

## **EUYOUPART: Guidelines for Field Work and Field Reports**

EUYOUPART (“Political participation of young people in Europe - Development of indicators for comparative research in the EU”) is an international research project funded by the European Union. It serves to develop a measurement instrument to measure political participation of youth in Europe.

If you are interested in more information about this European research project, please visit our website: [www.sora.at/EUYOUPART](http://www.sora.at/EUYOUPART)

The following guidelines describe **obligatory working standards** for the field institutes and the interviewers. The quality and progress of our project depends essentially on the quality of your work.

***This is a methodological study. We are therefore highly interested to learn about all problems or complications that have occurred during data collection & data entry. In case that you encounter any difficulties: Please do not hesitate to document and describe them to us. This way, we have a chance to take deviations from our standards into account in the data analysis and interpretation.***

If there are any difficulties or questions regarding the requirements listed below, please contact the international coordinator: [Ruth.Picker@sora.at](mailto:Ruth.Picker@sora.at).

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## 1 Guidelines for Field Work

### 1.1 Schedule

**Fieldwork period:** November 1st – December 15th 2004. Exception: Germany and Great Britain start earlier.

**Data submittal:** All data need to be delivered **by December 17<sup>th</sup>** to the coordinator: [rp@sora.at](mailto:rp@sora.at) and to [cecile.riou@sciences-po.fr](mailto:cecile.riou@sciences-po.fr).

The data sets need to be controlled before submittal. Each data set must be set-up according to the obligatory syntax & template (see below).

**Contact persons:** For each field institute, we need a contact person who is available between December 17<sup>th</sup> and January 15<sup>th</sup> during the procedure of data cleaning and data set merging.  
**Please make sure that there is someone who can answer questions about your data during this time!!**

**Field report:** Must e-mailed to Mrs. Cécile Riou ([cecile.riou@sciences-po.fr](mailto:cecile.riou@sciences-po.fr)) by January 15<sup>th</sup> 2005.

### 1.2 Sampling

**Population:** Inhabitants of country between 15 to 25 years; no institutionalised persons. In those countries where young people living in boarding schools or in dormitories (Students' housing on-campus) constitute a significant proportion of the population, this has to be observed in the sampling strategy.

**Sample size:** n = 1000

**Type of interview:** face-to-face

**Sampling strategy:** Representative random sample, design may vary across countries:

a) Representative [stratified and clustered](#), random sample [based on a national register](#) (addresses drawn out of national register - no quota sampling!).

b) [Random walk \(random route procedure\) based on a random sample of sample points \(start addresses\), at least 100 sample points.](#)

A quota plan **should not** be added to the random route procedure as this will burden interviewers with additional requirements that are hard to fulfil and this could increase the number of faked interviews/ faked quota.

We prefer to correct deviations in the distribution by weighting the data afterwards (instead of adding quota criteria).

**Number of sampling points:** at least 100 sample points → 10-12 interviews per sampling point. [The random sample of sample points needs to be stratified per region and size of community for both approaches.](#)

### 1.3 Interviewer briefing

The field institute commits to brief all interviewers before the survey. Interviewers need to be informed about the questionnaire content and interviewing.

In particular, the field institutes need to brief interviewers about selecting respondents and to use the contact protocol (see attachment).

**EUYOUPART:** Political Participation of Young People in Europe

## 1.4 Use of Contact Protocol

Each field institute needs to use contact protocols during sampling (see annex 1).

Important: The contact protocol needs to be filled in by the interviewers for each contact number/ address number **after the last contact effort has been made**.

The purpose of this is:

- To have some indicator of the quality of the samples (base on the contact protocol, the response rate needs to be calculated for the field report)-
- To see how many contact efforts needed to be made to receive complete interviews
- To check the overall “success” (outcome) of contact efforts.

Note: A contact = every attempt that was made to talk to someone in the selected household.

Examples for contacts: personal visit, telephone, personal visit but only intercom, info through office,...

The variable “contact/ address number” is on the contact protocol as well as in the questionnaire. We assume that – regardless of your national sampling design – the interviewers will use a list with a) addresses b) walking instructions that lead to selected addresses to document the work they did. Please use the numbers from this list and insert it as “contact/ address number”.

