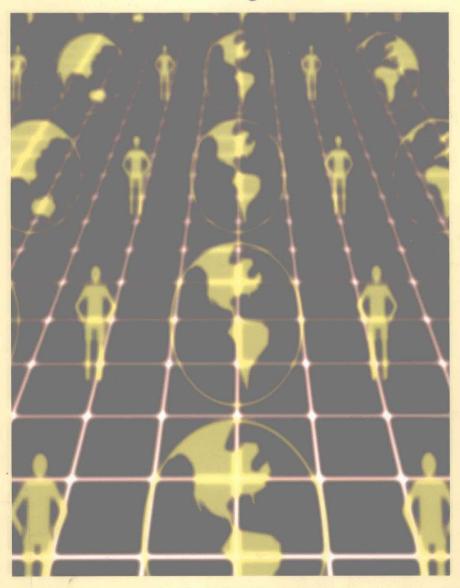
Research Methods in Political Science

An Introduction Using MicroCase®

FOURTH EDITION



Michael Corbett

Microcase Supplements

Research Methods in Political Science

An Introduction Using MicroCase®

Fourth Edition

Michael Corbett

BALL STATE UNIVERSITY





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I dedicate my work
to my absolutely wonderful wife,

Julia Corbett

ABOUT THE AUTHOR

Michael Corbett received his Ph.D. from the University of Iowa. He is now professor of political science at Ball State University, where he teaches courses covering an introduction to political science, research methods in political science, and public opinion. He is the author of numerous scholarly articles and of several books: Political Tolerance in America: Freedom and Equality in Public Attitudes (New York: Longman, 1982); American Public Opinion: Trends, Processes, and Patterns (New York: Longman, 1991); Social Research Using MicroCase (co-authored with Lynne Roberts) (Bellevue, WA: MicroCase Corporation, 1998); and Politics and Religion in the United States (co-authored with Julia M. Corbett) (New York: Garland Publishing, 1999). Professor Corbett welcomes comments or questions and can be reached by e-mail at 00amcorbett@bsu.edu.

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Contents

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Andrew Marchant-Shapiro (Union College)
Goktug Morcol (Kennesaw State
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Kelly Patterson (Brigham Young
University)
Arturo Vega (University of Texas at
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Edward Mautz (University of La Verne)
Kris Norman-Major (George Mason
University)
J. E. Prather (Georgia State University)
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Michael Corbett Muncie, Indiana

GETTING STARTED

INTRODUCTION

Welcome to the real world of political science research. There is nothing make-believe about what you will be doing here. All of the data are real. In fact, they are some of the best data available to professional researchers, and you will be using some of the same research techniques they use.

This book is designed to teach you the basics of political research in a "hands-on" fashion. Each chapter begins by explaining the topic and then guides you through worksheets that help you better understand the topic. The worksheet exercises are based on the Student MicroCase software that comes with this book. Although this statistical software is very powerful, you will find that it is easy to use. Further, having learned the MicroCase software, you will understand the basic underlying procedures involved in other statistical analysis systems that you might learn later (such as SPSS* or SAS**).

This section gives you the information you need to begin using Student MicroCase. You will receive further instructions as necessary.

SYSTEM REQUIREMENTS FOR STUDENT MICROCASE

- Windows 95 or higher
- 8 MB of RAM
- CD-ROM drive
- 3.5" disk drive
- 15 MB of hard drive space (if you want to install it on the hard drive)

You can run Student MicroCase in three different ways:

- Run it directly from the CD-ROM and disk without installing it.
- Install it to your computer's hard drive and run it from there.
- Run it from a network version.

^{*}Statistical Package for the Social Sciences

^{**}Statistical Analysis System

NETWORK VERSIONS OF STUDENT MICROCASE

A network version of Student MicroCase is available at no charge to instructors who adopt this book for their courses. Note that Student MicroCase can be run directly from the CD-ROM and disk on virtually any computer network regardless of whether a network version of Student MicroCase has been installed.

INSTALLING STUDENT MICROCASE

Note: If you will be running Student MicroCase directly from the CD-ROM, or if you will be using a version of Student MicroCase that is already installed on a network, then skip to the section "Starting Student MicroCase."

