ISSP study monitoring 2005: report to the ISSP General Assembly on monitoring work undertaken for the ISSP by GESIS-ZUMA, Germany

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GESIS-Methodenberichte Nr. 4/2008

ISSP Study Monitoring 2005
Report to the ISSP General Assembly
on monitoring work undertaken for the ISSP
by GESIS-ZUMA, Germany
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March 2008

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Introduction

Standards of “best practices for survey and public opinion research” such as published by the American Association for Public Opinion Research (AAPOR) call for quality checks at each stage of the survey process lifecycle. Defining standards and establishing benchmarks for good or best practices is an important step towards enabling quality to be assessed. A similarly critical step involves defining the criteria by which one or the other category or standard is to be defined. The American Association for Public Opinion Research (AAPOR) guidelines on best practices and its definitions of nonresponse (The American Association for Public Opinion Research 2006) are good examples of such guidelines and definitions. Without documentation, however, quality assessment is impossible and quality improvement unlikely (Harkness 1999, Mohler and Uher 2003). Reporting outcomes is also a useful way of encouraging improvement in procedures (Lynn 2001). In numerous instances, the ISSP Study Monitoring documentation has resulted in improved standards in the ISSP.

Study monitoring involves collecting information on study design and every stage of implementation, requiring researchers to disclose their procedures and outcomes. If conducted while a study is happening, monitoring is the key to intervention which can reduce survey error. It is critical in controlling the quality of procedures and outcomes and plays an important role in helping projects improve design and implementation. Timely and ongoing lifecycle process monitoring is an important tool to reduce survey error during the relevant stage of implementation, whether this be design, data collection or data editing. However, as Mohler, Pennell and Hubbard (2008) note; “Standards in survey documentation have evolved in parallel with the technological and methodological developments in survey research. In just a few decades, paper documents describing the contents of rectangular data files (i.e., codebooks) have been replaced with on-line access to documents that both describe and facilitate analysis of complex hierarchical and/or relational databases. Despite these advances, examples of complete or even adequate survey documentation remain surprisingly rare.”

Cross-national Study Monitoring as pioneered in the ISSP represents a special case of survey documentation and study monitoring. ISSP Study Monitoring and Study Monitoring Reports as carried out by GESIS-ZUMA is monitoring after the event. The aim of ISSP monitoring and reports is at least twofold. From the beginning (cf. Park and Jowell 1997), one goal was to monitor and record for internal ISSP purposes how ISSP studies were conducted in each country and how implementations met or failed to meet ISSP requirements as defined by the ISSP Working Principles. These aims are related to the pursuit of basic good or best practices in ISSP studies but also to comparability of data across ISSP datasets. Data quality in cross-
national studies is not only a matter of quality procedures but also of comparability across data sets and across the procedures resulting in these data sets (Harkness 1999, Mohler and Uher 2003, Scholz and Klein 2003). Comparability in this context operates on many levels (cf. Lyberg et al. 1997, Lynn et al. 2006, Harkness 2008).

For users of ISSP data, the Study Monitoring Reports bring together information of relevance for analysis not otherwise available in such compact form. The documentation provided on major aspects of each member’s fielding and outcomes goes a considerable way towards guiding researchers on which differences between ISSP countries they might ignore and which they should consider. We note that the study documentation available for the European Social Survey, supported by EU funding and introduced in a different historical context, has benefited from but also goes beyond the documentation provided by the ISSP.

The ISSP is a collaborative survey programme with members from all over the world with an annual module on a topic important for social science research. The programme started about 20 years ago with four General Social Surveys as founding members and counts 42 member countries in 2007. Figure 1 lists the current ISSP members and illustrates which different cultural contexts ISSP covers nowadays.

**Figure 1: ISSP Member Countries 2007**
The following report is based on the study monitoring survey conducted by GESIS-ZUMA for the ISSP on the 2005 Work Orientations module. Thirty-one member countries archived the 2005 Work Orientations module, all of them have completed the monitoring questionnaire. Details of the individual answers members provided are presented in the summary chart which follows here. We have done our best to summarise the answers we received and to check the information with members. Members were given the opportunity to make corrections before the report is made available on the Archive web site as a supplement to the 2005 Codebook.

**Summary of the findings**

**Language(s) and translation**

(see pages 16-21 of the Findings Chart)

From 1999 on, the SMQ asks whether members checked or evaluated their translations. All of the twenty-seven countries that produced translations checked or evaluated them (the Swiss Italian is an exception). Twelve countries did not pre-test the translated questionnaire¹ (Canada, Czech Republic, Denmark, France, Israel, Latvia, Norway, Portugal, Russia, Slovenia, Spain, and Sweden). The Philippines and South Africa fielded in five languages, Switzerland and Israel in three languages and Canada, Finland, Latvia, and the USA in two languages. All the other member countries fielded in one language.

Some countries reported translation problems (Germany and Dominican Republic).

**Survey question coverage and context**

(see pages 22-24 of the Findings Chart)

One country (Czech Republic) did not include all of the core items. Three members (Canada, Dominican Republic, and Flanders) omitted background variables, usually by mistake.

In 2005, twenty-three countries fielded the ISSP module as part of a larger survey. A question in the SMQ asking for information about studies (topic, study title, etc.) the ISSP was fielded with is included in the report (see appendix).

¹ Finland did a pre-test for the Finnish but not for the Swedish version. The Philippines did a pre-test for Tagalog but not for the other four languages the survey was fielded in. South Africa did a pre-test for Afrikaans but not or the other four languages the survey was fielded in.
Sampling

(see pages 25-31 of the Findings Chart)

The sampling procedures and details reported for the 2005 module are for the most part similar to those reported in earlier years. Four countries reported using substitution of different kinds: Cyprus, Latvia, Russia, and Spain.

Finland and France had a lower age cut-off at 15 years, Japan and South Africa had a cut-off at 16 years; all other members had a lower age cut-off at 18 years of age. Five countries reported an upper age cut-off (Finland at 74, Flanders at 85, Latvia at 75, Norway and Sweden at 79).

Data collection

(see pages 32-40 of the Findings Chart)

MODES

Essentially the ISSP questionnaires are administered as face-to-face interviews or in a self-completion format. Four countries combined several modes in fielding, usually as a result of fielding the ISSP module together with another study and administering the background variables for both studies face-to-face and the ISSP as self-completion (Flanders, Germany, Great Britain, and South Korea).

