

Checklist for Screening Data

1. Inspect univariate descriptive statistics for accuracy of input
 - a. Out-of-range values
 - b. Plausible means and standard deviation
 - c. Univariate outliers
2. Evaluate amount and distribution of missing data, deal with problem
3. Check pairwise plots for nonlinearity and heteroscedasticity
4. Identify and deal with nonnormal variables and univariate outliers
 - a. Check skew and kurtosis, probability plots
 - b. Transform variables
 - c. Check results of transformations
5. Identify and deal with multivariate outliers
 - a. Variables causing multivariate outliers
 - b. Description of multivariate outliers
6. Evaluate variables for multicollinearity and singularity