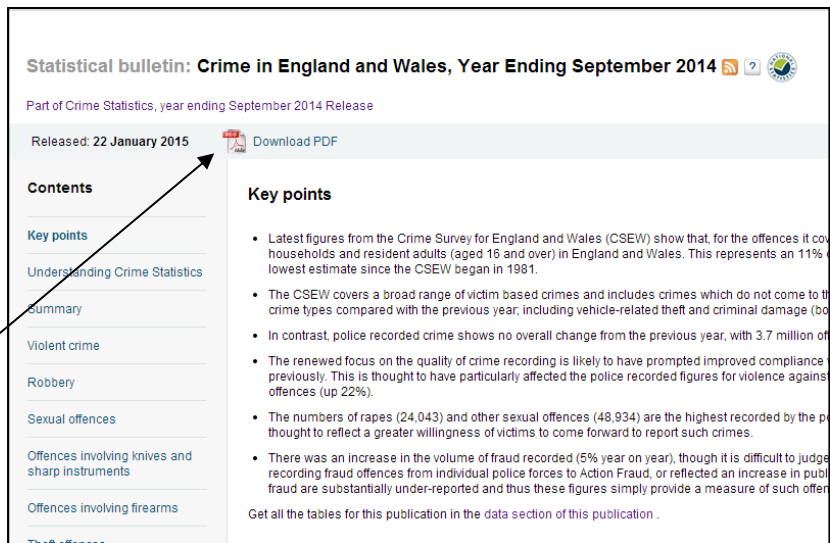
2.1. Finding the most recent report

One way to find current publication is to:

- ➔ Click on Crime > Crime Trends > Crime in England and Wales
- ➔ Under the Summaries and Publications tab, find and select the most recent report on 'Crime in England and Wales'

This will take you to a summary page with key points from the publication. The page also includes:

- 'Contents' with links to individual sections and
- an option to 'Download PDF'



2.2. Citing statistics data from the published reports

You can cite this published data in your own research.

- ➔ Go to the section called Summary
- ➔ Using Figure 1 and the text above, write a short summary of how crime rates in England and Wales have changed over time. Think about how you would include the information in your report and how to cite the source.

Figures from the Crime Survey for England and Wales (CSEW) show....

2.3. Opening data in the Excel file

There are also options to access the data in Excel, which allows you to make charts and tables for your own project.

- ➔ In the Summary section, scroll down to see the option 'Download chart' under Figure 1
- ➔ Click on the link 'XLS format' to download an Excel file
- ➔ Open the downloaded file

Your open Excel spreadsheet should look something like the picture below. A next step is to present the information from the CSEW tables in chart form for use in your research project. The next section gives an example.