Two countries using an interviewer-administered mode had two advance contacts, letter and telephone call (Flanders and Taiwan). Seven countries had advance letters (Germany, Great Britain, Hungary, Japan, Slovenia, Switzerland, and the USA); The Dominican Republic, Portugal, and South Korea had a telephone pre-contact. Eight countries conducted their survey by mail (see table on page 39-40). Of these, Australia, Canada, Norway and Sweden had four or more, Finland and New Zealand had three, Denmark and France had two mailings. The number of mailings is usually seen as relevant for enhancing response (Dillman 2000). Denmark and Sweden had a telephone reminder. In Denmark, about 20% of the interviews were collected by telephone; the mode variable identifies these. Telephone interviews are not permitted in the ISSP.

INCENTIVES

Twelve countries reported they had used incentives, either to the respondent or to the interviewer. Of these, Japan and South Korea offered incentives both to respondents and interviewers; Great Britain, Russia, New Zealand, Norway, Sweden, Switzerland, Taiwan, and the USA only to respondents; and Slovenia and Spain only to interviewers. This detailed
information was collected in the SMQ 2005 for the first time. Between 2001 and 2004, the SMQ only asked about incentives in general.

FIELDING DATES

Dates of fielding for the 2005 module range from 2005 to 2007:

- 2005: 23 countries
- 2005-2006: 1 country
- 2006: 6 countries
- 2006-2007: 1 country

Japan had the shortest fielding period, with seven days, Canada had the longest, with about 34 weeks.

In twenty-one of twenty-three countries using interviewer-administered modes, interviewers approached addresses or households at different times of day and at different days of the week; in two countries at different times of day only (Latvia and South Korea).

Countries differ considerably in the number of required contact attempts. The minimum required number of calls at an address or a household ranges from none (Cyprus, USA\(^2\)) to five (Flanders, Slovenia, South Korea, and Switzerland). Nine countries supervised interviews (proportions ranging between 1%-60%). With one exception (Japan), countries using interviewer-administered modes back-checked interviews (proportions ranging between 5%-100%).

Information on response and outcome figures
(see pages 41-42 of the Findings Chart)

Substitution and, in some cases, a lack of sufficient detail are the two main obstacles to calculating response rates for some of the ISSP 2005 studies (cf. reasons mentioned in the Park and Jowell report (1997) and expanded in the overview of the 1996-1998 monitoring studies, Harkness, Langfeldt, and Scholz, 2001). Members also differ in their definitions of outcome codes – of what counts as “eligible“, “ineligible”, or “partially completed interviews”, and so forth.

The raw figures for eligible samples and final outcomes indicate, nevertheless, that the range in the ISSP is considerable – from about 17% to over 85% for the module.

\(^2\) USA with no fixed minimum; most difficult cases are approached 10 or more times.
Data
(see pages 43-46 of the Findings Chart)
The great majority of members employed various measures of coding reliability, for the most part logic or consistency checks and range checks, followed by either individual or automatic corrections or both.
Seventeen of thirty-one countries applied subsequent weights or post-stratification to correct for errors of selection or response bias.

Documentation
(see page 47 of the Findings Chart)
Fifteen countries reported they had a national methods report available (Australia, Canada, Flanders, Germany, Hungary, Ireland, Norway, the Philippines, Russia, Slovenia, South Korea, Sweden, Switzerland, Taiwan, and USA). This information was not collected in the SMQ until the 2001 module.

References


# Chart of Archive and Report Delivery 1996–2005

*(based on Central Archive and ZUMA documentation, July, 2007: Australia to Denmark)*

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TP: Data not archived as part of merged ISSP data set because of technical problems with sampling, fielding, or late archiving.
Chart of Archive and Report Delivery 1996–2005
(based on Central Archive and ZUMA documentation, July, 2007: The Dominican Republic to Italy)

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TP: Data not archived as part of merged ISSP data set because of technical problems with sampling, fielding, or late archiving.
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*(based on Central Archive and ZUMA documentation, July, 2007: Japan to Russia)*

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TP: Data not archived as part of merged ISSP data set because of technical problems with sampling, fielding, or late archiving.

* data delivery late; not integrated in common data file
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(based on Central Archive and ZUMA documentation, July, 2007: Slovak Republic to USA)

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TP: Data not archived as part of merged ISSP data set because of technical problems with sampling, fielding, or late archiving.
## Chart of Archive and Report Delivery 1996–2005
(based on Central Archive and ZUMA documentation, July, 2007: Venezuela)

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Monitoring Findings Chart

2005 for

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Bulgaria (BG)
Canada (CDN)
Switzerland (CH)
Cyprus (CY)
Czech Republic (CZ)
Germany (D)
Denmark (DK)
Dominican Republic (DO)
Spain (E)
France (F)
Finland (FIN)
Flanders (FL)
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Hungary (H)
Israel (IL)
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Japan (J)
Latvia (LV)
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Norway (N)
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Portugal (P)
South Korea (ROK)
The Philippines (RP)
Russia (RUS)
Sweden (S)
Slovenia (SLO)
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*Both questionnaires translated by an assessment team which is composed of experts in this area (Asian Research Group).*

*Questionnaire was translated by an assessment team which is composed of experts in this area (Asian Research Group).*
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Was the questionnaire translated?

Yes, translated:
- by member(s) of research team X L1, L2  X  X X L1   X X
- by translation bureau X
- by specially trained translator(s) X      X X   L2 L1-L5
- other Language(s) - by researchers of research team - by translation of research team - by members of research team

No, not translated X

Translated by field anchors, whose native languages are Ilocano, Bicolano, Cebuano and Ilonggo respectively, and who have practice in translating.
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Was the translated questionnaire assessed/checked or evaluated? Yes:
- group discussion
- expert checked it
- back translation
- other

No
- other
- back translation
- expert checked it
- group discussion
- other

CH German speaking collaborators of the institute checked the translated questionnaire.

DK Two members of the research team carried out a translation independently of each other. On the basis of these, a third member made the final translation.

DO Translation was reviewed by the SRL team of the University of Illinois, Chicago.

E Another member of the research team and an outside translator worked jointly.
## Work Orientations III 2005

**12.1: Discussion with field interviewers who can speak the language; le, those assigned to implement the questionnaire in the area where the language is spoken.**

- **12.1.5:** Group discussion with field anchors, pre-tested on 12 randomly selected adults of different ages, sex and classes.

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**Was the translated questionnaire assessed/checked or evaluated?**

- **Yes:**
  - Group discussion
  - Expert checked it
  - Back translation
- **No:**
  - Other

A bilingual English checked the translation.

RP: L1: Group discussion with field anchors, pre-tested on 12 randomly selected adults of different ages, sex and classes.

L2-L5: Discussion with field interviewers who can speak the language; le, those assigned to implement the questionnaire in the area where the language is spoken.
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Translation (continued)
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Was the questionnaire pre-tested? Yes

Yes

No

Were there any questions... which caused problems when translating? Yes

Yes

No

Not applicable
## Survey Context

How was the ISSP module fielded?

