# Data wrangling and merging I & II

Complexities in analyzing conflicts: Data wrangling and data management in R

Cosima Meyer

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#### Preparation: Remove documents, install packages, load data sets

#### What did we learn last time?

- Loading datasets in various formats (.dta, .RData, .xls/.xlsx, .csv)
- A format that compresses data (.feather)
- A glimpse of tidyverse

#### **Tidyverse**

The tidyverse is a "universe" that includes several packages that all follow the tidyverse logic when it comes to dealing, handling and wrangling the data.

The following figure is taken from this blog post and shows a part of the tidyverse – but this is not exhaustive. Instead of covering all packages (which will not be possible in this course), we will focus on the major components of tidyverse.

Before we delve more into tidyverse, let's briefly look at the hands on exercise that we had at the end of last session:

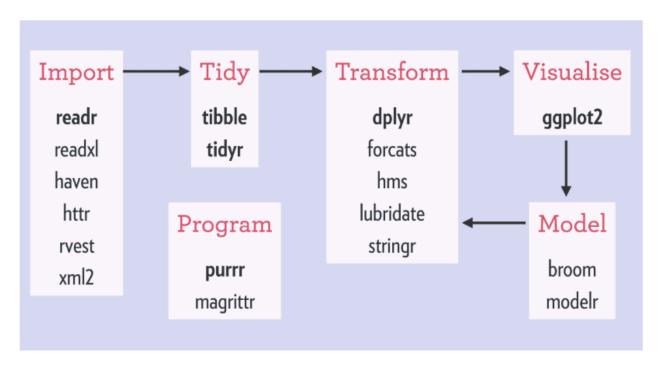


Figure 1: tidyverse

#### Hands on exercise

0. Read in the UNPKO dataset.

```
unpko <- read_dta("data/CMPS Mission Totals 1990-2011.dta")
```

- 1. Which countries are included in the dataset?
- 2. How many missions were on average deployed during the years?
- 3. Now we will use the ucdp\_dyadic dataset. Reload the dataset (remember, the file is called "ucdp\_dyadic\_191.RData").
- 3.\* Bonus with the unpko dataset: How many countries are covered in the dataset?
  - 4. Subset the dataset to region == 3 only. Save the result in an object called ucdp\_dyad\_region.
  - 5. Which (unique) countries are in the location variable? Can you make any sense of what the "3" in region stands for?

# Important functions of dplyr and tidyr for some first descriptive analysis and data wrangling

#### Generate new variables: mutate()

If we want to generate a new variable, we use the function mutate().

Let's say we want to generate a variable that combines troop and police. We will call this variable armed\_forces.

```
unpko <- unpko %>%
  dplyr::mutate(armed_forces = troop + police)
```

We can also use mutate for more difficult operations and combine it with other functions – but more on this below.

### Descriptive statistics (mean(), max(), min(), ...)

Assume we want to know how many troops we have on average per mission country.

```
unpko %>%
  dplyr::group_by(missioncountry) %>%
  dplyr::summarise(troop_avg = mean(troop))
```

```
## # A tibble: 38 x 2
##
      missioncountry
                               troop_avg
##
      <chr>
                                   <dbl>
## 1 ""
                                   NA
## 2 Afghanistan
                                    0
## 3 Angola
                                   NA
## 4 Bosnia and Herzegovina
                                    1.71
## 5 Burundi
                                 1317.
## 6 Cambodia
                                   NA
## 7 Central African Republic
                                  927.
## 8 Chad
                                 1298.
## 9 Costa Rica
                                   NA
## 10 Croatia
                                 4411.
## # ... with 28 more rows
```

Or let's say we want to know the maximum of military observers in South Sudan:

```
unpko %>%
  dplyr::filter(missioncountry == "South Sudan") %>%
  dplyr::summarise(max_milobs = max(militaryobservers))

## # A tibble: 1 x 1
## max_milobs
```

