

<b>Quantitative research - Data processing - Data Definition</b>	Set-up & Conduct- Process & Analyse data	
	VERSION	4.0

## Aim

To properly document variables. Proper documentation ensures that co-researchers can use the data and that the study can be properly archived at a later stage.

## Requirements

Each variable needs to be checked on the presence of variable labels, value labels and missing value codes.

## Documentation

Proper documentation of the variables consisting of:

- Variable label or definition
- Value label or definition
- Missing value code(s)

## Responsibilities

Executing researcher:

- To check whether each variable is documented including variable labels, value labels and missing value codes.

Project leaders:

- To advice the executing researcher about this topic.

Research assistant: N.a.

## How To

Variable definitions should be described in a data documentation file (also known as a codebook). Make sure your data file contains variable names that are intelligible. Variable and value labels can also be assigned to the dataset in SPSS and R. Pay attention to assigning missing values. Often, data imported from (database) programs like Castor, Survlyzer or Blaise already contain missing value definitions and variable and value labels. This can be set relatively simply in the design of the input screen.

Problems can arise when transforming from databases where label information is not available after exporting data to SPSS, for example MS-Access and SQL server databases. SPSS commands such as VARIABLE LABELS, VALUE LABELS and MISSING VALUES can be used to address this issue.

Also see here for more information and examples: <https://libguides.vu.nl/rdm/data-documentation>

## Audit questions

1. Have all variables been defined fully and clearly?

## LINKS

	Link
VU UB	<a href="https://libguides.vu.nl/rdm/data-documentation">https://libguides.vu.nl/rdm/data-documentation</a>

## DOCUMENT HISTORY

Version	Status	Date	Name
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# Amsterdam Public Health



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4.0	Revision	26MAY2021	Elize Vlainic , Dr. Wouter van Ballegooijen
3.0	Text updated	02DEC2016	EMGO
2.0	Revision format	28MAY2015	EMGO
1.1	English translation	01JAN2010	EMGO
1.0	-	13APR2004	EMGO

## DOCUMENT APPROVAL

Role	Name	Date
Project Leader	Dr. Seta Jahfari	27May2021