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: Carleton
Country: Canada

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

Principal Investigator: Jon Pammett
Contact Person: Heather Pyman

2a. What kind of institute fielded the module?

- An institute principally doing market research
- An institute principally doing academic research [X]
- 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 [X]
- Institute name:

3a. Was the questionnaire fielded ...

- Only in English
- In English plus other language(s) [X]
- Only in translation

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

Please write in: French

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 [X]
- Other (please write in details)
5. Was the translation checked or evaluated?

Yes [x] → Question 6
No [ ] → Question 7

6. How was the translation checked or evaluated?

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

*Please write in:*

7. Was the translated questionnaire pre-tested?

Yes [x]
No [ ]

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

Please tick all that apply

No problems [x] → 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 [X]

   b. Were pre-contacts (calls, visits, post) made?
      
      Yes [ ]
      No [X]

   c. How many mailings were sent out during fielding? Please enter number: 3

   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
      0 1 0 4 2 0 1

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

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

      4
      d d m m y y y
      [ ] [ ] [ ] [ ] [ ] [ ] [ ]
e. What was sent out in each mailing? Please check all that apply.

1. Mailing:

<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>Other material (Please write in details)</td>
<td></td>
</tr>
</tbody>
</table>

2. Mailing:

<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>Other material (Please write in details)</td>
<td></td>
</tr>
</tbody>
</table>

3. Mailing:

<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>Other material (Please write in details)</td>
<td></td>
</tr>
</tbody>
</table>

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

<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>
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</tr>
<tr>
<td>Explanatory letter</td>
<td></td>
</tr>
<tr>
<td>Other material (Please write in details)</td>
<td></td>
</tr>
</tbody>
</table>
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? □
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:

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

WRITE IN: [18]

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

Yes - please write in cut-off [ ]

No cut-off [X]

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:
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: province/sample selection

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
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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of starting or issued names/addresses</td>
<td>3 0 0</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>7 2</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>2 1 6</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>- implicit refusals (empty envelopes, empty questionnaires returned)</td>
<td>2 9</td>
</tr>
<tr>
<td>- other type of unproductive reaction (please write in details in box below)</td>
<td></td>
</tr>
<tr>
<td>- completed returned questionnaires</td>
<td></td>
</tr>
<tr>
<td>- partially completed returned questionnaires</td>
<td>1 2</td>
</tr>
<tr>
<td>- no contact</td>
<td></td>
</tr>
</tbody>
</table>

Other information or other type of unproductive reaction

Please write in:

35. Were any measures of coding reliability employed?

Yes ☐
No x
36. Was keying of the data verified?

Yes - please write in approximate level of verification %

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 [ ] → Please read the instruction after Question 43.

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

Please write in: Weighted back to provincial population

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

THANK YOU VERY MUCH