***INTERNATIONAL***

***SOCIAL***

***SURVEY***

***PROGRAMME***

***Study Monitoring Questionnaire***

PLEASE COMPLETE THIS QUESTIONNAIRE FOR

**family, work & gender roles 2012**

ISSP MODULE

***NOTE:***

***If most of the details of your ISSP survey are the same as for your previous module, simply update the SMQ for this previous module with the information for the current module and highlight the changes you have made.***

***Change the title of the SMQ to the title of the current ISSP module and modify the footer as well. Then return the updated SMQ as an email attachment****.*

RETURN TO: philip.gendall@otago.ac.nz

 **Details of Your Institute**

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

Denmark

Aalborg University

 Institute: Country:

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

about the study:

Sanne Lund Clement

Sanne Lund Clement

 Principal Contact

 Investigator: 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

x

 Other (please write in details)

 2b. Which institute carried out the fielding?

 Our ISSP member OR Institute

Rambøll

 institute itself name:

 3a. Was the questionnaire fielded ...

 only in English → Question 11

 in English plus other language(s) → Question 3b

 only in translation → Question 3b

x

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

*Please write in:* Language 1 to Language X Danish

**Translation**

**Note: If your translation process was different for different languages, please answer questions 4 to 10 for your most common practice and note any differences for other languages in question 11.**

1. Who carried out translation? 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)

1. Was translation checked?

 Yes, all of the questionnaire →Question 6

 Yes, but only the new questions →Question 6

 No →Question 7

1. How was translation checked?

 Group discussion

 Expert checked it

 Back translation

 Other (please write in details)

*Please write in:*

1. Was the translation questionnaire pre-tested?

 Yes

 No

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

 **Please tick all that apply**

 No problems →Question 10

x

 Answer scales

 Instructions

 Whole questions

 Words or concepts

 Other (please write in details)

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

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

*Please enter details:*

1. If your translation process was different for different languages, please note any differences for other languages in the box below.

*Please enter details:*

**Fielding the ISSP Module**

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

 As an individual survey (that is, the ISSP module was the whole survey) →Question 14

x

 As part of a larger survey →Question 12

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

*Please enter:*

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

 Start of questionnaire

 Middle of questionnaire

 End of questionnaire

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

 Yes →Question 16

x

 Yes, apart from omissions →Question 16

 No →Question 15

1. Why was the question order changed?

*Please enter:*

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

 Yes – all questions and background questions included →Question 18

x

 No – substantive question(s) from module missing →Question 17

 No – required background ISSP question(s) missing →Question 17

1. 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:*

 **Sampling**

**Sampling**

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

 Only adult citizens of your country?

 Adults of any nationality residing in your country?

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

 Only adults living in private accommodation? → Question 20

 Adults living in private and in institutional accommodation

 (e.g., residential homes for the elderly, asylum accommodation)?

*Please enter in:*

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

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

 *WRITE IN :*

1

8

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

  *Yes -* please write in cut-off

 No cut-off

x

1. 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:*

1. Did you use any variables for stratification?

 Yes →Question 24

 No →Question 25

x

1. Please describe the stratification variables used?

*Please write in:*

1. How many of stages did your sampling design have?

 One stage

 Two stages

 Three stages

 Four stages

1. Did 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)

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

*Please write in:*

28a. Please describe your sampling method and your sampled units for the first stage.

*Please write in:*

A representative sample (simple random sample) was drawn from the Central Population Register (CPR) –which is a national register of all Danish citizens – from which respondent’s name and address were identified. Thus, the sampled unit was ’named individuals’. No stratification, clustering etc. was employed.

28b. 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 29.)

*Please write in:*

28c. 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 29.)

*Please write in:*

28d. Please describe your sampling method and your sampled units for the fourth stage.

 (Only if you have four stages, otherwise continue with question 29.)

*Please write in:*

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

 Kish grid

 Last (or next) birthday

 Quota →Question 30

 Other (please write in details)

30. Please describe your quota procedures.

 (Only if you used quota, otherwise continue with question 31)

*Please write in:*

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

 Yes →Question 32

 No →Question 33

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

*Please write in:*

33. 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:*

**Data Collection**

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

 Mail only

 'Mixed mode': part mail, part on-line (please write in details)

 Other (please write in details)

x

*If 'mixed mode' or other, please write in:*

Web based and postal survey (self-completion). If non-response then telephone interviews were used.

For the 18 to 65 years old an introduction letter was posted including a link to a web-enquete and a personal code to activate the survey. For the 66 years and older an introduction letter and a postal enquete was posted.

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

598

36. 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

37. When did the fielding period finish officially?

 d d m m y y y y

38. 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

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

*Please enter details:*

40. Were incentives offered?

 Yes

 No

 **What was sent out in each mailing?**

 41a. **Mailing 1:**

 **Please tick all that apply**

 YES NO

 Questionnaire

 Data protection information

 Explanatory letter

 Incentive

 Other material (Please write in details)

 41b. **Mailing 2**:

 (Answer only if you have two or more mailings, otherwise continue with question 42):

 YES NO

 Thank you and reminder combined

 Thank you sent only to respondents

 Reminder sent only to non-respondents

 Questionnaire

 Data protection information

 Explanatory letter

 Incentive

 Other material (Please write in details)

 41c. **Mailing 3:**

 **(**Answer only if you have three or more mailings, otherwise continue with question 42):

 YES NO

 Questionnaire

 Data protection information

 Explanatory letter

 Incentive

 Other material (Please write in details)

**41d. Mailing 4 (or last, if more than four mailings):**

 (Answer only if you have four or more mailings, otherwise continue with question 42):

 YES NO

 Questionnaire

 Data protection information

 Explanatory letter

 Incentive

 Other material (Please write in details)

**Response and Outcome Information**

1. Please fill in the following details about your issued sample.

 **Some categories may not apply, but please complete to the highest level of detail possible.**

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

2

0

0

5

* addresses which could not be traced

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

 - details of address wrong (street numbers, post codes, etc.)

 - addresses with no letter boxes

 selected respondent unknown at address

 - selected respondent moved, no forwarding address

 - selected respondent too sick / incapacitated to participate

8

3

 - selected respondent deceased

6

 - selected respondent had inadequate understanding of language of survey

7

4

 - selected respondent away during survey period

0

2

 - refusal by selected respondent

4

6

3

 - refusal by another person

4

6

3

 - partial productive interview

0

7

 - implicit refusals (empty envelopes, empty questionnaires returned)

0

2

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

3

 - completed returned questionnaires (net sample size)

1

3

0

4

 - partially completed returned questionnaires

0

7

 **- no contact**

8

4

4

 More information or Other type of unproductive reaction

*Please write in:*

**Coding and Verifying**

43. Were any measures of coding reliability employed?

 Yes

 No

44**.** Was keying of the data verified?

 Yes - please write in approximate level of verification %

 No

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

 Yes

 No

 No derived variables

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

 Yes

 No

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

 Yes

 No

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

 Yes

 No

**If you answered YES for any question from Q43 to Q48, continue with Question 49.**

**If you answered NO for all questions Q43 to Q48, continue with Question 50**

49. Were errors corrected?

 **Tick all that apply**

 Yes - individually

 Yes - automatically

 No - not corrected

50. Were the data weighted or post-stratified?

 Yes → Question 51

 No → Question 52

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

*Please write in:*

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

 Yes

 No

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

*Please write in:*

**THANK YOU VERY MUCH**

**Please send your completed SMQ to: philip.gendall@otago.ac.nz**