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**Question coverage and order**

- ISSP Top 50 is asked as a social class variable with 4 categories.
- Do background items - from module included?
- No, not all included:
- Yes, all included:
- ISSP Core Items included:
- ISSP items asked in precise order:
- ISSP asked in precision order:
- Yes, all included:
- No background items - from module included:
- Yes, all included:
- ISSP Core Items included:
- ISSP items asked in precise order:
- ISSP asked in precision order:
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The sample was designed to be representative of adults of any nationality in country X.

Was your sample designed to be representative of adults living in private accommodation or private & institutional accommodation?

Lower age cut-off for adults of any nationality in country X:
- 18
- 17
- 16
- 15

IL Adult residents of all nationalities.
The sample was designed to be representative of... only adult citizens of country X... adults of any nationality X X X X X X X X X X X X X X X X... private accommodation & institutional accommodation only X X X X X X X X X X X X X X X X... adult citizens of country X... private & institutional accommodation X X X X X X X X X X X X X X X X... lower age cut-off 16 17 18... representation of adults living in... representation of adults living in... representation of adults living in... The sample was designed to be...
### Sampling (continued)

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**Was there an upper age cutoff?**

- Yes
- No

**Did you use any variables for stratification?**

- Yes
- No
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**Sampling (continued)**

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**How many stages does your sampling design have?**

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*Selection according to sex-age distribution of the population in each region.*
## Sampling (continued)

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Does your sampling frame consist of:

- Addresses
- Households
- Named individuals (not the target persons)
- Named individuals
- Address
- The target persons
- Something else

What selection method was used to identify a respondent?

- Kish grid
- Birthday method
- Other
- Not applicable
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Was substitution of individuals permitted at any stage of selection process or during fieldwork?

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Substitution of non-contacts, people away during survey period, etc.

Substitution of refusals.

Substitution of non-contacts, people away during survey period, etc.

Substitution of refusals.
### Data Collection Methods

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### Telephone Call

- 80.1% of respondents responded by mail, 19.9% of interviews were completed as telephone interviews.

### Self-Completion

- 81.5% of respondents responded by mail, 18.5% of interviews were completed as telephone interviews.

### Face-to-Face

- 98.8% of respondents responded by mail, 1.2% of interviews were completed as telephone interviews.
Data collection methods used (substantive & background)

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Length of fieldwork

- 2 weeks or less
- 2 weeks to 3 months
- Over 3 months
- 1 month to 2 weeks
- 2 months or more

Data collection methods used (continued)
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Data collection: face-to-face and self-administered with some interviewer involvement.
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Data collection: Face-to-face and self-administered with some interviewer involvement (continued)
Which of these rules governed how an interviewer approached an address or household?

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Data collection: Face-to-face and self-administered with some interviewer involvement (continued)
Which of these rules governed how an interviewer approached an address or household?

- Call at different time of day
- Call on different days in week
- Minimum number of required calls
- None of these

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Yes: 10%

No: 90%

Which of these rules required a minimum number of calls?

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Yes: 25%

No: 75%

Minimum number of required calls:

- USA: 10 cases handled on an individual basis. There is no fixed minimum, but most difficult cases are approached in one way or another 10 or more times.
## Data Collection: Face-to-face and Self-administered with Some Interviewer Involvement (continued)

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**Note:** At least 20% of the back-checks were made by telephone.
Were any contacts made by telephone or interviewer?

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What was sent out in the first mailing?

- Questionnaire
- Data protection information
- Explanatory letter
- Incentive
- Other material
- Reminder sent only to non-respondents
- Thank you and reminder combined
- Reminder used after last mailing.

What was sent out in the second mailing?

- Thank you and reminder combined
- Reminder sent only to non-respondents
- Questionnaire
- Data protection information
- Explanatory letter
- Incentive
- Other material
### Data Collection: Mail (Continued)

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**What was sent out in the third mailing?**

- Questionnaire: X
- Data protection information: X
- Explanatory letter: X
- Questionnaire: X
- Incentive: X
- Other material: X
- No third mailing: X

**What was sent out in the fourth (or last) mailing?**

- Questionnaire: X
- Data protection information: X
- Explanatory letter: X
- Questionnaire: X
- Incentive: X
- Other material: X
- No fourth mailing: X
### Information on response and outcome figures

- **Response figures based on reported figures**

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For calculation of response figures, see appendix.

*DK 318 telephone interviews included (19.9% of interviews completed)*
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DK Keying of the data was verified, but not approx. proportion reported.
Were any measures of coding reliability employed?  
Yes: X
No: X

Was the keying of the data verified?  
Yes: Approximate proportion (%)
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No: X

Were any reliability checks made on derived variables?  
Yes: X
No: X

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Were data errors corrected?

Yes:
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- automatically

No:
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- individually
- not corrected

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- individually
No: - manually

