

## DIME Analytics Peer Code Review - Construction Checklist

### Reviewer Details

Reviewer Name:

Coder Name:

**NOTE:** Please complete this checklist **only if** your partner's submission includes **indicator construction** tasks.

### Indicator Construction Tasks

This checklist highlights key aspects to review in your partner's **construction scripts/code**. Once completed, please submit it as an attachment along with [this form](#).

#### Variable Construction Checks

Each variable's purpose and construction logic aligns with its documented definition (e.g., code-book, project documentation).

Correct functions are used and properly explained (e.g., transformations, normalizations).

Categorical variables are properly encoded (e.g., labeled factors in Stata/R).

#### Merge Checks

If any observations are dropped, a clear justification is provided in the code.

Any mismatches between datasets are explicitly explained in the code.

m:m merge is NOT performed

#### Collapse and group-wise calculations Checks

Missing values are handled appropriately and documented.

If sorting affects results, the data is being sorted on a unique or a combination of unique IDs.

Aggregation functions (sum, mean, etc.) are correctly applied and documented.

## Winzorization and Outlier handling

The choice of winsorization or other outlier-handling techniques is clearly justified.

Documentation explains how cutoff percentiles were chosen and why one/both tails were modified.

## Constructed Dataset Checks

The dataset follows a **tidy** structure: each row represents an observation, and each variable is a column.

Variable names are informative and follow a consistent naming convention.

Variable labels provide clear descriptions of their contents.

Value labels are informative and consistent (e.g., avoiding cases where varA: 1 = yes, 0 = no, but varB: 1 = yes, 2 = no).

All labels are grammatically correct and do not contain special characters.

Documentation (variable dictionary, variable labels, value labels, comments) is complete and consistent (e.g. codebook constructed using `iecodebook`).

Each row has a unique ID (or valid combination of unique keys).

The constructed dataset is saved only once throughout the script and is not overwritten multiple times.