Common Issues in Data Formats Submissions
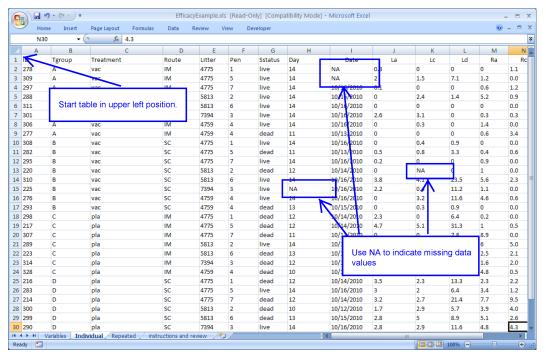
CVB Statistics

March 2, 2016

Properly formatted data is suitable for immediate use in other software without need for additional manipulation that may delay analysis or introduce errors.
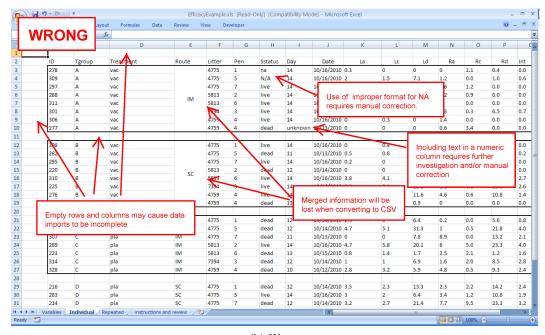
Tables and screenshots in this document addresses common issues that occur when formatting data tables for submission as one of the CVB data formats. More detailed information is given in the instructions for specific data formats at: `https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/veterinary-biologics/biologics-regulations-and-guidance/ct_vb_data_formats_overview`.

DO	DON'T
Start data entry in first row, first column of table (position 'A1' in Excel, OpenOffice)	DON'T Include empty rows and/or columns
Indicate missing data by NA	DON'T Indicate missing data by 'NA', na, n/a or N/A
Report raw dilution values	DON'T Report log dilution values
	DON'T Report dilution values as ratios '1:10', '1/10'
Include an entry (data or NA) for every cell in each row and column of the table	DON'T Leave cells empty
	DON'T Merge cells
Follow nomenclature outlined in "Creating .CSV Files for CVB Statistics Data Formats"	DON'T Include multiple tables in a single file
Report raw data once per observation	DON'T include raw data multiple times if different analysis is performed

Example

(a) Right

(b) Wrong

Figure 1: Common formatting errors that delay analysis (b) and the correct formatting for the same data (a)