BRITISH ELECTION STUDY 2005
PRE-ELECTION WAVE
Project Instructions
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1. **Background**

The British Election Study (BES) has taken place around every general election since 1964. This makes it the longest running social survey in Britain. Its aim is to understand the voting choices people make, including whether to vote at all, and therefore the outcome of the election. It asks about political issues, views on the political parties and their leaders, the economy, and general political attitudes, amongst other things. One of the key aims is to assess change over time, so a lot of the questions have a history of more than 40 years! After each election a book is published on the basis of the findings from the BES, the most recent being “Political Choice in Britain”.

This BES has two main stages to it – the ‘pre-election’ wave and the ‘post-election’ wave. This is the ‘pre-election’ wave, and as such it absolutely has to be complete before the general election. Clearly, we don’t yet know exactly when that will be, but best guesses from the experts we have contacted are early May. At this wave we are asking respondents whether they would mind being recontacted for the ‘post-election’ wave which will take place immediately after the election.

Our sponsors for BES are a team of political scientists from the University of Essex. They secured funding from the Economic and Social Research Council (ESRC) for the project. The study is completely independent of the government, of any political party, interest group, or the media. It is academically driven, but the results will almost certainly be used by political parties as well as journalists.

The survey is done by computer-assisted personal interviewing (CAPI). Respondents are being sent an unconditional incentive of a book of six first class stamps, and those taking part will be given High Street gift vouchers.

2. **Notifying the police**

You must notify the local police station in the area where you will be working. You should complete a copy of the Police Notification Form that has been included in your supplies. Attach a copy of the BSA advance letter to the form and hand it in to the police. (You might try to see if it is possible to record these details in the book kept at the station desk). Make a note of the name of the officer to whom you speak and the date of your call so that, in the event of any query or complaint to the police, you are fully covered. It is reassuring for elderly or suspicious respondents to be told that the police know about you and the survey, and that they can check with the police station.

**PLEASE DO NOT START WORK UNTIL YOU HAVE DONE THIS.**
3. The sample

The sample covers England, Wales and all but the highlands and islands of Scotland. There are 256 sampling points. In England there are 24 addresses per point, in Scotland and Wales there are 27 addresses per point. The sample addresses are drawn from the Postcode Address File (PAF). There are ‘boosters’ to the sample in Wales and Scotland so more people have been selected and are being interviewed from there than would be the case otherwise. The total number interviewed will be just under 3,500.

Because the sample is taken from the PAF, it is a sample of ‘delivery points’ (i.e. letter boxes), not a sample of named individuals or households living at these addresses. There may be no household or, conversely, two or more households at any selected address (in other words, there is not necessarily a one-to-one correspondence between delivery points and households). But you will be able to deal with all possible circumstances by following the instructions on the ARF.

For BES, the aim is to interview one person living at each address. This person must be aged 18+ but note that it is not necessary for this person to be on the electoral register, to be intending to vote or even to be British (so long as they are living at the address).

It is vital that the person chosen for interview at each address is selected by strict random sampling principles. If we interviewed only those people who happened to be at home at the first call, or who were especially keen to be interviewed, our sample would almost certainly be unrepresentative of the adult population of Britain.

The assignments of 24 (England) or 27 (Wales and Scotland) addresses are issued as labels attached to the Address Record Form (ARF), and the same serial numbers (but not the addresses) will be downloaded to your computer via modem. All the addresses in a sample point will fall within one electoral ward (which is normally slightly smaller than a postcode sector).

A full description of how to use the ARF and how to select respondents is given in Section 7.

4. Contact procedures

The office will be sending an advance letter plus a book of stamps to each of your selected addresses. The advance letter has a number of advantages but you should bear in mind that, because we do not know in advance who will be selected for interview, the letter and stamps do not always reach the selected person. We can do little about this, except to let you have spare copies to show and leave behind.

You will also have supplies of the advance letters in your pack so that, if the selected person does not remember receiving the letter or if he/she has lost it, you can leave a copy behind. It is important to do this in case the respondent wishes to contact one of the researchers after you have left.

