Canon 7 Recommended Practices and Training

1) Establish statistical standards and guidelines for data presentation in all public reports.
    a. Include explanations of any preparatory or statistical procedures used while developing the report.
    b. Prepare documentation to summarize research methodology and issues involved in collecting, analyzing and publishing the data.
    c. Include file structure, record layout, codebook, metadata, and data dictionary guidance or databases as appropriate.
    d. Include definitions for all technical, data, and educational terms and jargon; as well as any surveys and formulas referenced in the report.
    e. Include related information that encourages a broader, more comprehensive, and accurate interpretation of the data in the report.
    f. Add an explanation when readers may misinterpret data. For example, if dropout rates are being reported, state whether the data represent a cohort rate or annual rate, and define the rate, rather than assuming it will be intuitively understood.
    g. Provide technical contact information on all reports so that readers with questions about methodology, definitions, or documentation know where to turn for additional information and clarification.

2) Subject draft reports to multiple reviews and share reviewers' comments with the authors.

3) Train all data handlers to provide additional data and metadata in reports and correspondence as appropriate to improve data use and interpretation.