**1. Mean and s.d.**

Analyze 🡪 Descriptive statistics 🡪 Descriptive 🡪 Add vars 🡪 OK

Get both the mean and s.d.

**2. Correlations:**

Analyze 🡪 Correlate 🡪 Bivariate 🡪 Add vars to the box on the right 🡪 Check Pearson 🡪 Options 🡪 Exclude cases pairwise 🡪 continue 🡪 OK

**3. Reverse code variables:**

You can find a very detailed and visualized instruction here:

<https://www.youtube.com/watch?v=xKJisOMvY54>

**4. Standardization and the composite score:**

**Z-score:**

You should have a z-score for each person’s response to each of the 10 items 🡪 this means if you have 4 people, you should have 4\*10 = 40 z-scores.

Analyze 🡪 Descriptive statistics 🡪 add variable to the box on the right (if you have any negatively worded items, use the reversed variables instead of the original one)🡪 check the box before “save standard values as a variable” 🡪 OK

**The composite score:**

Calculate the mean (exactly the same as Step 1) of the z-scores by person over the 10 items (obtain the mean z-score for each person; e.g., if you have 4 people, you should have 4 composite z-scores)

Since your surveys measured only 1 variable, you don’t have to worry about Question 7.

**6. Reliability:**

**Make sure you are using the reversed variables instead of the original ones along with other variables that do not need to be reversed.**

Analyze 🡪 Scale 🡪 Reliability analysis 🡪 Indicate the variable you want to include 🡪 Click on “Option” 🡪 Check theses boxes: under “Descriptive for”: item, scale, scale if item deleted 🡪 Check these boxes: under “Inter-item”: correlations 🡪 Continue 🡪 OK

This will give you the overall reliability (Cronbach’s Alpha) as well as what is going to happen to the reliability if you delete a specific item