You must attempt to make contact at every address in your assignment except those notified to you as office refusals (not necessarily in the order given to you, but grouped and visited in ‘economic’ batches). You must call on at least 4 occasions, at different times of the day and spread across the fieldwork period before you classify the address as unproductive. At least one of these calls should be in the evening and one at the weekend.
If you have trouble locating an address, and have access to the Internet, the following web-sites may be of use: www.streetmap.co.uk or www.multimap.co.uk. If you cannot search these yourself, please contact the Green team in Brentwood who will be pleased to investigate on your behalf. They also have information about the Ordnance Survey map references of the address.

As always, it is very important to achieve a high response rate in this survey. Please keep trying to contact all the issued addresses until the end of the fieldwork period, and call back as often as you can, while you are still in the area. If you sense a respondent may be about to refuse, it often helps if you withdraw, offering to call again at a more convenient time, before a formal refusal is actually given. Only by interviewing as many as possible of those selected for the sample can we be confident that the answers you get are representative of the views of everyone.

In addition, to help achieve a good response rate, we are asking you:

◊ To call the Green Team in Brentwood before you return any incomplete or untraceable addresses. We might be able to find out some information which will help you locate ‘hard to find’ addresses;
◊ To return all completed paper ARFs and computer admin. work for other deadwood addresses (vacant premises, etc.) to the Green Team in Brentwood as soon as possible. We need to know what deadwood there is as early as possible in the fieldwork period;
◊ For refusals: to complete the ARF and the computer admin. (entering Don’t Know for any information that you do not have) and return them both to the Green Team;
◊ If you select a person for interview who proves hard to contact, breaks an appointment, etc., keep on trying to ‘convert’ him/her until the end of the fieldwork period, even if you have already made 4 calls. Then whenever you are in the neighbourhood try again, unless you have learned that the selected respondent will not be available until after the end of the fieldwork (due to holiday, illness, etc.) Complete the ARF and the computer admin. (entering Don’t Know for any information that you do not have) and return them to the Green Team at the end of your assignment.

You must never substitute one address for another, nor substitute one selected individual for another. The sample has been randomly selected, and any substitutions would lead to bias in the results.

Remember to show your Identity Card when you introduce yourself. If you think it will help you to get an interview, you can give the person you initially contact a copy of the introductory letter or the National Centre leaflet as part of your introduction. In any case, you must leave a copy of the National Centre leaflet with each respondent after the interview, in case he/she has any queries after you have left and wishes to contact the office.

The interview will last, on average, about 30-35 minutes. The interview in Scotland and Wales is about 3 minutes longer. This is an average, or mean, time and so some of your interviews will be shorter while others may be longer. For example, older respondents may take a little longer to finish it. So please allow enough time between appointments.

5. **Overview of procedures**

In summary, the survey involves the following procedures:
i. Notifying the police that you are working in the area;
ii. Tracing all issued addresses, making contact at all (apart from deadwood and office refusals) and completing a paper ARF for each address;
iii. Where there is more than one dwelling unit at an address, selecting one at random;
iv. Where there is more than one person aged 18+ at the (selected) dwelling unit, select one at random;
v. Conducting the BES interview with the (selected) person at that address;
vi. Putting basic ARF information for every allocated address onto the computer (Admin block).

6. Materials for the survey
   ◊ Address Record Forms (ARFs) - see Section 7: 24 per assignment in England, 27 per assignment in Wales and Scotland
   ◊ Copies of the advance letter for use on the doorstep
   ◊ Leaflets about the National Centre for Social Research - leave one with each respondent (24/27)
   ◊ 1 set of BES show cards
   ◊ Project Instructions
   ◊ High Street Gift vouchers

7. Address Record Forms (ARFs)

These are the forms on which your assignment of addresses is issued. You will have one for each address in your sample.

Besides giving the selected address, the ARF has a number of other purposes:

- It provides space for you to record details of all the calls you make, and the outcomes.
- It allows you to select one adult at random for interview (and one dwelling unit in the rare cases when there is more than one dwelling unit at the address).
- It is used to record some details about the doorstep exchange which you subsequently enter into the admin section of the questionnaire.
- It is used for back-checking of a sample of productive and unproductive addresses.
- It is used by the pay department for payment of fees.
- It is used by the re-issue interviewer should it be necessary to reissue unproductive cases.

The ARF works just like a paper questionnaire and you should follow the filter instructions in the normal way.

