

***INTERNATIONAL
SOCIAL
SURVEY
PROGRAMME***

Study Monitoring Questionnaire

PLEASE COMPLETE THIS QUESTIONNAIRE USING THE
SOCIAL NETWORKS 2001 ISSP MODULE AS YOUR REFERENCE.

RETURN TO: Janet Harkness, ZUMA, PO Box 12 21 55, D-68072 Mannheim, harkness@zuma-mannheim.de

1a. Please enter the name of your institute and your country:

Institute:

Country:

Institute: Department of Economics, Politics and Public Administration, Aalborg University

Country: Denmark

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

Principal Investigator:

Contact Person:

Principal investigator: Professor Joergen Goul Andersen, Aalborg University, e-mail:

goul@socsci.auc.dk

Contact person: Assistant professor Mette Tobiasen, Aalborg University, email: tobiasen@socsci.auc.dk

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:

Institute name:

SFI-SURVEY

Herluf Trolles Gade 11

DK-1052 Copenhagen K

3a. Was the questionnaire fielded ...

Only in English → Question 10

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:

Danish

4. Who carried out the translation(s) for your questionnaires? 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 the translation checked or evaluated?

Yes → Question 6

No → Question 7

6. How was the translation checked or evaluated?

Group discussion

Expert checked it

Back translation

Other (please write in details)

Please write in:

Two members of the research team carried out a translation of the questionnaire independently of each other. A third member of the research team made the final translation on the background of these two translations.

7. Was the translated questionnaire pre-tested?

Yes

No

8. Were there any questions, sections, words or concepts which caused problems when translating?

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

Please enter details:

10. Here we ask for details of how your mail survey was fielded.

a. Were incentives offered?

Yes

No

b. Were pre-contacts (calls, visits, post) made?

Yes

No

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

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

1 d d m m y y y y

2 d d m m y y y y

3 d d m m y y y y

4 d d m m y y y y

After the two mailings were sent out, respondents who had not returned a questionnaire (filled on unfilled) or in other ways reported that they did not want to participate, were contacted by telephone and telephone interviews were conducted. If a respondent was not reached on the first call, the survey institute called the respondent at least 5 times as a standard rule (but in practice more times: on average 8 times) before the respondent was given up.

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

1. Mailing:

	YES	NO
Questionnaire	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Data protection information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Explanatory letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other material (Please write in details)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2. Mailing:

	YES	NO
Thank you and reminder combined	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Thank you sent only to respondents	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reminder sent only to non-respondents	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Questionnaire	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Data protection information	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Explanatory letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other material (Please write in details)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

3. Mailing:

	YES	NO
Questionnaire	<input type="checkbox"/>	<input type="checkbox"/>
Data protection information	<input type="checkbox"/>	<input type="checkbox"/>
Explanatory letter	<input type="checkbox"/>	<input type="checkbox"/>
Other material (Please write in details)	<input type="checkbox"/>	<input type="checkbox"/>

4. Mailing (or last, if more than four mailings):

	YES	NO
Questionnaire	<input type="checkbox"/>	<input type="checkbox"/>
Data protection information	<input type="checkbox"/>	<input type="checkbox"/>
Explanatory letter	<input type="checkbox"/>	<input type="checkbox"/>
Other material (Please write in details)	<input type="checkbox"/>	<input type="checkbox"/>

f. When did the fielding period finish officially?

	d	d	m	m	y	y	y	y
1	5	0	8	2	0	0	2	

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

As an individual survey (that is, the ISSP module was the whole survey) →Question 13

As part of a larger survey →Question 12

12. What was the approximate position of the Social Networks module in the larger questionnaire?

Start of questionnaire

Middle of questionnaire

End of questionnaire

13. Were the substantive questions in the Social Networks module all asked in the prescribed order?

Yes

Yes, apart from omissions

No

14. Were all the core ISSP questions included in your questionnaire (by core we mean all items except those that were optional)?

No – substantive question(s) from Social Networks module not included →Question 15

No – required background ISSP question(s) not included →Question 15

Yes – all Social Networks questions and background questions included →Question 16

15. Please write in details of the items and the reasons why questions were not included.

ISSP source questionnaire: question number or description of question:

Reason(s) not included:

16. Was your sample designed to be representative of ...

... only adult citizens of your country?

... adults of any nationality able to complete the questionnaire / interview?

