Dear Doctor,
Good day to you and thank you for choosing TRUST for handling your work. In order to speed up the analysis of your data and avoid mistakes associated with us transferring or recoding your data, we urge you to read the following lines carefully and follow our instructions meticulously. In short, you are kindly requested to send us in **A SINGLE** e-mail:

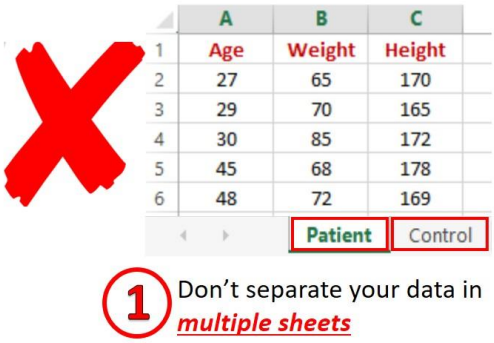
1- **The protocol of your study.**
2- **A letter to the statistician:**

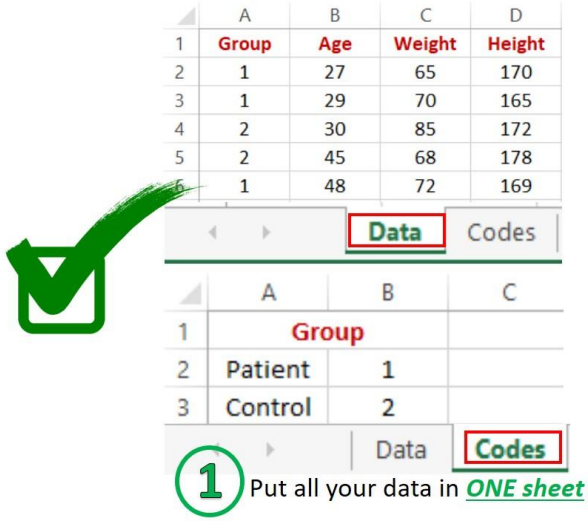
- Explaining your requested main points of analysis
- The key of the qualitative variables used in your excel sheet.

3- **Two full text papers** (better international) on the subject.

N.B. YOUR DATA SHOULD BE PRESENTED IN A SINGLE EXCEL FILE

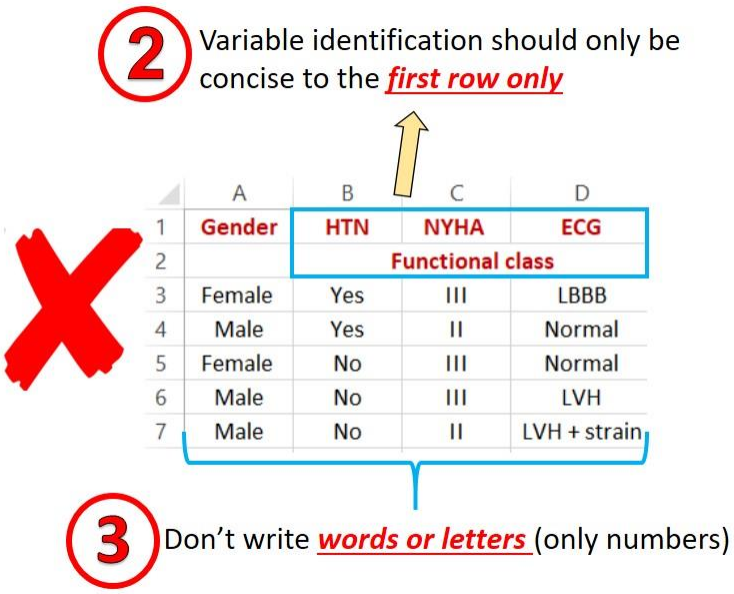
- All data should be present in ONE EXCEL SHEET AND NOT IN SEVERAL SHEETS, which means that all compared groups such as patients and controls should be included in one sheet and not in 2 sheets one for patients and one for controls.



