

# Codebook template for LISCO lab

Created by Sophie Nolden, 17<sup>th</sup> May 2021

Source: <https://datawizkb.leibniz-psychology.org/index.php/during-data-collection/what-should-i-know-about-codebooks/>

After having read in your raw data, clean it up and organize it in a meaningful way. Document and comment your code so that all your steps are reproducible.

Create a codebook based on your (cleaned and organized) rawdata as well as for derived variables (e.g., mean average).

- **Variable name.** The name of a variable should only consist of letters, integers and underscores. Come up with a consistent naming convention, e.g., a system of prefix, root and suffix (like learning\_keypress\_RT).
- **Variable label.** A short description or the full name of a variable.
- **Variable type.** Numeric, strings, dates, etc.
- **Valid values.** Valid values for categorical variables, a range for continuous variables.
- **Value labels.** What do the values mean?
  - Example 1 – accuracy: 0 = error, 1 = correct
  - Example 2 - rating: 1 = very unsure, 2 = unsure, 3 = sure, 4 = very sure
  - Example 3 – response times: in ms, minimum = 0, maximum = 4000 (response limit), - 1 = no response in response window
  - Example 4 – age groups: YA = young adults, OA = older adults
  - + in all cases: assign values and value labels to missing values
- **Missing values.** Differentiate the following cases:
  - No response by participant.
  - Missing by design.
  - Skipped on data entry.
  - Not applicable.
- **Measurement occasion.** Important for longitudinal studies, e.g., baseline vs. follow-up.
- **Filter variable.** Do you use this variable for filtering your data (e.g., RT outliers)?