Were data errors corrected? Yes: - individually
- automatically
No: - manually

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<td>The ISSP 2005 module was fielded together with the Australian Survey of Social Attitudes (AuSSA) 2005. AuSSA is a biennial general social survey of Australian attitudes on subjects including work, education, families, crime, community, and taxes and government spending.</td>
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<td>Bulgaria</td>
<td>ISSP 2004 was fielded together with questions on daily problems.</td>
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<td>Canada</td>
<td>The ISSP 2005 module was fielded together with the 2006 module on Role of Government.</td>
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<td>Czech Republic</td>
<td>The ISSP 2005 module was fielded together with a survey which included several country specific questions about character of respondent’s employment, discrimination at work, job changes and getting ahead.</td>
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<td>Denmark</td>
<td>The ISSP 2005 module was the main module. It was fielded together with an additional battery of 14 questions.</td>
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<td>Flanders</td>
<td>The ISSP 2005 module was fielded together with the annual survey ‘Social-cultural changes in Flanders-Belgium.’ Apart from the classical background variables of respondent and partner, the face-to-face questionnaire contained the following themes: membership of different organisations, extended module on information and communication technology, political efficacy scale, social network, health condition, extended module on environment, trust in government and institutions, leisure time, and active sport.</td>
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<td>The ISSP 2005 module was fielded together with ALLBUS (German General Social Survey). ALLBUS 2006 mainly deals with ethnic groups but also covers topics such as religiosity, attitudes towards politics and economy, family, and trust in people and politicians.</td>
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<td>Fielded as part of the British Social Attitudes survey which covers attitudes towards a range of social, moral and political issues.</td>
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<td>Hungary</td>
<td>The ISSP 2005 module was fielded as a part of the regular Omnibus survey of TARKI for November, 2005.</td>
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<td>The ISSP 2005 module was fielded together with the ISSP 2006 module (Role of Government IV).</td>
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<td>The ISSP 2005 module was fielded together with a study on unemployment, gender roles in the family, and favourite TV broadcasts.</td>
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<td>New Zealand</td>
<td>Some New Zealand-specific questions were added between the ISSP module and the demographics questions.</td>
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<td>The ISSP 2005 module was fielded together with a survey on fringe benefits, work autonomy, and decision making.</td>
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<td>The ISSP 2005 module was fielded together with a survey including quality of life indicators, awareness of news events, performance rating of government officials and institutions, and opinion on current issues.</td>
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<td>The ISSP 2005 module was fielded together with the ISSP 2006 Role of Government module and a Portuguese module on Labour Relations.</td>
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<td>The ISSP 2005 module was fielded together with a regular omnibus survey.</td>
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<td>The ISSP 2005 module was fielded together with a general national social survey on perception of social and economic conditions, values, political attitudes, etc.</td>
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<td>The ISSP 2005 module was fielded together with the South African Social Attitude Survey (SASAS). Other topics included in the survey were democracy and governance issues, national identity, service delivery, health status, HIV/AIDS issues, moral issues, family and lifestyle issues and poverty.</td>
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<td>The ISSP 2005 module was fielded together with a survey on economic, social, political and current issues as well as on mass media.</td>
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<td>Switzerland</td>
<td>The ISSP 2005 module was fielded together with the MOSAiCH 2005 (Measurement and Observation of Social Attitudes in Switzerland), which is the continuation of the “Eurobarometer in Switzerland”. The MOSAiCH survey 2005 contains questions on the relation of Switzerland to the EU (trust in institutions, geographical attachment…), a small module on social networks, a quite large socio-demographical part, and the ISSP modules 2004 and 2005.</td>
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<td>The ISSP 2005 module was fielded together with the TSCS (Taiwan Social Change Survey). Other topics included in the survey were daily life and international contacts, work achievements and expectations, attitude towards economy, family structure, occupation, emerging working pattern, gender and work, and income.</td>
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<td>The ISSP 2005 module was fielded together with the General Social Survey which includes core GSS variables and several topical modules. The 2006 GSS, however, asked items on 2005 Work Orientation module to the respondents sampled for ISSP and international mental health study only. Accordingly, the respondents were asked only about relatively shortened demographics that can be used for the required ISSP background questions.</td>
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### Calculation of Response Figures Based on Reported Figures

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#### Completed cases

- **Full productive interview**
  - Eligible (n): Issued sample minus Ineligible
  - Non-contact (n): No contact at selected address or No contact with selected person

#### Non-contact

- **Impartial refusal (empty envelopes, empty questionnaires)**
  - Refusal (n): Refusal at selected address or Proxy refusal (on behalf of selected respondent)

#### Partially completed

- **Partially completed interview**
  - Eligible (n): Issued sample minus Ineligible
  - Refusal (n): Refusal by selected respondent or Refusal by another person or Implicit refusals (empty envelopes, empty questionnaires returned)

#### Completed cases

- **Full productive interview**
  - Ineligible (n): Addresses which could not be traced at all/selected respondents who could not be traced
  - Eligible (n): Issued sample minus Ineligible
  - Refusal (n): Refusal by selected respondent or Refusal by another person or Implicit refusals (empty envelopes, empty questionnaires returned)

#### Partially completed

- **Partially productive interview**
  - Ineligible (n): Addresses established as empty, demolished or containing no private dwellings
  - Eligible (n): Issued sample minus Ineligible
  - Refusal (n): Refusal by selected respondent or Refusal by another person or Implicit refusals (empty envelopes, empty questionnaires returned)

#### Completed cases

- **Full productive interview**
  - Ineligible (n): Selected respondent unknown at address or Selected respondent moved, no forwarding address or Selected respondent deceased
  - Eligible (n): Issued sample minus Ineligible
  - Refusal (n): Refusal by selected respondent or Refusal by another person or Implicit refusals (empty envelopes, empty questionnaires returned)

#### Partially completed

- **Partially productive interview**
  - Ineligible (n): Addresses with no letter boxes or Selected respondent too sick / incapacitated to participate or Selected respondent had inadequate understanding of language of survey or Selected respondent away during survey period or Other unproductive reactions
  - Eligible (n): Issued sample minus Ineligible
  - Refusal (n): Refusal by selected respondent or Refusal by another person or Implicit refusals (empty envelopes, empty questionnaires returned)

#### Completed cases

- **Full productive interview**
  - Ineligible (n): Selected respondent moved, no forwarding address or Selected respondent deceased
  - Eligible (n): Issued sample minus Ineligible
  - Refusal (n): Refusal by selected respondent or Refusal by another person or Implicit refusals (empty envelopes, empty questionnaires returned)

#### Partially completed

- **Partially productive interview**
  - Ineligible (n): Selected respondent too sick / incapacitated to participate or Selected respondent had inadequate understanding of language of survey or Selected respondent away during survey period or Other unproductive reactions
  - Eligible (n): Issued sample minus Ineligible
  - Refusal (n): Refusal by selected respondent or Refusal by another person or Implicit refusals (empty envelopes, empty questionnaires returned)

#### Completed cases

- **Full productive interview**
  - Ineligible (n): Selected respondent moved, no forwarding address or Selected respondent deceased
  - Eligible (n): Issued sample minus Ineligible
  - Refusal (n): Refusal by selected respondent or Refusal by another person or Implicit refusals (empty envelopes, empty questionnaires returned)

#### Partially completed

- **Partially productive interview**
  - Ineligible (n): Selected respondent too sick / incapacitated to participate or Selected respondent had inadequate understanding of language of survey or Selected respondent away during survey period or Other unproductive reactions
  - Eligible (n): Issued sample minus Ineligible
  - Refusal (n): Refusal by selected respondent or Refusal by another person or Implicit refusals (empty envelopes, empty questionnaires returned)
ISSP Study Monitoring Questionnaires for Face-to-Face and Mail Surveys
INTERNATIONAL
SOCIAL
SURVEY
PROGRAMME

Study Monitoring Questionnaire

PLEASE COMPLETE THIS QUESTIONNAIRE USING THE WORK ORIENTATIONS 2005 ISSP MODULE AS YOUR REFERENCE.

RETURN TO: issp@zuma-mannheim.de
1a. Please enter the name of your institute and your country:

Institute: ____________________________  Country: ____________________________

1b. Please enter the name of the principal investigator and your contact person for questions about the study:

Principal Investigator: ____________________________  Contact Person: ____________________________

2a. What kind of institute fielded the module?

- An institute principally doing market research
- An institute principally doing academic research
- An institute doing both market and academic research
- Other (please write in details)

2b. Which institute carried out the fielding?