To install Student MicroCase, you need both the disk and the CD-ROM that are packaged inside the back cover of this book. Then follow these steps in order:

- 1. Start your computer and wait until the Windows desktop is showing on your computer.
- 2. Insert the floppy disk into your computer's A or B drive.
- 3. Insert the CD-ROM disc into the CD-ROM drive. On most computers, the CD-ROM will automatically start and a welcome menu will appear in a few seconds. If the CD-ROM does not automatically start, click on [Start] from the Windows desktop, click [Run], type **D:\SETUP**, and click [OK]. (**Note:** If your CD-ROM drive is not the D drive, replace the letter D with the proper drive letter. For example, if the CD-ROM drive is the E drive, then the command would be **E:\SETUP**.)
- 4. To install Student MicroCase to your hard drive, select the second option on the list: "Install Student MicroCase to your hard drive."
- 5. During the installation, you will be presented with several screens (described below). In most cases, you will be required to make a selection or entry and then click [Next] to continue.

The first screen that appears is the **License Name** screen. (If this software has been previously installed or used, it already contains the licensing information. In such a case, a screen confirming your name will appear.) Here you are asked to type your name. It is important to type your name correctly, because it cannot be changed later. Your name will appear on all printouts, so make sure that you spell it completely and correctly. Then click [Next] to continue.

A **Welcome** screen then appears. This provides some introductory information and suggests that you shut down any other programs that might be running. Click [Next] to continue.

The **Software License Agreement** appears next. Read this screen and click [Yes] if you accept the terms of the software license.

The next screen has you **Choose the Destination** for the program files. You are strongly advised to use the destination directory that is shown on the screen. Then click [Next] to continue.

The Student MicroCase program is now being installed. At the end of the installation, you will be asked if you would like a shortcut icon placed on the Windows desktop. It is recommended that you select [Yes]. You are then informed that the installation of Student MicroCase is finished.

Click the [Finish] button. You will be returned to the opening **Welcome** screen. To exit completely, click the option "Exit Welcome Screen."

STARTING STUDENT MICROCASE

As indicated previously, there are three ways to run Student MicroCase: (1) directly from the CD-ROM and disk; (2) from a hard drive installation; or (3) from a network installation. Each method is described below.

Starting Student MicroCase from the CD-ROM and Disk

Unlike most Windows programs, you can run Student MicroCase directly from the CD-ROM and disk without installing any part of it. To do so, follow these steps:

- 1. Insert the 3.5" disk into the A or B drive of your computer.
- 2. Insert the CD-ROM disc into the CD-ROM drive. On most computers, the CD-ROM will automatically start and a welcome menu will appear in a few seconds. If the CD-ROM does not automatically start, click on [Start] from the Windows desktop, click [Run], type **D:\SETUP**, and click [OK]. (**Note:** If your CD-ROM drive is not the D drive, replace the letter D with the proper drive letter. For example, if the CD-ROM drive is the E drive, then the command would be **E:\SETUP**.)
- 3. Select the first option from the **Welcome** screen: "Run Student MicroCase from the CD-ROM." Within a few seconds, Student MicroCase will appear on your screen.

Starting Student MicroCase from a Hard Drive Installation

If Student MicroCase is installed to the hard drive of your computer (see earlier section "Installing Student MicroCase"), it is unnecessary to insert the CD-ROM or the floppy disk. Instead, locate the Student MicroCase "shortcut" icon on the Windows desktop, which looks something like this:



Getting Started xvii

To start Student MicroCase, position your mouse pointer over the shortcut icon and double-click (that is, click twice in rapid succession). If you did not choose to place the shortcut icon on the desktop during installation (or if the icon has been accidentally deleted), then you can start Student MicroCase as follows:

- · Click [Start] from the Windows desktop.
- Click [Programs].
- Click [MicroCase].
- Click [Student MicroCase].

After a few seconds, Student MicroCase will appear on your screen.

Starting Student MicroCase from a Network

If the network version of Student MicroCase has been installed to a computer network, then you must insert the 3.5" floppy disk (not the CD-ROM) that comes with your book. Then double-click the Student MicroCase icon that appears on the Windows desktop to start the program. (**Note:** Your instructor may provide additional information that is unique to your computer network.)

If Student MicroCase is installed on a network, but its icon has been accidentally deleted from the Windows desktop of your computer, then you can start Student MicroCase as follows:

- Click [Start] from the Windows desktop.
- Click [Programs].
- Click [MicroCase].
- Click [Student MicroCase].

After a few seconds, Student MicroCase will appear on your screen.

STUDENT MICROCASE MENUS

Student MicroCase is extremely easy to use. All you do is "point and click" your way through the program. That is, use your mouse arrow to point at the selection you want, then click the left button on the mouse.