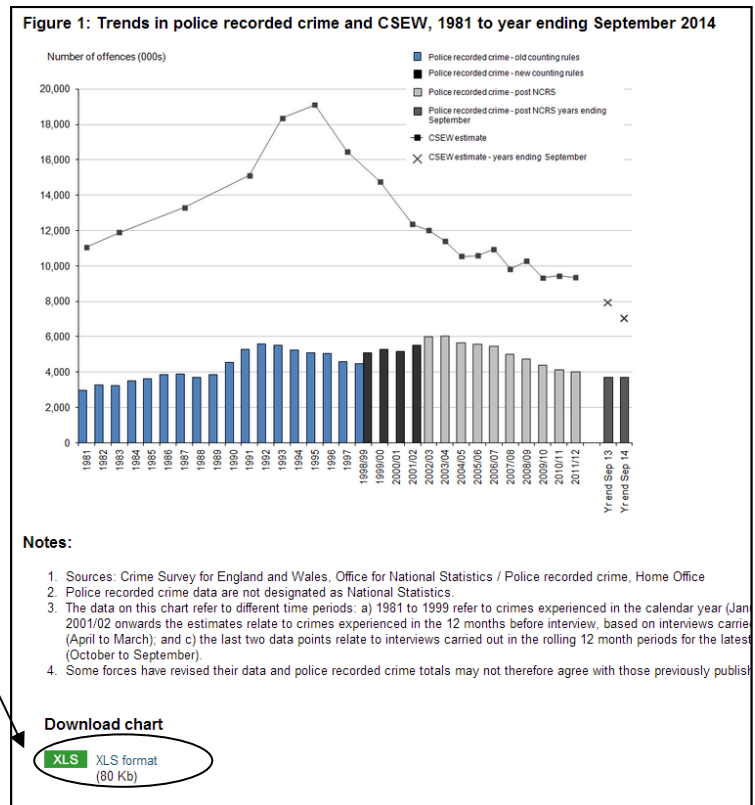


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File Home Insert Page Layout Formulas Data Review View Add-Ins Team										
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A B C D E F G H I J										
1	Figure 1: Trends in police recorded crime and CSEW, 1981 to year ending September 2014 ^{1,2}									
2										
3	England and Wales									
4		1981	1982	1983	1984	1985	1986	1987	1988	1989
5	Total CSEW crime ⁴	11,066		11,901				13,313		
6	Total police recorded crime ⁵	2,964	3,262	3,247	3,499	3,612	3,847	3,892	3,716	3,892
7	1. Sources: Crime Survey for England and Wales, Office for National Statistics / Police recorded crime, Home Office									
8	2. Police recorded crime data are not designated as National Statistics.									
9	3. Prior to 2001/02, CSEW respondents were asked about their experience of crime in the previous calendar year, so year-labels identify the year in which the crime was experienced.									
10	4. CSEW data relate to households/adults aged 16 and over.									
11	5. Some forces have revised their data and police recorded crime totals may not therefore agree with those previously published.									
12										
13										

2.4. Making your own graph

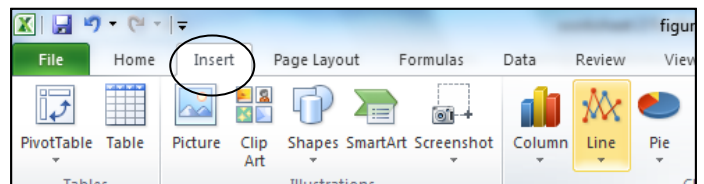
In this final section, we will use the data in the Excel sheet to make a graph to show changing crime rates. We will focus only on the crime rate produced through the Crime Survey for England and Wales.

- ➔ Highlight the first two rows in the table (year and Total CSEW crime) for all years available (you will need to move your cursor to the right)

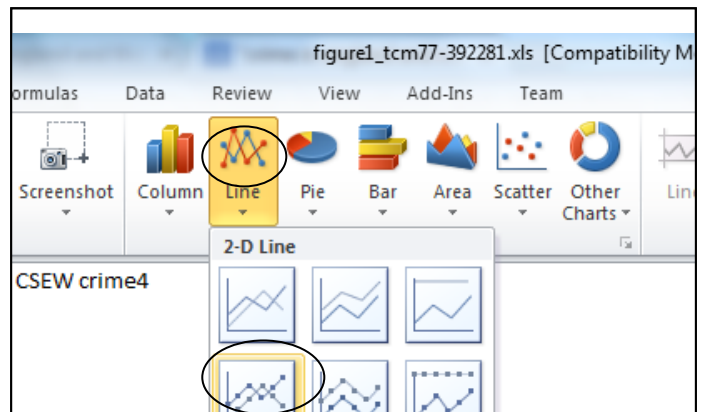
	A	B	C	D	E	F	G	H
1	Figure 1: Trends in police recorded crime and CSEW, 1981 to year ending September 2014 ^{1,2}							
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12

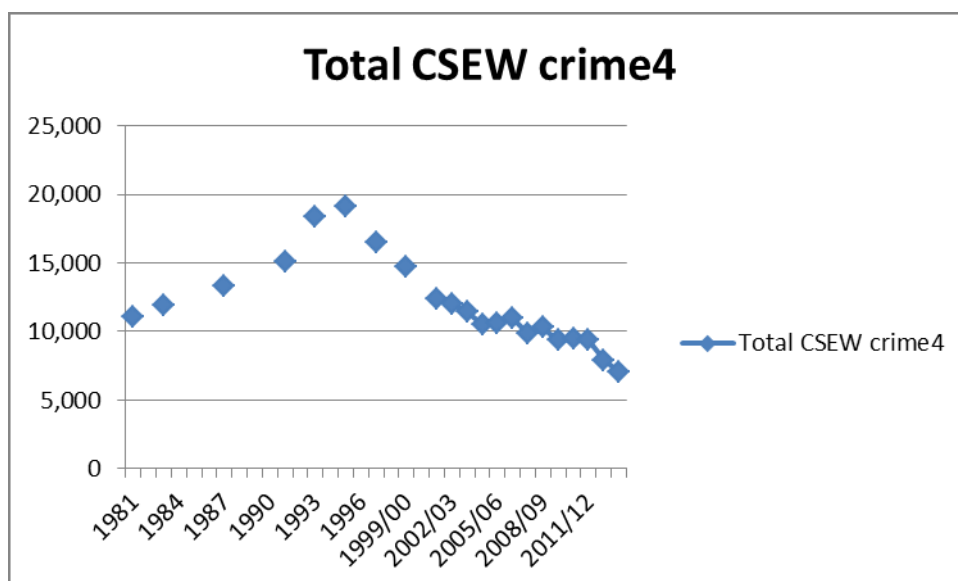
- ➔ Once you have all the relevant cells highlighted, select Insert from menu options along the top