#### Summary statistics: skim()

<dbl>

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##

## 1

If we want a more comprehensive overview, the skimr package and the skim() function provides a nice summary statistic.

```
skimr::skim(unpko)
## Skim summary statistics
##
    n obs: 4414
##
    n variables: 17
##
  -- Variable type:character ------
##
          variable missing complete
                                        n min max empty n_unique
##
           mission
                          0
                                4414 4414
                                                9
                          0
                                4414 4414
##
    missioncountry
                                               32
                                                     343
                                                               38
                                            0
##
##
  -- Variable type:numeric -----
                                                                     p0
##
             variable missing complete
                                                 mean
                                                             sd
                                           n
##
         armed_forces
                           278
                                              3313.15
                                                        5550.18
                                                                   0
                                   4136 4414
                           278
##
    militaryobservers
                                   4136 4414
                                               113.4
                                                         152.94
                                                                   0
##
         missionccode
                           343
                                   4071 4414
                                               521.06
                                                         189.71
                                                                  41
##
                month
                             0
                                   4414 4414
                                                  6.46
                                                           3.44
                                                                   1
##
    monthlymilobspers
                           278
                                   4136 4414
                                              1984.69
                                                         544.79
                                                                 738
##
    monthlypolicepers
                           278
                                   4136 4414
                                              6970.35
                                                        4157.04 1020
##
       monthlytotpers
                           138
                                   4276 4414 59099.59 29486.68 9924
##
     monthlytrooppers
                           278
                                   4136 4414 51729.48 25151.71 9053
##
     numberofmissions
                             0
                                   4414 4414
                                                 16.97
                                                           2.87
##
               police
                           278
                                   4136 4414
                                               388.1
                                                         864.42
                                                                   0
##
                total
                           139
                                   4275 4414
                                              3357.08
                                                        5566.87
                                                                   1
##
                           139
                                   4275 4414
                                              3357.08
                                                        5566.87
               total2
                                                                   1
##
                           278
                                   4136 4414
                                              2925.06
                                                        5196.86
                                                                   0
                troop
##
                             0
                                   4414 4414
                                              2001.8
                                                           6.24 1990
                 year
##
              yearmon
                             0
                                   4414 4414
                                              2001.87
                                                           6.24 1990.01
##
                           p75
                                    p100
         p25
                  p50
                                             hist
        7
                        4106.75 39285
##
               926
##
        2
                44
                         192
                                 1039
      372
               540
                         652
                                  860
##
                           9
##
        3
                 6
                                   12
##
     1629
              2087
                        2353
                                 2921
##
     2940
              6754
                       10629
                                14703
##
    35546
             63928
                       84309
                                1e+05
    28932
             58571
                       74277.5
                                86571
##
##
                17
                          19
                                   22
       16
##
        0
                 6
                         232.5
                                 5511
##
      130
              1035
                        4144
                                39922
##
      130
              1035
                        4144
                                39922
##
               223
                        3799.25 38614
        0
##
     1997
              2002
                        2007
                                 2012
              2002.07
                       2007.1
##
     1997.01
                                 2012.07
```

#### Generate some proportional overview: count()

count() allows us to generate a quasi proportion table for the different values of our variables. We will use the count() function as a way to count the number of observations per missioncountry

```
unpko %>%
dplyr::count(missioncountry)
```

## # A tibble: 38 x 2

```
##
      missioncountry
                                    n
##
      <chr>
                                <int>
   1 ""
##
                                  343
##
    2 Afghanistan
                                  118
##
   3 Angola
                                  133
##
   4 Bosnia and Herzegovina
                                   82
   5 Burundi
                                   97
   6 Cambodia
                                   24
##
##
   7 Central African Republic
                                   29
##
   8 Chad
                                   41
  9 Costa Rica
                                   25
## 10 Croatia
                                   42
## # ... with 28 more rows
```