Our ISSP member institute itself  OR  Institute name: ____________________________

3a. Was the questionnaire fielded ...

- only in English  → Question 39
- in English plus other language(s)  → Question 3b
- only in translation  → Question 3b

3b. Please enter the language(s) the module was fielded in.

Please write in: Language 1 to Language X
4. Was the questionnaire for language 1 …?

   a written translation (a questionnaire/application) □ → Question 5
   an oral translation (interviewer translated on the spot) □ → Question 11

5. Who carried out translation 1? Please tick all that apply.

   A member or members of the research team □
   A translation bureau □
   One or more specially trained translators □
   Other (please write in details) □

6. Was translation 1 checked?

   Yes, all of the questionnaire □ → Question 7
   Yes, only the new questions □ → Question 7
   No □ → Question 8

7. How was translation 1 checked?

   Group discussion □
   Expert checked it □
   Back translation □
   Other (please write in details) □

   Please write in: ____________________________

8. Was the translation 1 questionnaire pre-tested?

   Yes □
   No □
9. Were there any questions, sections, words or concepts which caused problems when translating into language 1? Please tick all that apply.

- No problems
- Answer scales
- Instructions
- Whole questions
- Words or concepts
- Other (please write in details)

*Please write in details of problems checked/ticked above:*

10. What did you do about any problems in translation 1?

*Please enter details:*

11. Was the questionnaire for language 2 ...? (answer only if you have two or more translations/languages, otherwise continue with question 39)

- a written translation (a questionnaire/application)
- an oral translation (interviewer translated on the spot)

12. Who carried out translation 2? Please tick all that apply.

- A member or members of the research team
- A translation bureau
- One or more specially trained translators
- Other (please write in details)

13. Was translation 2 checked?

- Yes, all of the questionnaire
- Yes, only the new questions
- No
14. How was translation 2 checked?

- Group discussion
- Expert checked it
- Back translation
- Other (please write in details)

*Please write in:

15. Was the translation 2 questionnaire pre-tested?

- Yes
- No

16. Were there any questions, sections, words or concepts which caused problems when translating into language 2? Please tick all that apply.

- No problems
- Answer scales
- Instructions
- Whole questions
- Words or concepts
- Other (please write in details)

*Please write in details of problems checked/ticked above:

17. What did you do about any problems in translation 2?

*Please enter details:
18. Was the questionnaire for language 3 …? [answer only if you have three or more translations/languages, otherwise continue with question 39] 

- a written translation (a questionnaire/application)  □ → Question 19
- an oral translation (interviewer translated on the spot)  □ → Question 25

19. Who carried out translation 3? Please tick all that apply.

- A member or members of the research team  □
- A translation bureau  □
- One or more specially trained translators  □
- Other (please write in details)  □

20. Was translation 3 checked?

- Yes, all of the questionnaire  □ → Question 21
- Yes, only the new questions  □ → Question 21
- No  □ → Question 22

21. How was translation 3 checked?

- Group discussion  □
- Expert checked it  □
- Back translation  □
- Other (please write in details)  □

Please write in:

22. Was the translation 3 questionnaire pre-tested?

- Yes  □
- No  □
23. Were there any questions, sections, words or concepts which caused problems when translating into language 3? Please tick all that apply.

- No problems
- Answer scales
- Instructions
- Whole questions
- Words or concepts
- Other (please write in details)

Please write in details of problems checked/ticked above:

24. What did you do about any problems in translation 3? Please enter details:

25. Was the questionnaire for language 4 …? (answer only if you have four or more translations/languages, otherwise continue with question 39)

- a written translation (a questionnaire/application)
- an oral translation (interviewer translated on the spot)

26. Who carried out translation 4? Please tick all that apply.

- A member or members of the research team
- A translation bureau
- One or more specially trained translators
- Other (please write in details)

27. Was translation 4 checked?

- Yes, all of the questionnaire
- Yes, only the new questions
- No
28. How was translation 4 checked?

- Group discussion
- Expert checked it
- Back translation
- Other (please write in details)

**Please write in:**

29. Was the translation 4 questionnaire pre-tested?

- Yes
- No

30. Were there any questions, sections, words or concepts which caused problems when translating into language 4? Please tick all that apply.

- No problems
- Answer scales
- Instructions
- Whole questions
- Words or concepts
- Other (please write in details)

**Please write in details of problems checked/ticked above:**

31. What did you do about any problems in translation 4?

**Please enter details:**
32. Was the questionnaire for language 5 …? (answer only if you have five or more translations/languages, otherwise continue with question 39)

- a written translation (a questionnaire/application)
- an oral translation (interviewer translated on the spot)

33. Who carried out translation 5? Please tick all that apply.

- A member or members of the research team
- A translation bureau
- One or more specially trained translators
- Other (please write in details)

34. Was translation 5 checked?

- Yes, all of the questionnaire
- Yes, only the new questions
- No

35. How was translation 5 checked?

- Group discussion
- Expert checked it
- Back translation
- Other (please write in details)

Please write in:

36. Was the translation 5 questionnaire pre-tested?

- Yes
- No
37. Were there any questions, sections, words or concepts which caused problems when translating into language 5? Please tick all that apply.

- No problems
- Answer scales
- Instructions
- Whole questions
- Words or concepts
- Other (please write in details)

Please write in details of problems checked/ticked above:

---

38. What did you do about any problems in translation 5?

Please enter details:

---

39. What data collection methods were used for the module (substantive and background questions)?

- Face-to-face
- Self-completion (with some interviewer involvement in delivering or collecting)
- ‘Mixed mode’: part self-completion, part face-to-face (please write in details)
- Other (please write in details)

If ‘mixed mode’ or other, please write in:
40. Were postal or telephone components used at any point (e.g., advance contacts)?

Yes - postal → Question 41
Yes - telephone → Question 41
No → Question 42

41. Please give details of the postal and/or telephone components.

Please enter details:

42. Were incentives offered?

Yes, to respondent
Yes, to interviewer
No, neither to respondent nor to interviewer

43. How was the ISSP module fielded in your country?

As an individual survey (that is, the ISSP module was the whole survey) → Question 46
As part of a larger survey → Question 44

44. Please provide information about the other study(ies) the ISSP was fielded with (e.g., topic, survey name).

Please enter:

45. What was the approximate position of the Work Orientations module in the larger questionnaire?

Start of questionnaire
Middle of questionnaire
End of questionnaire
46. Were the substantive questions in the Work Orientations module all asked in the prescribed order?
   Yes □ → Question 48
   Yes, apart from omissions □ → Question 47
   No □ → Question 47

47. Why was the question order changed?
   Please enter:

48. Were all the core ISSP questions included in your questionnaire (by core we mean all required substantive and background questions)?
   Yes – all Work Orientations questions and background questions included □ → Question 50
   No – substantive question(s) from Work Orientations module missing □ → Question 49
   No – required background ISSP question(s) missing □ → Question 49

49. Please provide details of the questions missing and indicate why they are missing.
   ISSP source questionnaire: question number or description of question:
   Reason(s) why missing:

Here we ask questions on sampling.
50. First, was your sample designed to be representative of ...
   Only adult citizens of your country? □
   Adults of any nationality residing in your country? □
51. Second, was your sample designed to be representative of …

Only adults living in private accommodation? ☐ → Question 52

Adults living in private and in institutional accommodation (e.g., residential homes for the elderly, asylum accommodation)? ☐

If private and institutional, please enter details in box below.