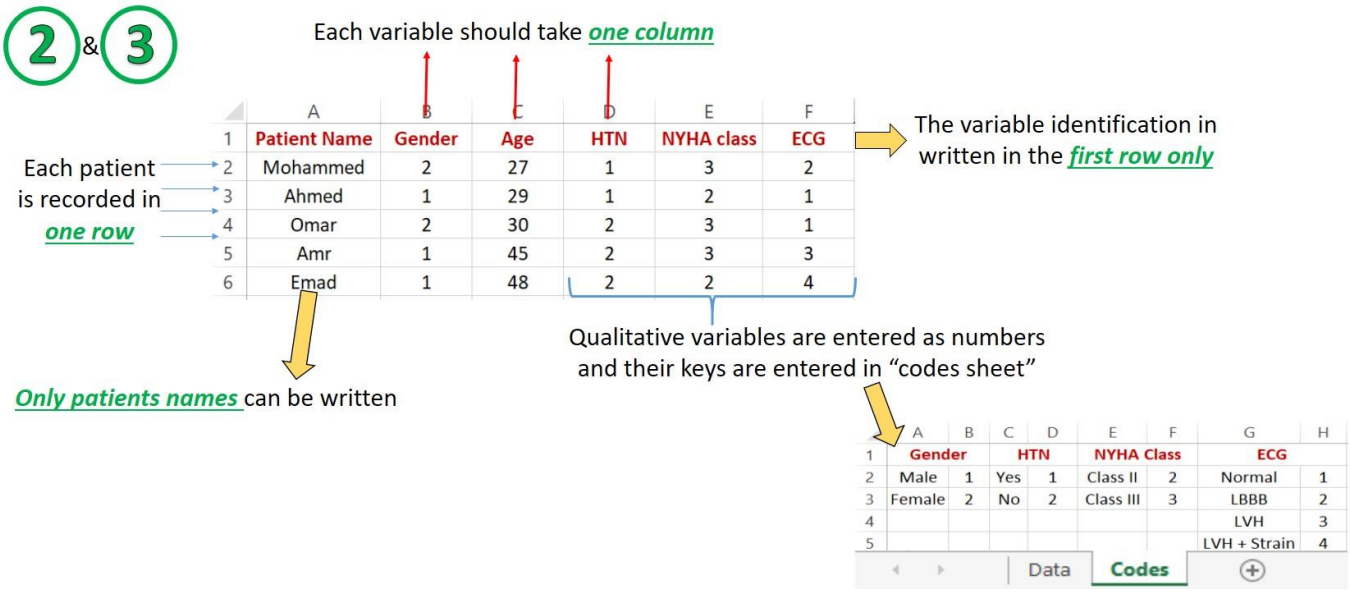


- All variables such name, number, age, sex, blood pressure, etc.. should be presented as columns, while records (patients)should be presented in rows.
- Variable identification should be solely confined to THE FIRST ROW regardless of its length and not on 2 or several rows.

- Except the patient name, ALL DATA SHOULD BE NUMERICAL (no letters should be used) AND NOT IDENTIFIED (i.e. You should not identify the numbers by any means, such as %)
- Qualitative variables should be replaced by NUMBERS; e.g. using 1 and 2 instead of males and females



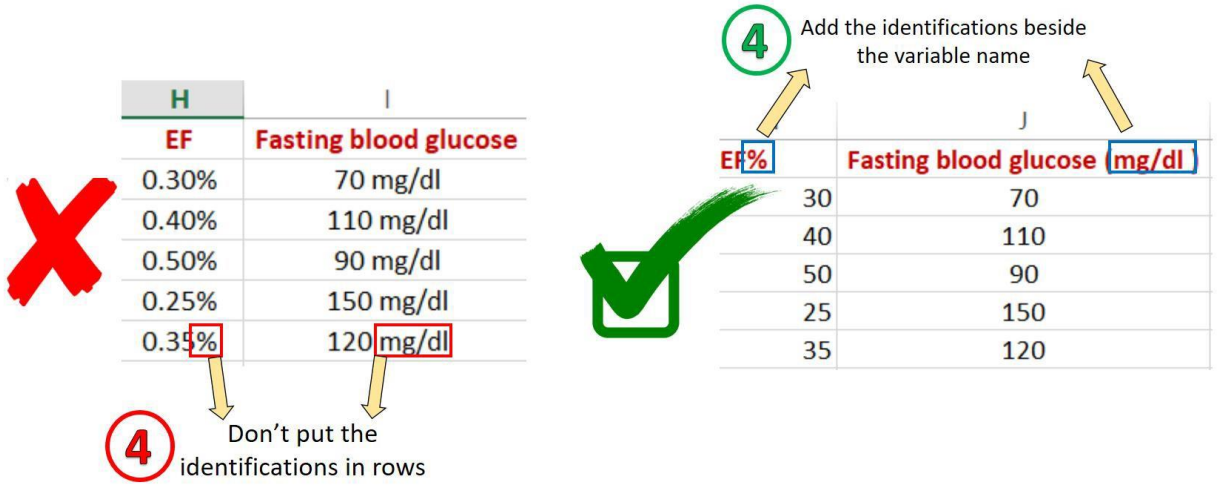
	A	B	C	D
1	Gender	HTN	NYHA	ECG
2		Functional class		
3	Female	Yes	III	LBBB
4	Male	Yes	II	Normal
5	Female	No	III	Normal
6	Male	No	III	LVH
7	Male	No	II	LVH + strain