And we now want to sort them so that we've the highest value first.

```
unpko %>%
  dplyr::count(missioncountry, sort = TRUE)
```

```
## # A tibble: 38 x 2
##
      missioncountry
                          n
      <chr>
##
                      <int>
   1 ""
##
                        343
##
    2 Syria
                        275
##
   3 Cyprus
                        271
##
   4 India
                        271
##
  5 Lebanon
                        271
##
   6 Morocco
                        251
##
   7 Iraq
                        229
##
   8 Georgia
                        189
##
  9 Haiti
                        167
## 10 Kosovo
                        158
## # ... with 28 more rows
```

As we can see, 343 missions have no mission country. Why is this the case? We will deal with this later once we're looking more closely into the merging procedure.

#### Sort dataset: Combination of select() and everything()

Sometimes we want to reorder the variables in a dataset. Let's say we want the country and the year first, but keep everything else as it is we would write:

```
unpko <- unpko %>%
dplyr::select(missioncountry, year, everything())
```

# Merging

We will showcase the merging procedure with the paper by Hultman et al. (2014). One of our goals for this class is to replicate (some of) the figures in the article (Figure 1-3). To do this, we need information on **UN PKO** and **battle-related deaths**. We rely on the datasets by the UNPKO data by Jakob Kathman. and the UCDP GED Dataset

The general merging procedure follows these steps:

- 1. Read in data
- 2. (Look at data)
- 3. Identify unique identifier (usually country and year)
- 4. Merge
- 5. Check if everything went well

Following this guideline, we will read in the data sets first.

Remember, we used the haven package and its read\_dta() function to read in .dta data.

```
# Read in a .dta object
unpko <- read_dta("data/CMPS Mission Totals 1990-2011.dta")</pre>
```

Since the GED data is too large for the R Studio Cloud, we will work again with a restricted dataset (only African countries and only variables that we really need). If you want to replicate the steps later by yourself for a different purpose, I will also add you the full (commented) code below so that you can use it.

```
# # Read in data
# ucdp_ged <- read_excel("ged191.xlsx") # loaded as ucdp_ged (takes a while)
# # The variable "country" gives us information on the country
# ucdp_ged <- ucdp_ged %>% # We overwrite our dataset
    dplyr::mutate(region = countrycode(country, "country.name", "continent"))
# # and apply the countrycode() function to generate
# # our new variable called "region"
# # We get the following message: Some values were not matched unambiguously:
# # Yemen (North Yemen)
# # Since this country is not part of the African continent, we can ignore it.
# # Restrict to the African continent
# ucdp_ged_africa <- ucdp_ged %>%
   dplyr::filter(region == "Africa")
# # We also have so many information in this dataset but we do not need all of them.
# # We therefore just keep the variables that we really need using the select command
# ucdp_qed_africa <- ucdp_qed_africa %>%
  dplyr::select(country, year, date_start, date_end, deaths_a, deaths_b,
   deaths_civilians, deaths_unknown, low, best, high)
# # here we select the variables that we really need
# # Save a data.frame as a feather object
# write_feather(ucdp_ged_africa, "ucdp_ged_africa.feather")
# # "data.feather" stands for the path and file name,
# # "df_combined" is our data.frame
```

We will use the newly generated subsetted dataset and read it in:

# Read a feather object
ucdp\_ged\_africa\_fthr <- read\_feather("ucdp\_ged\_africa.feather")</pre>

As the next step, we will now have a first look at the data. This allows us to get a better idea of what we are dealing with.