You will see that the address, its serial number and other vital information are given on two separate labels on the first page of the ARF.
The address label at the top left of the page looks like this:

- **FIELD AREA**
- **CHECK LETTER**
- **VALUE OF INCENTIVE**

```
SN: 1213203Y    FA:3   £5
15 PRINCES CRESCENT
SKIPTON
N YORKSHIRE
BD23 1HH
```

The selection label on the top right of page 1 looks like this:

- **ASTERISK**
  (Shows there is a telephone number available in the office)
- **SAMPLING POINT**

```
SN: 1213203Y    * PT: 004
PERSON/DU: 2 3 4 5 6
   SELECT: 2 1 3 5 5
PERSON/DU: 7 8 9 10 11 12
   SELECT: 6 5 3 8 2 12
Sarah Smith
```

- **NAMES ON ELECTORAL REGISTER (if any)**
  Note: this is for guidance only - you **MUST** still do a selection procedure

This allows you to make random selections of dwelling units or individuals whenever you come across more than one of either at your selected address.

If there is an asterisk on the selection label, as in the example above, this means that we have a phone number for that address on record in the office, for use in particular circumstances only. (If you think this is appropriate, please check with your team leader).

Also on page 1, you will see that there is space for you to keep a note of the times, dates and results of all your calls. Please remember to fill this in at each separate visit: it will help you to plan any further visits you may have to make and helps other interviewers in case of reissues.
Note that for each visit you must enter a call status code:

1  No Reply,
2  Contact Made,
3  Appointment Made,
4  Any Interviewing done,
5  Any Other Outcome

Also on page 1, there is a box for you to write in the selected person’s full name (see Q10a).

In the top right hand corner is a box for you to fill in the final outcome code and return number when you have finished with the serial number and are ready to return the ARF to the office. It is important to complete the return number to enable the pay department to process your pay quickly and efficiently, omitting to complete the return number may result in a delay of payment of fees.

Finally, on page 1 of the ARF, there is a box for you to write in the selected person’s main and mobile telephone number, if given. If it is not, circle the ‘Tel. Number Refused’ code underneath. If he/she has no telephone, circle the ‘No Tel’ code.

From here on, you fill in the ARF just like a paper questionnaire.

Qs. 1-7 deal with the address.

At Q1, you will see that we are make a distinction between addresses where it is possible to establish if the address is eligible or not and those where you are not sure about the eligibility (e.g. ones where you are not sure whether they are empty). This is in order to calculate response rates more accurately. If possible, check with neighbours to establish the right code. Q2 has outcome codes for those addresses where you nevertheless are unsure about eligibility.

Q3 caters for addresses that are definitely ineligible. Before coding an address as non-residential or communal establishment/institution, remember to check that there is no resident private household within the address (e.g. a caretaker’s flat).

Please write in as much additional information about ineligible addresses and addresses where eligibility is unknown as you can at Q4. For outcome codes 670 and 790 you will need to key these details in the admin block. For other outcome codes, the information is for use at reissues and back checking.

If you find that the address contains two or more dwelling units (DUs) (e.g. flats, bed-sitting rooms), Qs. 5 to 6 take you through the steps necessary to select one at random, by listing them all in a systematic way and using the selection label on page 1 to choose one at which to seek an interview. This will, in fact, happen only very rarely. Remember it is the exact address as given which counts. If the address on the label is ‘Flat 4, 12 London Road’, it is that part of accommodation that is the sampled address, not the whole of no.12.

(If you happen to come across an address with 13 or more dwelling units, there is a look-up table at the end of these instructions that will tell you which one to select.)
It is essential that - if you need to select a dwelling unit - you follow the rules in making this selection. Only in this way can we be sure that we end up with a truly random sample of dwelling units and adults living there.

At Q6b, write in the number of the selected dwelling unit, (the “DU” code), that is the number printed on the grid at Q6a - not the flat or room number of the unit itself.

If the address on the label is spelt wrong, or is incomplete, record this at Q7a and make any necessary changes on the label.

Qs. 8-9 help you to select the individual within the address for interview. A useful tactic is to explain at the outset that you have to ask a few questions beforehand to make sure you interview the ‘right person’ - to ensure that you get a true cross-section of views and give everyone an equal chance to be included. If you can make the person giving the information feel that he or she is helping - and know why it is necessary - you will find it easier to gain cooperation.

