

***INTERNATIONAL
SOCIAL
SURVEY
PROGRAMME***

Study Monitoring Questionnaire

PLEASE COMPLETE THIS QUESTIONNAIRE USING THE
CITIZENSHIP 2004 ISSP MODULE AS YOUR REFERENCE.

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

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

Institute:

Country:

Department of Economics, Politics and Public Administration. Aalborg University. 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: Jørgen Goul Andersen. Dept. of Economics, Politics and Public Administration, Fibigerstraede 1, 9220 Aalborg OE, Denmark. goul@socsci.aau.dk

Contact person: David Hedegaard Andersen. Dept. of Economics, Politics and Public Administration, Fibigerstraede 1, 9220 Aalborg OE, Denmark. dha@socsci.aau.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, 1052 Copenhagen K, Denmark

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**

Danish

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:

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

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 → Question 12

Yes, only the new questions → Question 12

No → Question 13

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 →Question 16

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 →Question 18

Yes, only the new questions →Question 18

No →Question 19

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 → Question 22

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 → Question 24

Yes, only the new questions → Question 24

No → Question 25

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 →Question 28
- 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 →Question 30
- Yes, only the new questions →Question 30
- No →Question 31

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 → Question 34

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)

If respondents had not responded after two mailings respondents were contacted by telephone and telephone interviews were conducted. If a respondent was not reached on the first call the survey institute contacted the respondent at least five times before the respondent was given up. 89,6 percent of respondents responded by mail. 10,4 percent of the interviews were completed as telephone interviews.

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	d	d	m	m	y	y	y	y
	2	9	1	1	2	0	0	4
2	d	d	m	m	y	y	y	y
	0	9	0	5	2	0	0	5
3	d	d	m	m	y	y	y	y
4	d	d	m	m	y	y	y	y

d. 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 type="checkbox"/> | <input type="checkbox"/> |
| Explanatory letter | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Incentive | <input type="checkbox"/> | <input type="checkbox"/> |
| Other material (Please write in details) | <input type="checkbox"/> | <input type="checkbox"/> |

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

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

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

	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"/>
Incentive	<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) (answer only if you have three or more mailings, otherwise continue with question 34e):

	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"/>
Incentive	<input type="checkbox"/>	<input type="checkbox"/>
Other material (Please write in details)	<input type="checkbox"/>	<input type="checkbox"/>

e. When did the fielding period finish officially?

d	d	m	m	y	y	y	y
1	5	0	6	2	0	0	5

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

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

As part of a larger survey → Question 36

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

Please enter:

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

Start of questionnaire

Middle of questionnaire

End of questionnaire

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

Yes → Question 40

Yes, apart from omissions → Question 39

No → 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 Citizenship questions and background questions included → Question 42

No – substantive question(s) from Citizenship 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.

<p><i>ISSP source questionnaire: question number or description of question:</i></p> 	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;"> <p><i>Reason(s) why missing:</i></p> </td> </tr> </table> 	<p><i>Reason(s) why missing:</i></p>
<p><i>Reason(s) why missing:</i></p>	

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.

<p><i>Please enter in:</i></p>
<p>All institutions (for instance old-age home) – but not prisons and similar institutions</p>

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)

Named individuals with addresses

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

The sample was a simple random sample drawn from the Central Population Register (CPR), which includes all legal inhabitants in Denmark. Addresses were updated at the CPR-office at the Ministry of the Interior to obtain most recent addresses and exclude persons who have died etc. Thus, all persons with a civil registration number and a steady address were part of the sample.

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:

None known

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.

Total number of <u>starting</u> or <u>issued</u> names/addresses (gross sample size)	<input type="text" value="1"/>	<input type="text" value="8"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
- addresses which could not be traced	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- addresses established as empty, demolished or containing no private dwellings	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- details of address wrong (street numbers, post codes, etc.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- addresses with no letter boxes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- selected respondent unknown at address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- selected respondent moved, no forwarding address	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text"/>
- selected respondent too sick / incapacitated to participate	<input type="text"/>	<input type="text" value="4"/>	<input type="text" value="3"/>	<input type="text"/>
- selected respondent deceased	<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text"/>
- selected respondent had inadequate understanding of language of survey	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- selected respondent away during survey period	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>
- refusal by selected respondent	<input type="text" value="3"/>	<input type="text" value="7"/>	<input type="text" value="4"/>	<input type="text"/>
- refusal by another person	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- partial productive interview	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- implicit refusals (empty envelopes, empty questionnaires returned)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- other type of unproductive reaction (please write in full details in the box below)	<input type="text" value="1"/>	<input type="text" value="6"/>	<input type="text" value="5"/>	<input type="text"/>
- completed returned questionnaires (net sample size)	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="8"/>	<input type="text" value="0"/>
- partially completed returned questionnaires	<input type="text"/>	<input type="text"/>	<input type="text" value="6"/>	<input type="text"/>
- no contact	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="8"/>	<input type="text" value="6"/>

More information or Other type of unproductive reaction

Please write in:

Other type of unproductive reaction:

1) Not reached by telephone follow up (84 respondents)

2) Claim that they will/did send the questionnaire (39 respondents).

3) No telephone so it wasn't possible to trace them in the telephone follow up. (17 respondents)

4) Other (25 respondents)

62. Were any measures of coding reliability employed?

Yes

No

63. Was keying of the data verified? **Yes**

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