#### **UNPKO**

Which variables are included in the dataset?

```
names (unpko)
                            "missioncountry"
                                                 "missionccode"
##
   [1] "mission"
##
   [4] "year"
                            "month"
                                                 "yearmon"
  [7] "troop"
                            "police"
                                                 "militaryobservers"
## [10] "total"
                            "total2"
                                                 "monthlytotpers"
                            "monthlypolicepers" "monthlymilobspers"
## [13] "monthlytrooppers"
## [16] "numberofmissions"
Alternatively, we can also have a glimpse() at the data:
unpko %>% # address dataset
  dplyr::slice(1:4) %>% # take row 1-4
  dplyr::glimpse() # get a glimpse
## Observations: 4
## Variables: 16
                       <chr> "BINUB", "BINUB", "BINUB", "BINUB"
## $ mission
## $ missioncountry
                       <chr> "Burundi", "Burundi", "Burundi", "Burundi"
                     <dbl> 516, 516, 516, 516
## $ missionccode
## $ year
                       <dbl> 2007, 2007, 2007, 2007
                       <dbl> 1, 2, 3, 4
## $ month
                       <dbl> 2007.01, 2007.02, 2007.03, 2007.04
## $ yearmon
## $ troop
                       <dbl> 0, 0, 0, 0
## $ police
                       <dbl> 11, 11, 11, 11
## $ militaryobservers <dbl> 0, 0, 3, 4
## $ total
                       <dbl> 11, 11, 14, 15
## $ total2
                       <dbl> 11, 11, 14, 15
## $ monthlytotpers
                       <dbl> 82003, 82751, 83071, 83271
## $ monthlytrooppers <dbl> 70252, 70715, 70839, 71027
## $ monthlypolicepers <dbl> 9219, 9444, 9596, 9565
## $ monthlymilobspers <dbl> 2532, 2592, 2636, 2679
## $ numberofmissions <dbl> 19, 20, 20, 20
Which years are covered by the dataset?
unpko %>%
  dplyr::arrange(year) %>%
  dplyr::distinct(year) # select only the unique years
## # A tibble: 23 x 1
##
       year
##
      <dbl>
##
  1 1990
  2 1991
##
##
   3 1992
## 4 1993
##
  5 1994
## 6 1995
## 7 1996
```

```
## 8 1997
## 9 1998
## 10 1999
## # ... with 13 more rows
It covers 1990 - 2012.
```

Which countries are included in the dataset?

```
dplyr::distinct(missioncountry) # and select only unique mission countries
## # A tibble: 38 x 1
##
      missioncountry
      <chr>
##
##
    1 Burundi
    2 Central African Republic
##
##
    3 Bosnia and Herzegovina
   4 ""
##
##
    5 Haiti
##
    6 Ivory Coast
    7 Guatemala
##
    8 Chad
   9 Morocco
## 10 Angola
## # ... with 28 more rows
```

As you remember from the Hultman et al. (2014) paper, they only focused on the African continent. We now have more countries spanning around the globe. One first step might therefore be to restrict our dataset to the African continent only. To do so, we have two possible approaches: 1) Select countries on the African continent manually, or, if we want to automatize these steps a bit, 2) rely on a pre-coded continent/region variable.

We rely on a pre-coded variable for the continent. As our dataset does not contain this information, we rely on the package countrycode and its function countrycode() to generate this information (I already loaded the package for you). You can look up the syntax of this function using? countrycode().

```
unpko <- unpko %>% # We overwrite our dataset
  dplyr::mutate(region = countrycode(missioncountry, "country.name", "continent"))
# and apply the countrycode() function to generate our new variable called "region"
```

We get the warning that "Some values were not matched unambiguously: , Kosovo, Yugoslavia". We need to code these observations manually.