Two menus provide the beginning points for everything you will do in Student MicroCase. When you start Student MicroCase, the FILE & DATA menu appears first. To do statistical analysis, you must switch to the STATISTICS menu. You can toggle back and forth between those two menus by clicking the menu names shown on the left side of the screen.

Not all options on a menu are always available. You cannot, for example, do a statistical analysis until you have a data file open. You can tell which options are available at any given time by

looking at the colors of the options. The options that are unavailable are dimmed. For example, when you first start Student MicroCase, only the OPEN FILE and NEW FILE options are immediately available. As you can see, the colors of those options are brighter than the colors of the other options shown on the screen. Further, when you move your mouse pointer over available options, they will become highlighted.

SOFTWARE GUIDES

Throughout this book, there are "software guides" that provide you with the basic information needed to carry out each task. Here is an example:

➤ Data File: STATES

➤ Task: Mapping

➤ Variable 1: 55) FEDFUNDS

➤ View: Map

Each line of the software guide is an instruction. Let's follow the simple steps to carry out this task.

Step 1: Select a Data File

Before you can do almost anything in Student MicroCase, you need to open a data file. To open a data file, click the OPEN FILE task from the FILE & DATA menu. A list of data files will appear in a window (e.g., GSS, NES, etc.). If you click on a file name *once*, a description of the highlighted file is shown in the window next to this list. In the software guide shown above, the > symbol to the left of the Data File step indicates that you should open the STATES data file. To do so, click STATES and then click the [Open] button (or just double-click STATES). The next window that appears (labeled File Settings) provides additional information about the data file, including a file description, the number of cases in the file, and the number of variables. To continue, click the [OK] button. You are now returned to the main menu of Student MicroCase. (You won't need to repeat this step until you want to open a different data file.) Notice that you can always see which data file is currently open by looking at the file name shown on the top line of the screen.

Step 2: Select a Task

Once you have selected a data file, the next step is to select a program task. First, switch to the STATISTICS menu. Six analysis tasks are offered in this version of Student MicroCase. Not all tasks are available for each data file, because some tasks are appropriate only for certain kinds of data. Mapping, for example, is a task that applies only to ecological data that can be mapped (e.g., the crime rates for states), and thus cannot be used with survey data files.

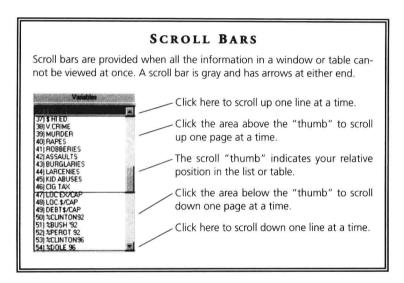
In the software guide we're following, the ➤ symbol on the second line indicates that the MAP-PING task should be selected, so click the MAPPING option with your left mouse button.

Getting Started xix

Step 3: Select a Variable

After a task is selected, you will be shown a list of the variables in the open data file. Notice that the first variable is highlighted and a description of that variable is shown in the Variable Description window at the lower right. You can move this highlight through the list of variables by using the up and down cursor keys (as well as the <Page Up> and <Page Down> keys). You can also click once on a variable name to move the highlight and update the variable description. Go ahead—move the highlight to a few other variables and read their descriptions.

If the variable you want to select is not showing in the Variable List window, click on the scroll bars located on the right side of the Variable List window to move through the list. See the following figure:



By the way, Appendix C at the back of this book contains a list of the variable names for key data files provided in this package.

Each task requires you to select one or more variables, and the software guides indicate which variables should be selected. The software guide example here indicates that you should select 55) FEDFUNDS as Variable 1. On the screen, there is a box labeled Variable 1. Inside that box, there is a vertical cursor that indicates that box is currently an active option. When you select a variable, it will be placed in that box. Before selecting a variable, be sure that the cursor is in the appropriate box. If it is not, place the cursor inside the appropriate box by clicking the box with your mouse. This is important, because in some tasks the software guide will require more than one variable to be selected, and you want to be sure that you put each selected variable in the right place.

To select a variable, use any one of the methods shown below. (**Note:** If the name of a previously selected variable is in the box, use the <Delete> key or <Backspace> key to remove it, or click the [Clear All] button.)

