# Meta-data Checklist

Here is a checklist you can use at the end of your analysis to make sure you have all your meta-data up-to-date and in order.

- ☐ **Data Dictionary:** Is this up-to-date with all the calculated variables you made? Did you update all the picklist level tabs?

- ☐ **Data Reduction Documents:** Have you updated your spreadsheet to account for all exclusions? Do you have an accurate data reduction diagram?

- ☐ **Code Files:** Are all your code files names with appropriate prefix numbers and suffix descriptors? Does all your code have clear comments in it? Is it formatted clearly? Is code you didn't use renamed so it is not part of the main list of code files?

- ☐ **Model Tables:** Are all your model documentation tables complete? Is it clear which model was selected as the final model and why? Is it clear why other models were not selected?

- ☐ **Final Presentation Tables:** Are these accurate in that they accurately reflect the estimates from the model printout from R? Is the concatenation code correct so that the display is correct "on stage"?

- ☐ **Miscellaneous:** Are files that were provided from the dataset source that are necessary to understand the data available (questionnaires, codebooks, prior reports, etc.)? Is any documentation that you made separate than the above finalized and available?