To do this, we first check which cases are affected (" , " indicates that we have observations with missings for a country).

```
unpko %>%
  dplyr::filter(is.na(region)) # %>%
```

```
## # A tibble: 584 x 17
##
      mission missioncountry missionccode
                                               year month yearmon troop police
##
      <chr>
               <chr>
                                        <dbl> <dbl> <dbl>
                                                               <dbl> <dbl>
                                                                              <dbl>
##
    1 LBB
                                                1997
                                                          4
                                                               1997.
                                                                         23
                                                                                  0
                                            NA
               11 11
                                                               1997.
                                                                                  0
##
    2 LBB
                                            NA
                                                1997
                                                          5
                                                                         23
                                                                                  0
##
    3 UNFOR
                                                1996
                                                               1996.
                                                                       1999
                                            NA
                                                          1
               11 11
    4 UNFOR
                                            NA
                                                1996
                                                          2
                                                               1996.
                                                                        240
                                                                                  0
##
    5 UNMIK
               Kosovo
                                           347
                                                1999
                                                          6
                                                               1999.
                                                                          8
                                                                                 37
    6 UNMIK
               Kosovo
                                           347
                                                1999
                                                          7
                                                               1999.
                                                                         30
                                                                                368
```

```
7 UNMIK
              Kosovo
                                        347
                                             1999
                                                       8
                                                           1999.
                                                                     34
                                                                           897
##
    8 UNMIK
                                             1999
                                                       9
                                                           1999.
                                                                      0
              Kosovo
                                        347
                                                                          1552
              Kosovo
                                                           1999.
##
    9 UNMIK
                                        347
                                             1999
                                                      10
                                                                      0
                                                                          1728
## 10 UNMIK
              Kosovo
                                             1999
                                                           1999.
                                                                          1850
                                        347
                                                      11
                                                                      0
## # ... with 574 more rows, and 9 more variables: militaryobservers <dbl>,
       total <dbl>, total2 <dbl>, monthlytotpers <dbl>,
       monthlytrooppers <dbl>, monthlypolicepers <dbl>,
       monthlymilobspers <dbl>, numberofmissions <dbl>, region <chr>
## #
  # View()
```

As we can see, we do have observations with missings in the missioncountry variable. We will first code the region variable for Kosovo and Yugoslavia manually. We use the ifelse() function. The logic is as follows: ifelse(test, yes, no). Or, in plain words: If an object fulfills a certain value/logical mode (test), then do whatever is in yes. If not, do whatever is in no. We will see this with the following example:

```
unpko <- unpko %>%
dplyr::mutate(region = ifelse(missioncountry == "Kosovo", "Europe", region))
```

In plain words, we ask R to check if the missioncountry variable has the value "Kosovo". If this is the case, it should assign "Europe" to the variable region. If this is not the case, it should simply print the observation that is already present in the region variable.

We will du this again with Yugoslavia.

```
unpko <- unpko %>%
dplyr::mutate(region = ifelse(missioncountry == "Yugoslavia", "Europe", region))
```

We can also combine both commands in one command using the OR condition (1):

If we check now again, we see that we have only regions without a region code left that have no observation in missioncountry. Do you remember that 343 missions had no mission country assigned?

```
unpko %>%
dplyr::filter(is.na(region)) # %>%
```

```
## # A tibble: 343 x 17
##
      mission missioncountry missionccode
                                                year month yearmon troop police
                                        <dbl> <dbl> <dbl>
                                                               <dbl> <dbl>
                                                                             <dbl>
##
      <chr>
               <chr>
##
    1 LBB
               11 11
                                           NA
                                                1997
                                                               1997.
                                                                         23
                                                                                  0
               11 11
    2 LBB
                                                                         23
                                                                                  0
##
                                           NA
                                                1997
                                                          5
                                                               1997.
    3 UNFOR
               11 11
                                                               1996.
                                                                                  0
##
                                           NA
                                                1996
                                                          1
                                                                       1999
                                                                                  0
##
    4 UNFOR
                                                1996
                                                          2
                                                               1996.
                                           ΝA
                                                                       240
    5 UNPF
               11 11
##
                                           NA
                                                1996
                                                          1
                                                               1996.
                                                                       159
                                                                               115
##
    6 UNPF
                                           NA
                                                1996
                                                          2
                                                               1996.
                                                                       106
                                                                               195
               11 11
##
    7 UNPF
                                           NA
                                                1996
                                                          3
                                                               1996.
                                                                       228
                                                                                13
                                                                               192
##
    8 UNPF
                                           NA
                                                1996
                                                          4
                                                               1996.
                                                                       122
##
    9 UNPF
               11 11
                                           NA
                                                1996
                                                          5
                                                               1996.
                                                                       542
                                                                                  0
## 10 UNPF
                                                1996
                                                                       276
                                                                                  0
                                           NA
                                                          6
                                                               1996.
## # ... with 333 more rows, and 9 more variables: militaryobservers <dbl>,
       total <dbl>, total2 <dbl>, monthlytotpers <dbl>,
## #
       monthlytrooppers <dbl>, monthlypolicepers <dbl>,
## #
       monthlymilobspers <dbl>, numberofmissions <dbl>, region <chr>
```

```
# View()
```