Please enter in:

52. Third, what was the lower age cut-off for your sample?

WRITE IN:

53. Was there any upper age cut-off for your sample?

Yes - please write in cut-off ☐

No cut-off ☐

54. Were any groups excluded or under-represented in your sample design, apart from the age cut-offs or citizenship requirements just asked about?

No ☐

Yes (please write in details) ☐

If yes, write in details:

55. Did you use any variables for stratification?

Yes ☐ → Question 56

No ☐ → Question 57

56. Please describe the stratification variables used?

Please write in:
57. How many of stages does your sampling design have?

- One stage
- Two stages
- Three stages
- Four stages

58. Does your sampling frame consist of…?

- Addresses
- Households
- Named individuals (the target persons)
- Named individuals (not the target persons)
- Areas
- Something else (please write in details)

59. Please describe your sampling frame (e.g., population register, electoral roll, telephone directory and its coverage and updating).

Please write in:

60. Please describe your sampling method and your sampled units for the first stage?

Please write in:

61. Please describe your sampling method and your sampled units for the second stage? (only if you have two or more stages, otherwise continue with question 64)

Please write in:
62. Please describe your sampling method and your sampled units for the third stage?
(only if you have three or more stages, otherwise continue with question 64)

Please write in:

63. Please describe your sampling method and your sampled units for the fourth stage?
(only if you have four stages, otherwise continue with question 64)

Please write in:

64. What selection method was used to identify a respondent?
Please tick all that apply. (do not answer if your sampling frame consists of named individuals – which are the target persons. Then continue with question 66)

Kish grid
Last (or next) birthday
Quota
Other (please write in details)

65. Please describe your quota procedures. (only if you used quota, otherwise continue with question 66)

Please write in:

66. Was substitution or replacement permitted at any stage of your selection process or during fieldwork?

Yes
No →Question 67
67. Please provide details of the substitution or replacement procedures used.

Please write in:

68. All in all, what are the known limitations (biases) of your net sample? For example: is there differential coverage of particular groups, either because of sample design or response differences?

Please write in:

69. Please fill in the following details about your issued sample. Some categories may well not apply, but please complete to the highest level of detail possible.

Total number of starting or issued names/addresses (gross sample size)

- addresses which could not be traced at all

- selected respondents who could not be traced

- addresses established as empty, demolished or containing no private dwellings

- selected respondent too sick/incapacitated to participate

- selected respondent away during survey period

- selected respondent had inadequate understanding of language of survey

  - no contact at selected address

  - no contact with selected person

  - personal refusal at selected address

- proxy refusal (on behalf of selected respondent)

- other refusal at selected address

- other type of unproductive reaction (please write in full details in the box below)

  - full productive interview (net sample size)

  - partial productive interview

More information or Other type of unproductive reaction

Please write in:
70. Here we ask for information about interviewer procedures.
   a. Were interviewers paid according to realized cases?
      Yes ☐ No ☐

   b. Which, if any, of these rules governed how an interviewer approached an
      address/household?
      PLEASE TICK THOSE THAT APPLY
      Calls/visits must be made at different times of day ☐
      Calls/visits must be made on different days of week ☐
      Neither of the above ☐

   c. Were interviewers required to make a certain number of calls/visits before they
      stopped approaching an address or household?
      Minimum number of calls/visits required - please write in number ☐
      No minimum call requirement ☐

   d. Were any interviews supervised (that is, supervisor accompanies interviewer)?
      Yes - please write in approximate proportion ☐ %
      No ☐

   e. Were any interviews back-checked (e.g. supervisor checks later whether interview conducted)?
      Yes - please write in approximate proportion ☐ %
      No ☐

71. Please write in the approximate start and end dates of fieldwork.
    
    Start date ☐ ☐ ☐ ☐ ☐ ☐
    End date ☐ ☐ ☐ ☐ ☐ ☐

72. Were any measures of coding reliability employed?
    Yes ☐ No ☐

73. Was keying of the data verified?
    Yes - please write in approximate level of verification ☐ ☐ %
    No ☐
74. Were any reliability checks made on derived variables (that is variables constructed on the basis of other variables collected)?

- Yes
- No
- No derived variables

75. Were data checked/edited to ensure that filter instructions were followed correctly?

- Yes
- No

76. Were data checked/edited for logic or consistency?

- Yes
- No

77. Were data checked/edited to ensure they fell within permitted ranges?

- Yes
- No

If you answered YES for any question from Q72 to Q77, continue with Question 78. If you answered NO for all questions Q72 to Q77, continue with Question 79.

78. Were errors corrected?
   Please tick all that apply.

- Yes - individually
- Yes - automatically
- No - not corrected

79. Were the data weighted or post-stratified?

- Yes → Question 80
- No → Question 81

80. Please briefly describe the weighting or post-stratification strategy used.

*Please write in:*
81. Is a national methods report available for your study?

Yes ☐
No ☐

82. If there is anything you would like to comment on, please do so here.

Please write in:

THANK YOU VERY MUCH
INTERNATIONAL
SOCIAL SURVEY PROGRAMME

Study Monitoring Questionnaire

PLEASE COMPLETE THIS QUESTIONNAIRE USING THE WORK ORIENTATIONS 2005 ISSP MODULE AS YOUR REFERENCE.

RETURN TO: issp@zuma-mannheim.de
1a. Please enter the name of your institute and your country:

Institute: ___________________________  Country: ___________________________

1b. Please enter the name of the principal investigator and your contact person for questions about the study:

Principal Investigator: ___________________________  Contact Person: ___________________________

2a. What kind of institute fielded the module?

- An institute principally doing market research
- An institute principally doing academic research
- An institute doing both market and academic research
- Other (please write in details)

2b. Which institute carried out the fielding?

Our ISSP member institute itself  OR  Institute name: ___________________________

3a. Was the questionnaire fielded ...

- only in English  → Question 34
- in English plus other language(s)  → Question 3b
- only in translation  → Question 3b

3b. Please enter the language(s) the module was fielded in.

