**TSHS Resources Portal**

**Data Dictionary Template  
*Version 2023***

**Instructions:**

1. Add the full name of your dataset (as entered in the Dataset Submission Form) in the title below.

2. Complete the data dictionary table below, following the example given. If you already have a data dictionary table  
 which contains the same information, you may paste it in instead.

3. Attach a creative commons license, following the instructions on page 2.

4. Delete these instructions and the example, and save the file with the name you entered in the Dataset Submission  
 Form.

**Your Dataset’s Name**

**Data Dictionary**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position** | **Variable** | **Variable Label** | **Units *(continuous variables)*** | **Codesa  *(categorical variables)*** | **Missing Value Codes that are different from defaultb** |
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**a** Codes - If variable is character/string variable (e.g., type of surgery), indicate as *character* and provide number of levels   
**b** Missing Value Codes - Missing value codes are requested ONLY if they are different from default codes such as NA, ., or blank.

**Example –**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position** | **Variable** | **Variable Label** | **Units *(continuous variables)*** | **Codesa  *(categorical variables)*** | **Missing Value Codes that are different from defaultb** |
| 1. | id | Patient identifier | - | *character*: 288 levels |  |
| 2. | sex | Patient sex at birth | - | 1 = male 2 = female | 9 = missing |
| 3. | sbp | Systolic blood pressure | mm Hg | - | - |
| 4. | surg\_type | Type of Surgery | - | *character*: 12 levels | “missing” = missing |
| 5. | scl | Serum cholesterol | mg/100 ml |  |  |

**How to Attach a Creative Commons License**

**Version 2023**

\_\_1. Launch [creativecommons.org/choose/](https://creativecommons.org/choose/)

\_\_2. At upper left, under **License Features**,   
 Under *"Allow adaptations of your work to be used"*, choose: ***“Yes, as long as others share alike”***   
 Under *"Allow commercial uses of your work"*, choose: ***“No”***

|  |
| --- |
| A screenshot of a license features  Description automatically generated |

\_\_3. At lower right, under **Have a web page?**,   
 EDIT/COPY the picture + the text below.

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| A screenshot of a web page  Description automatically generated |

\_\_4. EDIT/PASTE your copy of picture + text into the footer of your data dictionary.