I.   Initial steps:
   A. Go to: the Research Report Materials webpage
      1. Click the Template in MS-Word format link and copy this file to your hard drive; rename the file PLS302_report_lastname.
      2. Print the Grading rubric and refer to it as you work on each section of your report.
   B. Pick your **dependent variable**
      1. Return the Research Report Materials webpage and
      2. Click the GSS 1972-2010 Quick Tables link
         a. Select one of the **Quick Tables** links
            (1) Select a variable in the first pull-down box that you wish to consider for your **dependent variable**
            (2) Select **Decade of Interview** in the second pull-down box
            (3) Select **Line Chart** in the type of chart pull-down box
            (4) Click the **Create the Table** button
         b. Using the back-arrow key in your browser, repeat this process, looking for a variable that:
            (1) Truly interests you
            (2) Has a high degree of variance
            (3) Was asked in more than one decade
         c. Once you have one or more possible variables, print a copy

II. Document your **dependent**, **independent**, and **control variables**
   A. Click the GSS 1972-2010 Cumulative Datafile link
      1. For easy access to this website in the future, click the **Favorites** button on your browser and then click the **Add to Favorites** button
   B. Document your **dependent variable**:
      1. If not already there, click the **SDA-GSS 1972-2010 Cumulative Datafile** tab.
      2. Type the dependent variable name you have chosen (it will be listed as the **Row variable** in your Quick Tables printout) in the **Selected**: box and click the **View** button.
      3. Print the window that opens with the description of your dependent variable and the frequency distribution of its values.
   C. Document your **independent variable**:
      1. If not already there, click the **SDA-GSS 1972-2010 Cumulative Datafile** tab.
      2. Type a term in the **Search** box to look for a **independent variable**.
      3. Click the **View** button and print the window that opens with the description of your **independent variable** and a frequency distribution of its values.
   D. Document your **control variable**:
      1. If not already there, click the **SDA-GSS 1972-2010 Cumulative Datafile** tab.
      2. Type a term in the **Search** box to look for a **control variable**.
      3. Click the **View** button and print the window that opens with the description of your **control variable** and a frequency distribution of its values.

III. If necessary to collapse values, **recode** your dependent, independent, or control variable
   A. If not already there, click the **SDA-GSS 1972-2010 Cumulative Datafile** tab.
   B. Click the **Create Variables** button
   C. Click the **Recode Variables** button
      1. In the new **SDA Recode Program** window that opens to the right of your screen:
      2. Type the **name for the new variable to be created** – use the following convention: 302 prefixed to the existing variable name (e.g., 302abnomore)
      3. Type the name of the **existing variable**, whose values need to be collapsed in the **Var 1** box
      4. Fill out the **OUTPUT Variable** and **VALUES of the INPUT Variables** boxes
      5. Fill out the New Variable Label box
      6. Click the **Start Recoding** button

D. Print the window that opens with new variable's recode rules and frequency distribution.
E. Verify your recode:
   1. If not already there, click the **SDA-GSS 1972-2010 Cumulative Datafile** tab
   2. Click the **Analysis** button
   3. Click the **Frequencies** or **Crosstabulation** button
   4. In the new **SDA Frequencies/Crosstabulation Program** window that opens to the right of your screen
      a. Type the name of your **original variable** in the **Row** box
      b. Type the name of your **recoded variable** in the **Column** box
      c. Under **Percentaging:**
         (1) Unclick the **Column** box
         (2) Click the **Total** box
      d. Click the **No Chart** option in the **Type of chart** pull-box
      e. Click the **Run the Table** button
   5. Print the new page that opens under the **Tables-SDA** tab and confirm that your recoding is correct

IV. Write tentative hypotheses:
   A. **Univariate hypothesis**: predicting the distribution of values on your dependent variable – i.e., do you expect to see a consensus or conflict distribution?
   B. **Bivariate hypothesis**: predicting which category of the independent variable is more likely than the others to choose a particular category of the dependent variable: – e.g., liberals are more likely than moderates or conservatives to favor the government reducing income differences between the rich and poor.
   C. **Control-variable hypothesis**: predicting whether the bivariate relationship still holds when controlling for the values of the control variable – e.g., ideology still predicts support for income redistribution within partisan groups.

V. Run the tables to test your hypotheses
   A. If not already there, click the **SDA-GSS 1972-2010 Cumulative Datafile** tab.
   B. Click the **Analysis** button
   C. Click the **Frequencies or Crosstabulation** button
   D. In the new **SDA Frequencies/Crosstabulation Program** window that opens to the right of your screen
      1. Type the name of your **dependent variable** in the **Row** box (use the recoded variable name if you recoded the dependent variable
      2. Type the name of your **independent variable** in the **Column** box (use the recoded variable name if you recoded the independent variable
      3. Type the name of your **control variable** in the **Control** box (use the recoded variable name if you recoded the control variable
      4. Under **Percentaging:** make sure that only the **Column** box is clicked
      5. Click the **No Chart** option in the **Type of chart** pull-down box
      6. Click the **Summary Statistics** box.
      7. Type the title of your table in the **Title** box – e.g., Support for Income Redistribution by Political Ideology controlling for Party Identification
      8. Click the **Run the Table** button
   E. Print the new page that opens under the **Tables-SDA** tab and show this work to me.

VI. Begin to draft your research report:
   A. Search the subject index of your textbook and the *Google Advanced Scholar Search* engine for research findings relevant to your hypotheses. Show this work to me.
   B. Using the *MS-Word*© report template, write an initial draft of the introduction and methods sections of the paper. Show this work to me.
   C. Analyze the *SDA* frequency table for your *dependent* variable and write your *univariate* findings; then copy the *SDA* frequency table and paste it into your MS–Word© file. Show this work to me.
   D. Analyze the *SDA bivariate* table; write your bivariate findings; then copy the *SDA* bivariate-crosstabs table and paste it into your MS–Word© file. Show this work to me.
   E. Analyze the *SDA multivariate* partial tables; write your multivariate findings; then copy the *SDA* multivariate-crosstabs table and paste it into your MS–Word© file. Show this work to me.
   F. Write the substantive conclusions. Show this work to me.
   G. Write the methodological conclusions. Show this work to me.
   H. Run the *MS–Word*© spelling and grammar checker; and correct all errors.