**The use of the contact protocol and the analysis of its data for the field report are obligatory.**

## 1.5 Use of Show Cards

If you want, you can employ show cards in addition to reading the questions and the answer alternatives (so the target person can read along).

If you do use show cards, you must make sure that the answering options “don’t know”, “refused” and “not applicable” do not appear on them (we do not want to encourage the respondents to use these answers).

Also, if you use showcards please document this in the field report.

## 1.6 Interviewer Data Base

As in the pretest, there is certain information that we would like to get from your interviewers:

- Gender of each interviewer (INT1, former qu53)
- Age of each interviewer (INT2, former qu54)
- Interest in politics of each interviewer (INT3, former qu55)

Each interviewer should fill in these questions only once, after she/he conducted all interviews.

**Important:** The answers need to be recorded together with the **INTERVIEWER NUMBER!** Please make sure that the interviewer number is also given!! (this needs to be the same ID for each interviewer as on the questionnaires)

Reason: Answers to the questions will be entered in a separate file (interviewer database). The two databases (respondent data and interviewer data) will be merged for the purposes of assessing the quality of data.

## 1.7 Data File

Eight different countries participate in the EUYOUNG project. To minimize difficulties with merging of the 8 data files, it is very important that you observe the following rules.

### Obligatory rules:

- **Syntax:** EUYOUNG will provide a syntax written for SPSS. The field institute **must guarantee the use** of the EUYOUNG syntax and **must deliver** the data of the pre-test in an SPSS data file designed with the EUYOUNG syntax. **There are no exceptions to this requirement.**
- The syntax may not be changed. This is important for our project, because we need the same variable labels, value labels, codes and order of questions in all participating countries.
- All data need to be entered into SPSS format with variable labels and value labels in **English.**
- Field institutes will receive a “labeling template“(model data base) that is set-up according to the obligatory syntax. It serves as a model data base for you (this is what the data set you will submit needs to look like!).

## 1.8 Weighting

Each national data set needs to contain a country-specific weight. This weight needs to be computed by the field institute to improve the representativity of the sample.

The following standard criteria should be observed when controlling the data for weighting needs:

- age distribution in sample
- gender
- educational level
- employment status (in education/ working)
- regional distribution
- other criteria if relevant in your country (e.g. minorities)

The weight that you construct needs to be described in the field report.

It needs to be integrated in the data set (variable name: “Weight”, will be defined in syntax).

**Truncation of weights:** Weights larger than 2,0 or smaller 0,5 are **not advisable** and should be avoided!

## 1.9 Field report

Each field institute must deliver a field report by January 15th 2005. Please use the guidelines for the field reports for writing the report. The field reports must document all relevant procedures and characteristics of the field work in your country, as this is a methodological study.

**Important:** The field report must be written in **English.**

## 2 Guidelines for Interviewers and Data Entry

### 2.1 Rules for Data Entry

Please make sure that the data entry staff uses the codes that are defined in the EUYOUNGPART questionnaire. This is a comparative survey in 8 countries, and we need to have the same codes used in each country so we can merge and compare the data.

*In case that you use a different coding system in your country (e.g., because you have no other choice - your data entry program assigns different specific values for don't know), you are **responsible to recode your data** according to the EUYOUNGPART standards before submitting them.*

*EUYOUNGPART will only accept data sets that use the EUYOUNGPART syntax and set-up.*

### 2.2 Interviewer Instructions

Throughout the questionnaire, do **not read out loud** the response categories “**don't know**”, “**answer refused**” or “**not applicable**”.

Also, these answering options **MUST NOT appear on the show cards** if show cards are used in your country.

**Contact Protocol:** Please fill in a contact protocol for each person/ address you selected. Fill the contact protocol in only after the last contact effort, so that you can also answer the question about the “outcome” of your interviewing efforts.

### 2.3 Codes for Non-Response: “Don't know” (DK), “answer refused” (AR), “not applicable” (NA)

Based on the pre-test results, the way to deal with non-response was changed in this questionnaire. The main aim was to make the questions simpler.