If, despite all your best efforts, you fail to make contact at the address, you will be asked at Q8c to code whether (a) no contact was ever made with anyone at the address, (b) contact was made at the address but not at the selected DU (obviously this code should only be used if there are several DUs at the address), (c) contact was made at the (selected) DU but not with a responsible resident adult (e.g. if you only ever spoke to a child) or (d) contact was made at the (selected) DU but information about the number of eligible adults living there was refused.

After you make contact, you must record at Q8a how many adults (aged 18 or over) there are living at the dwelling unit. On each occasion where there is more than one adult living at the dwelling unit, you must use a random selection procedure to choose one for interview, as follows:

At Q9a, list all resident adults in alphabetical order of their first name or initial. For example, if there are 4 adults in a household called Brian, Maggie, John and Paul:

<table>
<thead>
<tr>
<th>Name/Initial</th>
<th>Person Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.</td>
<td>01</td>
</tr>
<tr>
<td>J.</td>
<td>02</td>
</tr>
<tr>
<td>M.</td>
<td>03</td>
</tr>
<tr>
<td>P.</td>
<td>04</td>
</tr>
<tr>
<td></td>
<td>05</td>
</tr>
<tr>
<td></td>
<td>06</td>
</tr>
</tbody>
</table>

By referring to the selection label shown earlier, you will see that person number 3 is to be interviewed, as this is the number printed under ‘4’ on the label. At Q9b, write in the person number that is printed in the grid at Q9a. So in the example, person number 3 (initial M) has been selected, and you will write ‘03’ in the boxes at Q9b and circle ‘03’ in the grid.

Please note the following points:
• If there are two people with the same first name, list them in **alphabetic order** of their full name. If the full names are the same, list them in order of their **age**, with the eldest first.

• Make sure that you write in the initials as this is part of the way that backchecks can be carried out on your work, to reassure us that the correct person has been selected.

• If someone refuses to give the names or initials of resident adults at this point and you are unable to carry out the selection procedure, please code D at Q8b and outcome code 422.

If there are 13 or more adults living at the selected address, use the look-up list at the end of these instructions to tell you which one to select for interview.

**Once a random selection has been made, no substitute can be taken**, even if there is another adult living there who is available and willing to be interviewed. At Q10 you are asked to write the **full name** of the selected person on the front page of the ARF. If someone refuses to give their name, write in ‘Refused’.

We need the following information for each person selected:

• Whether an interview was carried out (Q10b) and whether it was full or partial (Q11a) – outcome codes 110 and 210. Very occasionally, you may not be able to finish an interview, or you may have to leave gaps because a particular respondent is finding it hard to cope. But a ‘partial’ will count as a ‘productive’ interview if you have answered the question AQ36 (which asks how the respondent voted in the 2001 general election). The outcome codes for complete interviews and partial productives is calculated by the program and displayed in the Admin block. An ‘unproductive’ partial is one where less than this but at least some attitude questions are completed, and should be coded ‘440’ at Q12.

• Stable address details for the respondent (if given). These are requested at the end of the interview, and should be recorded on the inside of the back page of the ARF.

A few last points about selecting respondents:

(i) Any responsible **adult** member of the household may provide the information that you need in order to establish who it is you are to interview. But **never** take information from those aged under 18.

(ii) Interview **only** persons living at the address. Never follow anyone to a different address, although you could of course conduct an interview somewhere else (e.g. at work). No substitutes are permitted, so if the selected person is in hospital or away for the duration of the survey, or too old or too ill to be interviewed, then no interview can take place.

(iii) This survey is intended to cover only the population living in **private households** - not those living in institutions. But people can be living as private households within institutional premises. Even if the address you have been given appears to be that of an institution, check that no one is living in a private household on those premises before abandoning the possibility of an interview there, e.g. a caretaker living at a school.

At Q12 you are asked to record why there was no interview (or no full interview) for non-productives. Q13 gives you space to write in details of the unproductive contact. Information about refusals will inform the decision on whether to reissue refusals For outcome code 560 this will need to be keyed in the admin block. For other outcome codes, this extra information is needed for reissues and backchecking.
Q14 asks you for some observations about the address, which should be done for both productive and unproductive outcome codes. You do not need to complete these questions for office refusals and definite deadwoods (except 770 – no person aged 18+).