Please write in: Language 1 to Language X

4. Who carried out translation 1? Please tick all that apply.

- A member or members of the research team
- A translation bureau
- One or more specially trained translators
- Other (please write in details)
5. Was translation 1 checked?

- Yes, all of the questionnaire → Question 6
- Yes, only the new questions → Question 6
- No → Question 7

6. How was translation 1 checked?

- Group discussion
- Expert checked it
- Back translation
- Other (please write in details)

**Please write in:**

---

7. Was the translation 1 questionnaire pre-tested?

- Yes
- No

8. Were there any questions, sections, words or concepts which caused problems when translating into language 1? Please tick all that apply.

- No problems → Question 10
- Answer scales
- Instructions
- Whole questions
- Words or concepts
- Other (please write in details)

**Please write in details of problems checked/ticked above:**

---
9. What did you do about any problems in translation 1?

Please enter details:

10. Who carried out translation 2? Please tick all that apply.

(answer only if you have two or more translations/languages, otherwise continue with question 34)

- A member or members of the research team
- A translation bureau
- One or more specially trained translators
- Other (please write in details)

11. Was translation 2 checked?

- Yes, all of the questionnaire
- Yes, only the new questions
- No

12. How was translation 2 checked?

- Group discussion
- Expert checked it
- Back translation
- Other (please write in details)

Please write in:

13. Was the translation 2 questionnaire pre-tested?

- Yes
- No
14. Were there any questions, sections, words or concepts which caused problems when translating into language 2? Please tick all that apply.

- No problems
- Answer scales
- Instructions
- Whole questions
- Words or concepts
- Other (please write in details)

Please write in details of problems checked/ticked above:

15. What did you do about any problems in translation 2?

Please enter details:

16. Who carried out translation 3? Please tick all that apply.

answer only if you have three or more translations/languages, otherwise continue with question 34

- A member or members of the research team
- A translation bureau
- One or more specially trained translators
- Other (please write in details)

17. Was translation 3 checked?

- Yes, all of the questionnaire
- Yes, only the new questions
- No
18. How was translation 3 checked?

- Group discussion
- Expert checked it
- Back translation
- Other (please write in details)

Please write in:

19. Was the translation 3 questionnaire pre-tested?

- Yes
- No

20. Were there any questions, sections, words or concepts which caused problems when translating into language 3? Please tick all that apply.

- No problems
- Answer scales
- Instructions
- Whole questions
- Words or concepts
- Other (please write in details)

Please write in details of problems checked/ticked above:

21. What did you do about any problems in translation 3?

Please enter details:
22. Who carried out translation 4? Please tick all that apply.
(answer only if you have four or more translations/languages, otherwise continue with question 34)

A member or members of the research team  
A translation bureau  
One or more specially trained translators  
Other (please write in details)  

23. Was translation 4 checked?

Yes, all of the questionnaire  
Yes, only the new questions  
No  

24. How was translation 4 checked?

Group discussion  
Expert checked it  
Back translation  
Other (please write in details)  

Please write in:  

25. Was the translation 4 questionnaire pre-tested?

Yes  
No
26. Were there any questions, sections, words or concepts which caused problems when translating into language 4? Please tick all that apply.

- No problems
- Answer scales
- Instructions
- Whole questions
- Words or concepts
- Other (please write in details)

Please write in details of problems checked/ticked above:

27. What did you do about any problems in translation 4?

Please enter details:

28. Who carried out translation 5? Please tick all that apply.

(Answer only if you have five or more translations/languages, otherwise continue with question 34)

- A member or members of the research team
- A translation bureau
- One or more specially trained translators
- Other (please write in details)

29. Was translation 5 checked?

- Yes, all of the questionnaire
- Yes, only the new questions
- No
30. How was translation 5 checked?

Group discussion
Expert checked it
Back translation
Other (please write in details)

Please write in:


31. Was the translation 5 questionnaire pre-tested?

Yes
No

32. Were there any questions, sections, words or concepts which caused problems when translating into language 5? Please tick all that apply.

No problems
Answer scales
Instructions
Whole questions
Words or concepts
Other (please write in details)

Please write in details of problems checked/ticked above:


33. What did you do about any problems in translation 5?

Please enter details:
34. Here we ask questions on your mail survey.

a. Were any contacts made by telephone or interviewer? Please tick all that apply.
   - Yes - precontacts by telephone
   - Yes - precontacts by personal visit
   - Yes - reminders by telephone
   - Yes - reminders by personal visit
   - Yes - Other (please write in details)

   No - no telephone or personal (visit) contacts at all

b. How many mailings were sent out during fielding? Please enter number: 

   

c. What were the dates of mailings? (with multiple mailings, provide dates for the first three and the last)

   1  
   2  
   3  
   4  

d. What was sent out in each mailing? Please check all that apply.

   1. Mailing:
      - YES
      - NO
      - Questionnaire
      - Data protection information
      - Explanatory letter
      - Incentive
      - Other material (Please write in details)
2. Mailing (answer only if you have two or more mailings, otherwise continue with question 34d):

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thank you and reminder combined</td>
<td></td>
</tr>
<tr>
<td>Thank you sent only to respondents</td>
<td></td>
</tr>
<tr>
<td>Reminder sent only to non-respondents</td>
<td></td>
</tr>
<tr>
<td>Questionnaire</td>
<td></td>
</tr>
<tr>
<td>Data protection information</td>
<td></td>
</tr>
<tr>
<td>Explanatory letter</td>
<td></td>
</tr>
<tr>
<td>Incentive</td>
<td></td>
</tr>
<tr>
<td>Other material (Please write in details)</td>
<td></td>
</tr>
</tbody>
</table>

3. Mailing (answer only if you have three or more mailings, otherwise continue with question 34e):

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questionnaire</td>
<td></td>
</tr>
<tr>
<td>Data protection information</td>
<td></td>
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<tr>
<td>Explanatory letter</td>
<td></td>
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<tr>
<td>Incentive</td>
<td></td>
</tr>
<tr>
<td>Other material (Please write in details)</td>
<td></td>
</tr>
</tbody>
</table>

4. Mailing (or last, if more than four mailings) (answer only if you have three or more mailings, otherwise continue with question 34e):

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questionnaire</td>
<td></td>
</tr>
<tr>
<td>Data protection information</td>
<td></td>
</tr>
<tr>
<td>Explanatory letter</td>
<td></td>
</tr>
<tr>
<td>Incentive</td>
<td></td>
</tr>
<tr>
<td>Other material (Please write in details)</td>
<td></td>
</tr>
</tbody>
</table>
e. When did the fielding period finish officially?

\[d\ d\ m\ m\ y\ y\ y\ y\]

35. How was the ISSP module fielded in your country?

As an individual survey (that is, the ISSP module was the whole survey) \(\square\) \(\rightarrow\) Question 38

As part of a larger survey \(\square\) \(\rightarrow\) Question 36

36. Please provide information about the other study(ies) the ISSP was fielded with (e.g., topic, survey name).

Please enter:

37. What was the approximate position of the Work Orientations module in the larger questionnaire?

Start of questionnaire \(\square\)

Middle of questionnaire \(\square\)

End of questionnaire \(\square\)

38. Were the substantive questions in the Work Orientations module all asked in the prescribed order?

Yes \(\square\) \(\rightarrow\) Question 40

Yes, apart from omissions \(\square\) \(\rightarrow\) Question 39

No \(\square\) \(\rightarrow\) Question 39

39. Why was the question order changed?

Please enter:
40. Were all the core ISSP questions included in your questionnaire (by core we mean all required substantive and background questions)?