- ➔ Then from the Charts section, select Line > Line with Markers



This will give you a graph like in the picture below.



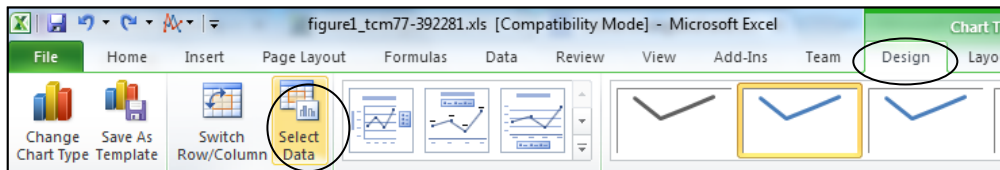
2.5. Some steps to edit charts and graphs in Excel

The next step is to work on the presentation of the chart. Here are a few options.

Join the dots

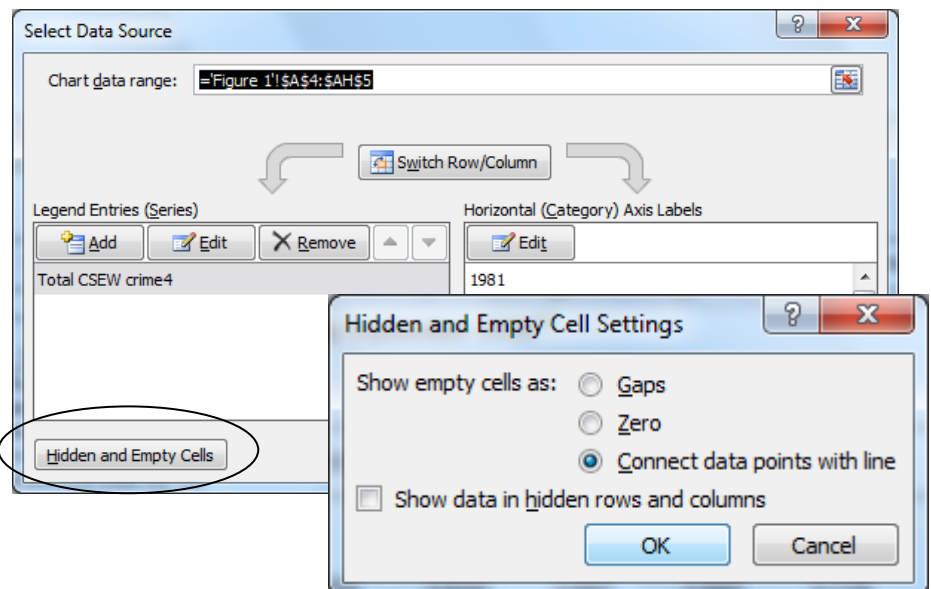
First, the line on the graph does not join all the points (this is because there are some missing data points). To join the data points we have to:

- ➔ Select the Design tab > then Select data



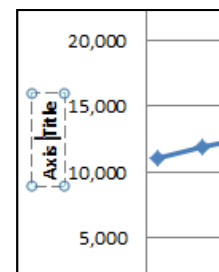
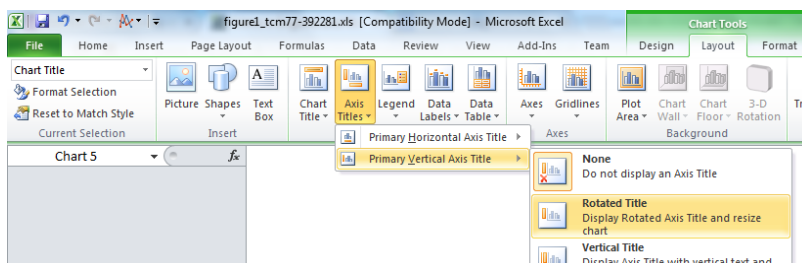
This will open a box. In the box:

- ➔ Select Hidden and Empty cells (at the bottom left)
- ➔ Then select Connect data points with line
- ➔ Click Ok



Add an axis label

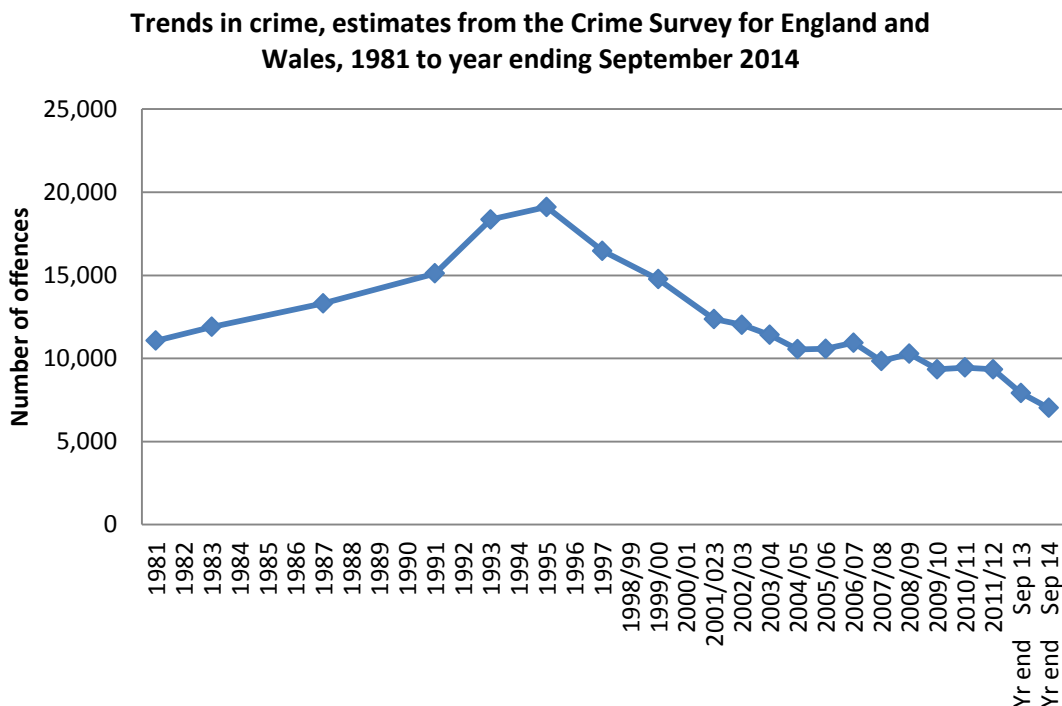
- ➔ Under Layout tab, select Axis Titles > Primary Vertical Axis Title > Rotated Title
- ➔ An axis label box will then appear on your chart, select it and add the label 'Number of offences'



Change the heading

- ➔ On the chart, click on the text in the title box to allow you to edit the text
- ➔ Replace the text with a more descriptive title such as Trends in crime, estimates from the Crime Survey for England and Wales, 1981 to year ending September 2014

You should now have a chart that looks something like the picture below. The final step is then to add notes at the bottom of graph to provide readers with information about the source of the data (Tip: check the information given in the Excel spreadsheet and tell readers where you got the data from).



Source: Crime Survey for England and Wales, Office for National Statistics. Figures taken from the Statistical Bulletin *Crime in England and Wales, Year Ending September 2014* (Crown, 2014).

The data on this chart refer to different time periods: a) 1981 to 1999 refer to crimes experienced in the calendar year (January to December); b) from 2001/02 onwards the estimates relate to crimes experienced in the 12 months before interview, based on interviews carried out in that financial year (April to March); and c) the last two data points relate to interviews carried out in the rolling 12 month periods for the latest available two years (October to September).