We will use the mission names (mission) to identify the mission countries. To do this, we will first need to look up the distinct missions.

```
unpko %>%
    dplyr::filter(is.na(region)) %>%
    dplyr::distinct(mission) # and select only unique missions

## # A tibble: 5 x 1
## mission
## <chr>
## 1 LBB
```

## 2 UNFOR ## 3 UNPF ## 4 UNPROFOR

## 5 UNTSO

These 5 missions have no countryname. We can simply look them up (or know them by heart).

- LBB: ?
- UNFOR: ? United Forces
- UNPF: United Nation Peace Forces
- UNPROFOR: Bosnia and Herzegovina, Croatia, the Federal Republic of Yugoslavia (Serbia and Montenegro) and the former Yugoslav Republic of Macedonia between Feb 1992 March 1995
- UNTSO: United Nations Truce Supervision Organization (UNTSO)

As we see, it is hard to locate these missions geographically in a single country. Luckily, none of these observations seems to be directly located on the African continent. If we were interested in one of these specific missions, we would need to further investigate and make rigorous coding decisions. For our purpose, we can simply drop these observations. We will use the command drop\_na() from the tidyr package to drop observations with missing values.

```
unpko <- unpko %>%
tidyr::drop_na(region)
```

If we want to check if there are still missings in the region variable, we simply use the following code:

```
unpko %>%
    dplyr::filter(is.na(region))

## # A tibble: 0 x 17

## # ... with 17 variables: mission <chr>, missioncountry <chr>,
## # missionccode <dbl>, year <dbl>, month <dbl>, yearmon <dbl>,
## troop <dbl>, police <dbl>, militaryobservers <dbl>, total <dbl>,
## total2 <dbl>, monthlytotpers <dbl>, monthlytrooppers <dbl>,
## # monthlypolicepers <dbl>, monthlymilobspers <dbl>,
## # numberofmissions <dbl>, region <chr>
Or we could also count if there are still missing values:
```

```
unpko %>%
  dplyr::summarise(count = sum(is.na(region)))
```

```
## # A tibble: 1 x 1
## count
## <int>
## 1 0
```

There are no missings left.

We will now restrict our dataset to the African continent.

```
unpko_africa <- unpko %>%
dplyr::filter(region == "Africa")
```

#### **UCDP GED**

We will now look at the GED dataset in a similar fashion.

Which variables are included in the dataset?

Which years are covered by the dataset?

It covers 1989 - 2018.

Which countries are included in the dataset?

We already have only African countries in the dataset because we restricted the dataset before.

After having a quick look at the data, we now need to identify a unique identifier. Typical identifiers are usually a geograpical location and a time variable. For today's session we will use the information on the country and on the year. Both datasets have a country variable (unpko\_africa: missioncountry, ucdp\_ged\_africa\_fthr: country). Both variables contain full country names. Because spelling inconsistencies would lead to non-matching in the merging procedure, it is always advised to choose unique identifiers. We will create these identifiers with the function countrycode() that we've learned above. We will now generate ISO3 country codes in alphabetic. We simply replace "continent" (remember, we used it to generate our continent variable earlier) with "iso3c".

```
# For the UNPKO dataset
# For the UCDP GED dataset
```

Since we receive no error/warning messages, everything seemed to have worked perfectly.