As a result, there are now 5 types of questions:

**1. Questions that have no option for non- response (without DK or AR):**

The pre-test showed that most target persons did answer the question, therefore a non-response category is not offered in the questionnaire.

In case that a target person nevertheless answers “don't know”, the interviewer should make a note on the questionnaire (but no code can be checked).

**2. Questions with combined DK/AR (77):**

For most questions, the options “don't know” and “answer refused” have been combined into a single category. We will treat a missing answer simply as missing answer without defining whether it was lack of knowledge or refusal (this difference will not be analysed or interpreted anyway).

**3. Questions with separated DK (77) and AR (88):**

For some very sensitive questions, we decided to keep the option to say explicitly “answer refused”. The pre-test showed that this makes sense for questions about political interest, voting, left/right self placement and closeness to political parties.

**4. Questions with only AR (88):**

There is one question that everybody can answer, but that some people choose to refuse

(question about living situation). Thus this question only offers code 88 for non-response.

**5. Not applicable NA (66):**

For some questions, there is in addition the answering option “not applicable” (“does not apply”). For example, if a target person’s father is deceased, it is not possible to answer the question “How often does your father take part in demonstrations?”. The question does not apply.

## 2.4 Codes for Missing Values

If there is a missing value (an item where no code is checked in the questionnaire), the cell in the data set should be **left blank** (do not enter any code!).

All missing values should be treated as “system missing”.

**Consequences:** In some cases we will not be able to distinguish between

- a) questions that have not been asked by the interviewers (= missing value) and
- b) questions where the target person answered “Don’t know” when there was no code for DK or AR (= missing value).

(this is ok.).

<b>Description of DK, AR and NA categories and rules for using these codes.</b>				
<b>Type of question</b>	<b>CODE in data base</b>	<b>meaning</b>	<b>When is this code used?</b>	<b>Question numbers where this applies</b>
<b>Only NA</b> offered (no other non-response options)	<b>66</b>	“Not applicable”	If the CONTENT of a question cannot be applied to a particular person. E.g., if the target person’s father is deceased - the question “How often does your father take part in demonstrations?” does not apply anymore.	Q5, Q17, Q20, Q21, Q22, Q23 and Q26
Questions with <b>combined DK/AR</b>	<b>77</b>	“don’t know” or “answer refused”	In general, if a person does not answer a question (either because she/he does not know the answer or refuses to answer), this is coded with the combined category.	Q2, Q4, Q13b, Q21, Q22, Q23, Q24, Q25, Q26, Q27, Q28, Q30, Q32, Q45, Q46, Q47, Q48, Q49, Q50, Q51 and Q52
Questions with <b>separate DK</b>	<b>77</b>	“don’t know”	If the respondent does not know the answer.	Q1, Q5, Q7, Q8, Q9, Q10, Q11, Q12, Q20, Q27 and Q29.
Questions with <b>separate AR</b>	<b>88</b>	“Answer refused”	If a person explicitly refuses answer the question/ or does not want to answer this question ( e.g. the question is discomfoting, too private)	Q1, Q5, Q7, Q8, Q9, Q10, Q11, Q12, Q20, Q27, and Q29.
<b>Only AR</b> offered (no other non-response options)	<b>88</b>		There is 1 question that everybody can answer, but that some people choose to refuse (question about living situation).	Q44
Questions that have <b>NO option for non-response</b> (without DK or AR);	.	Value is missing	If respondent said “don’t know” or refused to answer – but this option was not provided in the questionnaire. If this is the case, the cell is <b>left blank</b> in the data file.	Q3, Q6, Q13a, Q14, Q15, Q16, Q17, Q18, Q19, Q33, Q34, Q35, Q36, Q37, Q38, Q39, Q40, Q41, Q42 and Q43.
<b>All</b> questions	.	Value is missing	If the interviewer did not ask the question (either by mistake or correctly after a filter)	All questions

### 3 Guidelines for Field Reports

The field report needs to document

- basic information how & by whom the data have been collected
- information on data quality
- information on procedures (quality control, sampling design, weighting,

Deadline: January 15<sup>th</sup>, 2005

Language: The field report needs to be delivered in English.