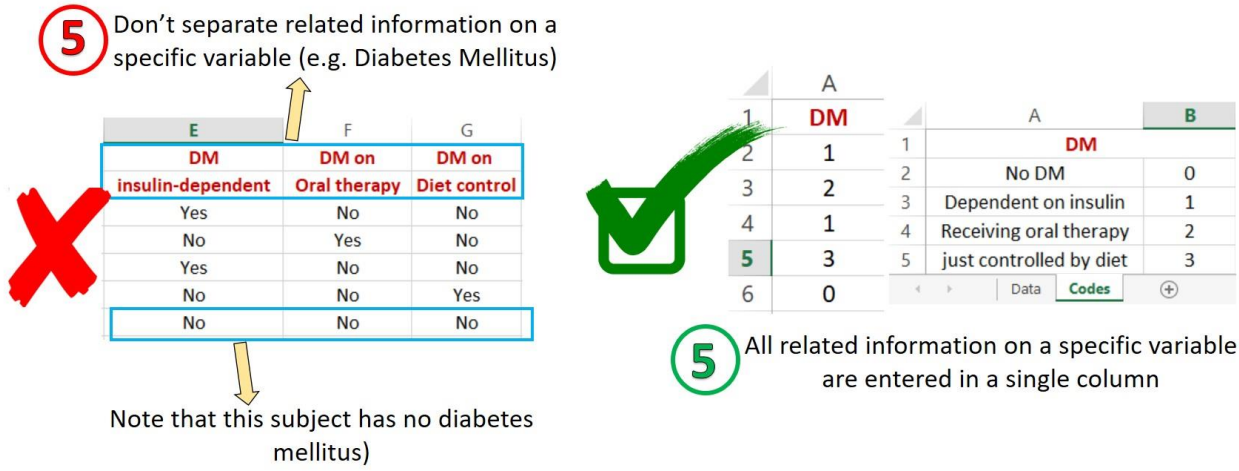
	A	B	C	D	E	F
1	Patient Name	Gender	Age	HTN	NYHA class	ECG
2	Mohammed	2	27	1	3	2
3	Ahmed	1	29	1	2	1
4	Omar	2	30	2	3	1
5	Amr	1	45	2	3	3
6	Emad	1	48	2	2	4

	A	B	C	D	E	F	G	H
1	Gender		HTN		NYHA Class		ECG	
2	Male	1	Yes	1	Class II	2	Normal	1
3	Female	2	No	2	Class III	3	LBBB	2
4							LVH	3
5							LVH + Strain	4

Data | Codes



- All information related to a specific variable should be entered in the same column. For example it is wrong to use three "yes/no" columns to identify whether the patient is an insulin-dependent DM, DM on oral therapy or DM controlled by diet.



So here is the bad example looks like:

	A	B	C	D	E	F	G	H	I	J
1	Age	Gender	HTN	NYHA	ECG	DM	DM on	DM on	EF	Fasting blood glucose
2			Functional class			insulin-dependent	Oral therapy	Diet control		
3	27	Female	Yes	III	LBBB	Yes	No	No	0.30%	70 mg/dl
4	29	Male	Yes	II	Normal	No	Yes	No	0.40%	110 mg/dl
5	30	Female	No	III	Normal	Yes	No	No	0.50%	90 mg/dl
6	45	Male	No	III	LVH	No	No	Yes	0.25%	150 mg/dl
7	48	Male	No	II	LVH + strain	No	No	No	0.35%	120 mg/dl

Patients | Control

And the good example looks like:

	A	B	C	D	E	F	G	H	I	J
1	Patient Name	Group	Gender	Age	HTN	NYHA class	ECG	DM	EF%	Fasting blood glucose (mg/dl)
2	Mohammed	1	2	27	1	3	2	1	30	70
3	Ahmed	1	1	29	1	2	1	2	40	110
4	Omar	1	2	30	2	3	1	1	50	90
5	Amr	2	1	45	2	3	3	3	25	150
6	Emad	2	1	48	2	2	4	0	35	120

Raw data | Codes

	A	B	C	D	E	F	G	H	I	J	K	L
1	Group		Gender		HTN		NYHA Class		ECG		DM	
2	Patient	1	Male	1	Yes	1	Class II	2	Normal	1	No DM	0
3	Control	2	Female	2	No	2	Class III	3	LBBB	2	Dependent on insulin	1
4									LVH	3	Receiving oral therapy	2
5									LVH + Strain	4	Just controlled by diet	3

Raw data | Codes

Contact us:

Lastly, if you send us your data in the bad form, we will have to convert it into the good form ourselves; which, in addition of being time consuming, is a source of mistakes during conversion and can inflate the cost of your analysis. On the other hand, in case your data are already in SPSS file format, send it to is directly but with THE SAME SPECIFICATIONS.

Sincerely

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