

SPSS Data Standardization

Missing Values

- 9,99,9999999, etc will be labeled “missing” and defined as missing variables.
- “detailed responses” in numerical variables will be labeled as such and defined as missing.
- When applicable “0” will be labeled “skip” and set to missing.

Recoding

- Recode scales as appropriate so that positive responses are highest (e.g., 1=strongly disagree, 5=strongly agree).
- Label recoded variables with original label followed by “_r” (e.g., “q1_r”).

Labeling

- Label all variables and values.
- For surveys where output will be posted on the web, use the entire survey question for the variable label.

Duplicate Responses

- Duplicate responses will be removed

Note:

Incomplete surveys will be retained

Outliers will not be set to missing

It will be the project manager’s responsibility to remove any unwanted incomplete surveys as well as to identify any outliers and set them to missing.