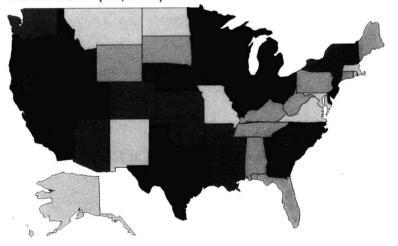
- Type in the **number** of the variable and press <Enter>.
- Type in the name of the variable and press <Enter>. Or you can type just enough of the name to
 distinguish it from other variables in the data—FEDF would be sufficient to distinguish this
 variable (FEDFUNDS) from all other variables.
- Double-click the desired variable in the Variable List window. This selection will then appear in
 the variable selection box. (If the name of a previously selected variable is in the box, the newly
 selected variable will replace it.)
- Highlight the desired variable in the variable list, and then click the arrow that appears to the
 left of the variable selection box. The variable you selected will now appear in the box. (If the
 name of a previously selected variable is in the box, the newly selected variable will replace it.)

Once you have selected your variable (or variables), click the [OK] button to continue to the final results screen.

Step 4: Select a View

The next screen that appears shows the final results of your analysis. In most cases, the screen that first appears matches the "view" indicated in the software guide. In this example, you are instructed to look at the Map view—that's what is currently showing on the screen. In some instances, however, you may need to make an additional selection to produce the desired screen.

FEDFUNDS -- 1998: FEDERAL FUNDS SPENT IN STATE PER CAPITA (SA, 1999)



(OPTIONAL) Step 5: Select an Additional Display

Some software guides will indicate that an additional "display" should be selected. In that case, simply click on the option indicated for that additional display. For example, this software guide may have included an additional line that required you to select the Legend display.

Step 6: Continuing to the Next Software Guide

Some instructions in the software guide may be the same for at least two examples in a row. For instance, after you display the map for lobbyists in the example above, the following software guide may be given:

Data File: STATES

Task: Mapping

➤ Variable 1: 32) POV LINE

➤ View: Map

Notice that the first two lines in the software guide do not have the > symbol located in front of the items. That's because you already have the data file STATES open and you have already selected the MAPPING task. With the results of your first analysis showing on the screen, there is no need to return to the main menu to complete this next analysis. Instead, all you need to do is select POV LINE as your new variable. Click the button located in the top left corner of your screen. The variable selection screen for the MAPPING task appears again. Replace the variable with 32) POV LINE and click [OK].

To repeat: You need only do those items in the software guide that have the ➤ symbol in front of them. If you start over at the top of the software guide, you're simply wasting your time.

If the software guide instructs you to select an entirely new task or data file, then you will need to return to the appropriate menu. If you have been using one task (e.g., MAPPING), simply click the [Menu] button located at the top left corner of the screen to return to the STATISTICS menu to select a new task. If you need to open a different data file, switch to the FILE & DATA menu.

That's all there is to the basic operation of Student MicroCase. Just follow the instructions given in the software guide and point and click your way through the program.

ONLINE HELP

Student MicroCase has extensive online help. You can obtain task-specific help by pressing <F1> at any point in the program. For example, if you are using correlation, press <F1> to see the help for the CORRELATION task.

If you prefer to browse through a list of the available help topics, select HELP from the pull-down menu at the top of the screen and select the MICROCASE HELP TOPICS option. At this point, you will see a list of topic areas. Each topic is represented by a closed-book icon. To see

what information is available in a given topic area, double-click on its book icon to "open" it. (For this version of the software, use only the "Student MicroCase" section of help.) When you double-click on the book icon, a list of help topics is shown. A help topic is represented by an icon that shows a piece of paper with a question mark on it. Double-click on a help topic to view it.

If you have questions about Student MicroCase, try the online help described above. If you are not familiar with software or computers, you may want to ask a classmate or your instructor for assistance.

EXITING FROM STUDENT MICROCASE

If you are continuing to the next section of this book, it is not necessary to exit from Student MicroCase quite yet. But when you are finished using the program, it is very important that you properly exit the software—do not just walk away from the computer or remove your disk. To exit Student MicroCase, return to the main menu and select the [Exit] button that appears on the screen.

Important: If you inserted the CD-ROM, the disk, or both before starting Student MicroCase, remember to remove them before leaving your computer.

SUGGESTED WEB EXPEDITIONS

The Web site that accompanies this book—http://www.wadsworth.com/politics/corbett_01/index.html—contains a number of "Web expeditions" that demonstrate the uses of the Web for political research. Each Web expedition contains links and a set of exercises for you to complete. Instructions are provided for each expedition.



All chapters except 3 and 4 will have a suggested Web expedition for you to do; this suggestion will be at the end of the text part of the chapter and before the worksheet exercise section. However, your instructor might want you to do these in a different order, do only some of them, or not do any at all.

Getting Started xxiii