#### Table of Contents

1. Basic information about study:
  - Name of study
  - name & contact information of field institute
  - name & contact of project manager
  
2. Sample description:
  - Target population
  - Description and documentation of sampling strategy and sampling design
  - Procedure of sampling
  - (effective) sample size
  - Type of interviews
  - Duration of interviews (maximum – minimum – average)
  - Overview chart on structure of sample (see example below)
  - Response rate (based on contact protocols): percentage of interviews that were realized (of all selected addresses/ of all selected addresses with target person)

Information on data collection & quality

3. Field design:
  - Number of interviewers
  - Age and gender distribution of interviewers
  - Number of sampling points
  - Exact dates of fieldwork
  - Process of data collection, organisation of fieldwork
  - Information on interviewer briefing; method of briefing
  - Instructions that were given for the random route procedure (please include the written instructions in English), e.g. were interviewers advised to make several contact efforts?
  
4. Quality control:
  - Which measures were taken to ensure high quality of the interviews/data?
  - Analysis of contact protocols: please attach the contact form used; give response rate and frequency of contact efforts for each address in the sample
  - Which procedures were applied to control the interviewers?
  - Measures/procedures that were applied by field institute to check quality of data (filtering, cleaning, inconsistencies, data entry software, ...)
  
5. Interview situation (If you do have information about this):
  - Readiness to be interviewed
  - Interference of other persons during interview etc
  
6. Difficulties during fieldwork/ deviations from planned procedures
  - Please describe all challenges and difficulties that you are aware of
  - Feedback of interviewers
  - Difficulties with realising sample
  - Difficulties with weighting
  - Difficulties with data entry/ coding

**Overview chart on structure of sample - UNWEIGHTED DATA:**

Use unweighted data!		Distribution	
		n	%
Total		1000	100
gender	Female		
	Male		
TOTAL			
Age: below/ above voting age in national elections	15-xx		
	xx-25		
TOTAL			
Age x gender	Women 15 to xx		
	Men 15 to xx		
	Women xx to 25		
	Men xx to 25		
TOTAL			
Educational level	<i>Please insert the national CASMIN adaption here</i>		
TOTAL			
Occupational status	in paid work		
	in education		
	in community or military service		
	doing housework, looking after children		
	unemployed		
TOTAL			
Living area	Rural area (village/farm/home in the country)		
	Town or small city		
	Urban area (big city/ suburbs or outskirts of big city)		
TOTAL		1000	100

**Annex 1: Contact protocol for EUYOUPART****Contact Protocol EUYOUPART**

The use of this contact protocol for each selected person or address is obligatory.

1. Interviewer number: 

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2. Contact/ Address number: 

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3. All together, how many contacts were made with this contact/address number?

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 Please insert number of contacts for each address

*Note: A contact = every attempt that was made to talk to someone in the selected household. Examples for contacts: personal visit, telephone, personal visit but only intercom, info through office,...*

4. What is the outcome of the **last** contact?

Interview was completed.....1  
 Incomplete interview (started, but will not be completed).....2  
 Address not usable (e.g. company address, non-existent address, no people living at address).....3  
 It could not be determined whether a target person lives in household (no one available).....4  
 There was no target person (15-25years) living in this household.....5  
 The target person was not available for more than 4 weeks.....6  
 Interview was refused by target person.....7  
 Interview was refused by other person in household.....8

**Annex 2: Form for Interviewer Questions****FOR THE INTERVIEWER DATABASE**

Note for interviewer: The following three questions please answer ONLY ONCE (after conducting all your interviews)!

INTNR

Interviewer number:

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INT1

Are you....

Male ..... 1  
 Female ..... 2

INT2

How old are you?

Insert your age:

		years
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INT3

How interested are you yourself in politics: Very interested, fairly interested, not very interested or not at all interested?

Very interested ..... 1  
 Fairly interested ..... 2  
 Not very interested ..... 3  
 Not at all interested ..... 4  
 Don't know ..... 77

THANKS FOR YOUR COOPERATION!