(See details below)

17. Was your sample designed to be representative of ...

... only adults living in private accommodation? → Question 18

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

Please enter details in box below.

Please enter in:

The sample was a simple random sample drawn from the Central Population Register (CPR) – thus, all persons with a civil registration number was part of the sample.

18. What was the lower age cut-off for your sample?

WRITE IN :

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

Yes - please write in cut-off

No cut-off

20. 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, please write in details:

21. What were the different stages in your sampling procedure?

Please write in:

- 1) **Simple random sample drawn from the Central Population Register (CPR).**
- 2) **Updating in CPR for present address and exclusion of dead persons, persons who have emigrated etc.**

22. How many of the stages were based purely on probability sampling methods - that is, with no 'quota controls' employed?

None

Some

All

23. What probability of selection did every member of the population sampled have?

A known and equal probability → Question 25

A known and not equal probability → Question 24

An unknown probability of selection → Question 24

24. In what way was probability of selection not equal or not known?

Please write in:

25. What was the final number of issued clusters or sampling points?

No clusters / sampling points

WRITE IN NUMBER:

26. What was the sampled unit that emerged from office sampling?

Address → Question 27

Household → Question 27

Named individual → Question 29

Other (please write in details) → Question 27

27. What selection method was used to identify a respondent?

Kish grid → Question 29

Last (or next) birthday → Question 29

Quota → Question 28

Other (please write in details) → Question 29

28. Please describe your quota procedures

Please write in:

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

Yes →Question 30

No →Question 31

30. In what way was substitution or replacement permitted?

Please write in:

31. Did you use any stratification factors when drawing your sample?

Yes →Question 32

No →Question 33

32. What stratification factors were used, and at what stage(s) of selection?

Please write in:

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

Please write in:

None known

34. Please fill in the following details about your issued sample. If some categories do not apply, please complete to the highest level of detail possible and use the 'other' box to give more information.

Total number of <u>starting</u> or <u>issued</u> names/addresses	<input type="text" value="1"/>	<input type="text" value="9"/>	<input type="text" value="4"/>	<input type="text" value="4"/>
- addresses which could not be traced	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
- addresses established as empty, demolished or containing no private dwellings	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
- details of address wrong (street numbers, post codes, etc.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
- addresses with no letter boxes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
- selected respondent unknown at address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
- selected respondent moved, no forwarding address	<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	
- selected respondent too sick/incapacitated to participate	<input type="text"/>	<input type="text" value="4"/>	<input type="text" value="3"/>	
- selected respondent deceased	<input type="text"/>	<input type="text"/>	<input type="text" value="4"/>	
- selected respondent had inadequate understanding of language of survey	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="3"/>	
- selected respondent away during survey period	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	
- refusal by selected respondent	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	
- refusal by another person	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	
- implicit refusals (empty envelopes, empty questionnaires returned)	<input type="text" value="3"/>	<input type="text" value="5"/>	<input type="text" value="4"/>	
- other type of unproductive reaction (please write in details in box below)	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	
- completed returned questionnaires	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="9"/>	<input type="text" value="3"/>
- partially completed returned questionnaires	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/>	
- no contact	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	

Other information or other type of unproductive reaction

Please write in:
Of the 1295 interviews two persons did not match on their self-reported age and their age according to the Central Population Register. These persons are deleted from the datafile since it most likely is a different person than the selected, that have filled in the questionnaire. Consequently the datafile consists of 1293 persons.

35. Were any measures of coding reliability employed?

Yes

No

36. Was keying of the data verified?

Yes - please write in approximate level of verification

1	0	0
---	---	---

 %

No

37. Were any reliability checks made on derived variables?

Yes

No

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

Yes

No

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

Yes

No

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

Yes

No

**If you answered YES for any question from Q35 to Q40, continue with Question 41.
If you answered NO for all questions Q35 to Q40, continue with Question 42.**

41. Were errors corrected individually or automatically (through, for example, a 'forced' edit)?
Please tick all that apply.

Yes - individual correction

Yes - automatic correction

No - not corrected

42. Were the data weighted or post-stratified?

Yes → Question 43

No → Question 44

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

Please write in:

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

Yes

No

NOW PLEASE RETURN THE QUESTIONNAIRE TO THE ADDRESS ON THE FRONT PAGE

THANK YOU VERY MUCH