Instructions for creating a data dictionary using Data Dictionary Template.xls

Example to refer to:

Column/Field Name	Column/Field Description	Field Type	Field Length	Value	Label
RDATE	Date From Completed	D	10		
PID	Patient Identifier numeric	N	3		
FORM_1	Description of FORM_1	N	2		
FORM_2	Description of FORM_2	D	10		
FORM_3	Description of FORM_3	N	1	1	Yes
				2	No
FORM_4	Description of FORM_4	N	2	1	< 1 year
				2	1-2 years
				3	3-4 years
				4	5 years
				5	> 5 years
				88	Don't know
FORM_5	Description of FORM_5	C	30		
FORM_6	Description of FORM_6	N	2	1	Yes
				0	None
				88	Don't know

Column/Field Name
- Come up with a unique variable name for each of your fields.
    - ◆ CTRIC standards
        - ▪ RDATE = the date of the form
        - ▪ PID = patient identifier
    - ◆ All other fields
        - ▪ Many statistical programs require that the variable name be less than 8 characters. Keep this in mind when creating your variable names
        - ▪ An easy system is to create an unique 4 letter acronym for each form and then simply number each question in the order they appear on the form (in the example above, the unique form is identified as FORM).

Column/Field Description
- This is the more descriptive information to identify which field is which.
    - ◆ Use as many characters as needed

Field Type
- C = character or string
- D = date

- N = number

Field Length
- The maximum number of characters for that field

Value
- For option choice fields (bubbles), an integer should represent the different options
  - Try to be consistent
    - For example, if you use many yes/no questions, then try to keep yes equal to the same integer and no equal to the same integer in each iteration of a yes/no question (in the example above, if Question 7 or FORM_7 was in the format another yes/no question, yes would equal 1 and no would equal 2).
- For all other question formats, this field should be left blank in the excel sheet.

Label
- This is the text that is represented by an integer in the value field.
  - Use as many characters as needed
- For all non option choice fields (bubbles), this field should be left blank in the excel sheet.