

DIME Analytics

Code Review Package Checklist

v2.0

Required Content and Practices

The code review package must be shared as a .zip file, GitHub link or shared folder containing the items listed below. All file paths in the code **must** use only forward slashes, i.e. C:/users/...

1. Package components

- All scripts to be reviewed.

- All data necessary to run the code to be reviewed - in deidentified form.

- A README. file that contains the following information:

 - Purpose of each folder

 - Purpose of each script (if more than one script is used)

 - Is all confidential data de-identified? (if provided in the review)

 - Outputs produced (if part of the review)

 - Which script creates which output

- README. file path and name:

 - A **master script** that runs all the necessary code and allows the reviewer to adjust file paths only once.

2. Master script requirements

- Master script clearly indicates which line needs to be changed to run in a different computer

- The master script runs from start to end if the reviewer changes only directory path(s) in one location of the master script

- The master script installs any commands required (e.g. from SSC in Stata, CRAN in R, etc.)

- In Stata, the master do file sets critical configurations such as version, matsize, and varabbrev (either sets directly or through a wrapper command such as ieboilstart from ietoolkit)

- In R, all necessary packages to run the code are loaded in the master script

Approximate time it takes to run all code from the the master script:

2. Data

The package includes:

Fully de-identified data. **Any exception where sensitive data is strictly needed to conduct the review will require additional ethics and security measures, and will be handled on a case-by-case basis.**

All data necessary to run the code to be reviewed is included

3. Outputs

All outputs created by the code to be review are included

All raw outputs to be reviewed are created in the same folder structure as those originally submitted.

It is easy to identify which code creates which output (**either in master script or README file**)