Both datasets have a variable called year that gives us information on the year.

#### Now we are all set for the merging.

We will use again the tidyverse and more specifically the package dplyr (see code on your cheat sheet for combining datasets). It offers various operators for merging datasets. The most frequently used are left\_join(), right\_join(), inner\_join(), and full\_join(). It always takes the arguments in the following order: left\_join(dataset1, dataset2, by="common\_identifier"). If you come from a Stata background, you might remember the merge results \_merge==1 (from master dataset) and \_merge==2 (from using dataset). You may also remember the different merge operators (m:1, 1:m, m:m). tidyverse does not differentiate between a master and a using dataset. Instead it joins datasets from left or right. If we execute a left\_join() we would then logically only keep matching rows from dataset1 (which is left). An inner\_join() command keeps only rows that match both datasets whereas a full\_join() keeps all observations.

Let's think logically what we get and what we need. If we use the command left\_join(), which data do we keep?

```
combined <- unpko_africa %>% # generate new dataset
left_join(ucdp_ged_africa_fthr, by = c("year", "ccode"))
```

In this case we only keep the countries that had peacekeeping operations (and are present in the unpko dataset). Given that we want to replicate the figures from the paper, this basis sounds plausible. If your research question requires a different data basis, you need to use a different merging command.

## Hands on exercise

Now it's your turn. Get together in your groups and follow the next steps. These steps are based on the merging procedure described above.

- 1. Present the following information to your group mates briefly: What is you (tentative) research question? What is your dependent variable? What is your independent variable? What is the data basis you plan to use? (max. 5 minutes in total)
- 2. I've uploaded (hopefully) all datasets that you will need. Please read in all datasets that you need. The idea is that you work together and generate a dataset that contains **all** information so that everyone of you can easily pick the pieces that s/he needs. (max. 15 minutes in total)

For a better overview, here's a short info on the datasets that I've prepared for you (you can download all datasets from ILIAS):

- UCDP GED (ged191.xlsx) this is the full GED dataset
- Correlates of War for inter-state wars (Inter-StateWarData\_v4.0.csv)
- Global Internal Displacement Database (idmc\_displacement\_all\_dataset.xlsx)
- Religion and Armed Conflict (RELAC) data (Relac-JCRrep.xlsx)
- UNPKO by Kathman (CMPS Mission Totals 1990-2011.dta)
- UCDP Termination on conflict-level (ucdp-term-conf-2015.xlsx)
- State of Emergency Project (STEM\_II.xlsx)
- ICOW Territorial Claims Data Set (ICOWdata.zip) you need to download and unzip it first.
- SVAC data SVAC Dataset CONFLICT-YEAR (Version 2.0)-November 2019 (SVAC\_conflictyears\_1989-2015.xlsx)
- CIRI (CIRI Data 1981\_2011 2014.04.14.csv)
- Coca cultivation (RPT CultivosIlicitos 2019-11-12-102958.xlsx)
- PRIO PETRODATA (Petrodata offshore V1.2.xlsx and Petrodata Onshore V1.2.xlsx)
- PRIO DIADATA (DIADATA Excel file.xlsx)
- # Read in the data
  - 3. Have a first look at the data. (ca. 5-10 minutes)
- # Have a first look at the data
  - 4. Now you need to decide on a merging procedure. That means that you need to make sure that you know which variable is your common identifier do you need to recode something? If you have more than one dataset, which merging steps are most logical? (ca. 10-30 minutes)
- # Identify a common identifier (do you need to recode something?)
  - 5. Once you've answered all these questions, you're ready to merge! Decide on the type of merging that you want to conduct and merge the data. (ca. 10-20 minutes)
- # Merge data
  - 6. Double-check if the merging worked. You may want to have a look at the data and see if your new dataset looks good. (ca. 10-20 minutes)
- # Double-check if merging worked
  - 7. If you are already this far, you can now start exploring your data descriptively more in-depth. (open end)
- # Explore your data