

## **Chapter 2 – Data Coding, Entry, and Checking**

### **Chapter Outline**

- I. Plan the Study, Pilot Test, and Collect Data
  - A. Plan the study
    - 1. Identify the research problem, question and hypothesis.
    - 2. Plan the research design.
  - B. Select or develop the instrument(s)
    - 1. Select from available instruments
    - 2. Modify available instruments
    - 3. Develop your own instruments
  - C. Pilot test and refine the instruments
    - 1. Try out instrument on friends or colleagues
    - 2. Conduct pilot study with a similar sample population
    - 3. Utilize experts to check content validity of instrument items
  - D. Collect the data
    - 1. Use methods appropriate for selected instruments
    - 2. Check raw data before entering
    - 3. Set “rules” for dealing with problematic responses.
- II. Code Data for Data Entry
  - A. Rules for data coding (assigning numbers to values or levels of a variable)
    - 1. All data should be numeric.
    - 2. Each variable for each case or participant must occupy the same column in the SPSS Data Editor.
    - 3. All values (codes) for a variable must be mutually exclusive.
    - 4. Each variable should be coded to obtain maximum information.
    - 5. For each participant, there must be a code or value for each variable.
    - 6. Apply any coding rules consistently for all participants.
    - 7. Use high numbers (value or code) for the “agree”, “good”, or “positive” end of a variable that is ordered.
  - B. Make a coding form: to streamline data entry processes
- III. Problem 2.1: Check the Completed Questionnaires (follow instructions in book)
- IV. Problem 2.2: Define and Label the Variables (follow instructions in book)
- V. Problem 2.3: Display Your Dictionary or Codebook (follow instructions in book)
- VI. Problem 2.4: Enter Data (follow instructions in book)
- VII. Problem 2.5: Run Descriptives and Check the Data (follow instructions in book)