

Survey Study Data File Guide

(15 pts) Due 11/14 by 5:00

Following the directions bellow create a data file based on the data we collected on Disgust Sensitivity. Be sure to carefully read the data entry directions before you start entering data.

I. Define the Variables

Create the following Variables

<u>Name</u>	<u>Label</u>	<u>Values & Value Labels</u>
subnum	Participant Number	None
order	Packet Order	1 = A 2 = B 3 = C
age	Age of Participant	None
sex	Sex/Gender of Subjects	1= Female 2 = Male
ethnic	Ethnicity of Participant	1= European American 2 = African American 3 = Latino/Hispanic/Chicano 4 = Asian/Pacific Islander American 5 = American Indian (Native American) 6 = Other
gpacur	Current GPA	None
gpahs	High School GPA	None
relstat	Relationship Status	1 = Single 2 = Dating 3 = Engaged 4 = Married 5 = Divorced 6 = Widowed
ds1	disgust sensitivity item 1	None
...		
ds32	disgust sensitivity item 32	None
mor1	morality scale item 1	None
...		
mor12	morality scale item 12	None
rmor1	Radford morality scale item 1	None
...		
rmor35	Radford morality scale item 35	None

II. Enter the data

- Enter the Data in the order that you numbered your subjects. Starting with the lowest numbered participant and working to the highest.
- Save the data file with following name YOURNAME_Survey_Data.sav
- The ds items come from the original Disgust Sensitivity measure, not the new one we wrote. Also, for the ds measure, some items are true false and some are on a 3 pt scale (0-2). For the true false measures, enter True as 2 points and False as 0 pts. For the questions using the 3 point scale, use the number they use (0, 1, & 2).
- For the morality scales use the 1 to 7 scale used in the questionnaire.
- If subjects skip a question and leave it blank, then do not enter any data for that cell. Make a list of the missing data as you run across it. Use the form appended to this guide. You may need multiple copies of it.

IV. Clean the Data

- To clean the data, run a frequency analysis for each variable. It would probably be best to run each analysis separately for each questionnaire. For example, do the demographics first, ds second, morality scale third, and the Radford morality scale last.

- Check the frequency tables for two things.

1. Missing data

- For each variable check the number of missing values
- For a given variable, when the number of missing values exceeds the number of missing data points that you recorded in the missing data list (created while entering data), then you will need to check the original data.
 - go back to the data view of the data editor
 - find the variable of interest
 - scroll down the data until you find a case of missing data that was not on your missing data list.
 - look at that subjects questionnaire and determine what value should be recorded and update the data file (save your work). If it turns out to really be missing data, update your missing data list.

2. Out-of-range data (e.g. 8 on an item using a 7 point scale. This is clearly mis-entered data)

- When you find out-of-range values:
 - go back to the data view of the data editor
 - find the variable of interest
 - scroll down the data until you find the out-of-range value
 - record the subject number
 - look at that subjects questionnaire and determine what value should be recorded (i.e., what was their true answer), update the data file, and save your work.
- If you find double digit numbers for items using numerical scales (e.g., 56 on a seven point scale), this may indicate that you have entered data for two items in one cell and the data for that questionnaire may be incorrectly entered from that point on (it is worth checking).

V. Final Submission.

- After saving the file with all corrections made, make a copy of your questionnaires and missing data list.
- Submit the following
 - 1- electronic version of the data file, e-mailed to jaspelme@radford.edu and lbfleisch@radford.edu.
 - 2- copy of the questionnaires.
 - 3- copy of the missing data list. Be sure that your name appears at the top of each page.

