Supplement A: Check-list Template

**get yourself ready**
- data collected
- design reviewed
- statistics reviewed
- objective determined

Project goals: __________________________________________________________

Specific analysis objective: ____________________________________________

**get your data ready**
- data entered
  - source file locations = _____________________________________________
- data screened by ____________________________________________________

**structure your data**
- sampling adequacy checked
  - modifications made and why: __________________________________________

Main matrix structured:
- main matrix filename: ________________________________________________
- main matrix structure: _____ rows of ________ X ______ columns of ________
- main matrix contents: _________________________________________________

Second matrix structured to match main matrix:
- second matrix filename: ______________________________________________
- second matrix structure: _____ rows of ________ X ______ columns of ________
- second matrix contents: ______________________________________________

Trait matrix structured to match main matrix (transpose):
- trait matrix filename: ________________________________________________
- trait matrix structure: _____ rows of ________ X ______ columns of ________
- trait matrix contents: _________________________________________________

**explore and prepare your response data**
- what have you really measured? ________________________________________
- what do your zeros mean? _____________________________________________
- non-comparable responses made comparable by ___________________________
- how heterogeneous are the data?
  - % zeros? ______ average skewness? _______ / ______ average CV totals? _______ / ______
- what are likely sources of noise? _______________________________________
- distance measure selected = ___________________________________________
  - justification: _______________________________________________________
- any outliers? ________________________________________________________
select a model form and tools
☐ what are your hypothesized relationships?
☐ what model form(s), if any, is best? justification:
☐ which tools selected? why?

modify the data as needed
☐ are transformations to meet assumptions necessary? why? which ones?
☐ is reweighting necessary? why? how?

apply the selected tools
☐ what do you expect to find?

confirm your patterns
☐ which other analyses run? how alike were the findings?

interpret your results
☐ graphing tools applied and statistics calculated
☐ data and output files saved as a ‘project’
project file name and location =
story: 

present your ‘story’
☐ summary information saved for presentation
☐ graphical output customized for presentation
graphic file names and locations =