Coding and Data Rostering

I. What is a code book?

II. What should your code book contain?
   A. Copy of your questionnaire with:
      1. Names of variables
      2. Code number of each response
      3. Indicator for missing data (open, I.V.'s only)
   B. Indication of which items are closed-ended, which are I.V's that are involved in "obvious hypothesis", which are just "thrown in"

III. Handling missing data problems and adding up index
   A. Open-ended question, I.V. questions: use -9 for code if data are missing
   B. Closed-ended D.V. questions: two ways of substitution
      1. Ipsative – use if all items have same # of choices
      2. Sample-based – use if they do not
   C. Once all closed ended items have a code, add all **closed-ended** items together into your index. Call it "index" in your data file.

IV. Rostering data. Order of items: IVs, closed DVs, index, open.

V. Coding open-ended question

VI. What must be turned in on Friday July 15 by 4:30 at the latest:
   A. A CD (NOT a zip disc) or data stick with data file and syntax file, or the specific address on the Y-drive.
   B. Copy of **code book** and data roster sheet, with **clear** indication of which items are part of index, which are I.V.'s, etc.
   C. The name of your file (should be GroupX.sav, where X is your group number), which should have ALL your data
   D. Printout of data, syntax, output
   E. If you have any unusual analysis requests, a **clear** explanation of what you want.