Yes – all Work Orientations questions and background questions included → Question 42

No – substantive question(s) from Work Orientations module missing → Question 41

No – required background ISSP question(s) missing → Question 41

41. Please provide details of the questions missing and indicate why they are missing.

**ISSP source questionnaire: question number or description of question:**

**Reason(s) why missing:**

Here we ask questions on sampling.

42. First, was your sample designed to be representative of ...

  Only adult citizens of your country? ☐

  Adults of any nationality residing in your country? ☐

43. Second, was your sample designed to be representative of ...

  Only adults living in private accommodation? ☐ → Question 44

  Adults living in private and in institutional accommodation (e.g., residential homes for the elderly, asylum accommodation)? ☐

If private and institutional, please enter details in box below.

Please enter in:

44. Third, what was the lower age cut-off for your sample?

WRITE IN:

45. Was there any upper age cut-off for your sample?

Yes - please write in cut-off ☐

No cut-off ☐
46. Were any groups excluded or under-represented in your sample design, apart from the age cut-offs or citizenship requirements just asked about?

No □

Yes (please write in details) □

If yes, write in details:


47. Did you use any variables for stratification?

Yes □ → Question 48

No □ → Question 49

48. Please describe the stratification variables used?

Please write in:


49. How many of stages does your sampling design have?

One stage □

Two stages □

Three stages □

Four stages □

50. Does your sampling frame consist of…?

Addresses □

Households □

Named individuals (the target persons) □

Named individuals (not the target persons) □

Areas □

Something else (please write in details) □
51. Please describe your sampling frame (e.g., population register, electoral roll, telephone directory and its coverage and updating).

Please write in:

52. Please describe your sampling method and your sampled units for the first stage?

Please write in:

53. Please describe your sampling method and your sampled units for the second stage?
   (only if you have two or more stages, otherwise continue with question 56)

Please write in:

54. Please describe your sampling method and your sampled units for the third stage?
   (only if you have three or more stages, otherwise continue with question 56)

Please write in:

55. Please describe your sampling method and your sampled units for the fourth stage?
   (only if you have four stages, otherwise continue with question 56)

Please write in:
56. What selection method was used to identify a respondent? Please tick all that apply. (do not answer if your sampling frame consists of named individuals – which are the target persons. Then continue with question 58)

- Kish grid
- Last (or next) birthday
- Quota
- Other (please write in details)

57. Please describe your quota procedures. (only if you used quota, otherwise continue with question 58)

Please write in:

58. Was substitution or replacement permitted at any stage of your selection process or during fieldwork?

- Yes → Question 59
- No → Question 60

59. Please provide details of the substitution or replacement procedures used.

Please write in:

60. All in all, what are the known limitations (biases) of your net sample? For example: is there differential coverage of particular groups, either because of sample design or response differences?

Please write in:
61. Please fill in the following details about your issued sample. Some categories may well not apply, but please complete to the highest level of detail possible.

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of <strong>starting or issued</strong> names/addresses (gross sample size)</td>
<td></td>
</tr>
<tr>
<td>- addresses which could not be traced</td>
<td></td>
</tr>
<tr>
<td>- addresses established as empty, demolished or containing no private dwellings</td>
<td></td>
</tr>
<tr>
<td>- details of address wrong (street numbers, post codes, etc.)</td>
<td></td>
</tr>
<tr>
<td>- addresses with no letter boxes</td>
<td></td>
</tr>
<tr>
<td>selected respondent unknown at address</td>
<td></td>
</tr>
<tr>
<td>- selected respondent moved, no forwarding address</td>
<td></td>
</tr>
<tr>
<td>- selected respondent too sick / incapacitated to participate</td>
<td></td>
</tr>
<tr>
<td>- selected respondent deceased</td>
<td></td>
</tr>
<tr>
<td>- selected respondent had inadequate understanding of language of survey</td>
<td></td>
</tr>
<tr>
<td>- selected respondent away during survey period</td>
<td></td>
</tr>
<tr>
<td>- refusal by selected respondent</td>
<td></td>
</tr>
<tr>
<td>- refusal by another person</td>
<td></td>
</tr>
<tr>
<td>- partial productive interview</td>
<td></td>
</tr>
<tr>
<td>- implicit refusals (empty envelopes, empty questionnaires returned)</td>
<td></td>
</tr>
<tr>
<td>- other type of unproductive reaction (please write in full details in the box below)</td>
<td></td>
</tr>
<tr>
<td>- completed returned questionnaires (net sample size)</td>
<td></td>
</tr>
<tr>
<td>- partially completed returned questionnaires</td>
<td></td>
</tr>
<tr>
<td>- no contact</td>
<td></td>
</tr>
</tbody>
</table>

**More information or Other type of unproductive reaction**

*Please write in:*

62. Were any measures of coding reliability employed?

- Yes
- No
63. Was keying of the data verified?
Yes - please write in approximate level of verification

No

64. Were any reliability checks made on derived variables (that is, variables constructed on the basis of other variables collected)?

Yes
No
No derived variables

65. Were data checked/edited to ensure that filter instructions were followed correctly?

Yes
No

66. Were data checked/edited for logic or consistency?

Yes
No

67. Were data checked/edited to ensure they fell within permitted ranges?

Yes
No

If you answered YES for any question from Q62 to Q67, continue with Question 68.
If you answered NO for all questions Q62 to Q67, continue with Question 69.

68. Were errors corrected?
   Please tick all that apply.

Yes - individually
Yes - automatically
No - not corrected

69. Were the data weighted or post-stratified?

Yes → Question 70
No → Question 71
70. Please briefly describe the weighting or post-stratification strategy used.

*Please write in:*

71. Is a national methods report available for your study?

Yes [ ]
No [ ]

72. If there is anything you would like to comment on, please do so here.

*Please write in:*

THANK YOU VERY MUCH