For all non-productives you must:

- Enter the relevant unproductive outcome code in the Admin block.
- Complete as much of the Admin block as you can, entering Don’t Know (Ctrl+K+Enter) at any questions where you don’t have the information.
- Transmit the serial number as unproductive.
- Return the ARF to the Green Team in Brentwood.

Remember: as well as sending back any unproductive ARFs you must also transmit the appropriate unproductive serial numbers.

On the back page of the ARF you need to write in the last five digits of the serial number(s) of the gift voucher(s) you present to each respondent. If you do not present the voucher(s) you should explain why in the box underneath. There is also a section where the respondent must sign to confirm receipt of the voucher(s).

8. Field procedures

Backup

It is essential that each day’s work is backed up so that there is always a spare copy (in case of disasters!) of the work you have carried out (Admin. as well as interviews).

(a) on disk

On older computers backups are done on a backup disk. Always keep any backup disk at home - separate from your computer and other disks.

(b) via the modem

For laptops without floppy disks, backing up is performed using the ‘B’ for backup at the action menu. A message will be displayed reminding you to connect to the office and transmit your back up. Your screen will then go to an action menu, and you should do a ‘RM’ from the receipt of work menu as soon as possible.

[Please note that all slots are backed up at once when using this back up option]

You must still go through these actions to back up - backing up is NOT automatic.
The Admin Block

The Admin block should be completed once you have reached a final household outcome code.

The Admin block mirrors the ARF and for the most part you will simply be transferring information from the ARF. Please transfer your answers exactly as they are on the ARF, following the instructions on the screen.

You must complete an Admin block for every serial number, including unproductives, deadwood and office refusals. Failure to complete all Admin blocks will prevent you from doing your end of assignment clearout.

The admin block for productive interviews also contains three brief questions about your impression of the respondent during the interview.

Project managers

We have special BES project managers in all the Field Areas (similar to those used on continuous surveys like HSE). They will be responsible for monitoring how BES fieldwork is going in their area. Your Team Leader will be in touch with you throughout the fieldwork period and will report progress to the Project Manager.

Returning work

Work should be returned via standard modem procedures – as soon as you have anything to transmit. Never hold onto work for more than a week – lots of time is wasted trying to locate untransmitted interviews.

10. The interview questionnaire: general guidelines

First, a feature of such a wide-ranging questionnaire is that people are likely to be more interested in some questions than in others. The particular interviewing challenge posed is one of establishing the right speed at which to ask the questions. Rushing the respondent clearly has to be avoided, but an over-deliberate approach would be equally wrong. It may be that some respondents want to give a great deal of thought to some of the issues, but we are seeking to capture present attitudes, not to conduct a philosophical discussion or a political debate! On the other hand, some respondents have no particular viewpoint on a topic. If they cannot answer the question as posed, a ‘don’t know’ or ‘other answer’ code is acceptable; then you just move on to the next question. (‘Don’t Know’ can be entered at any question by using Ctrl + K then Enter).

Quite a lot of questions are repeated three or four times for the different political parties. In such cases it is important to avoid respondent fatigue and boredom, and so not all of the question stem is repeated each time. Optional text is placed in brackets. Clearly, use your judgement as to when you should and should not read it all out.
Second, in some parts of the questionnaire we will be using a number of general phrases that may cause the respondent to ask for further explanation. The question should be read out as it is written and if there is no further explanation on the screen we do not wish you to give one. Simply read the question or statement out, and tell respondents that they should answer in terms of whatever they understand by the phrase.

Third, there are some questions which people may not wish to answer. You should respect this and a refusal can be entered at any question using Ctrl + R then Enter.

Fourth, at questions where an ‘other’ answer code has been provided, the other answer should be recorded verbatim. (Up to 60 characters can be keyed. If the respondent gives a longer answer, press Ctrl + M and use the ‘notepad’ to continue.) Remember that when you are closing a NotePad, you need to use Alt + S to save and exit. Unless specifically stated, ‘other answer’ should be coded only when one of the pre-coded answers will not fit after probing.

At questions where there is no specific provision for ‘other answer’, none is anticipated, although if they occur, they should be entered on the ‘NotePad’ provided for comments. For questions in which no ‘other answer’ space is provided, first repeat the question with the appropriate emphasis before accepting an ‘other answer’. You can also use phrases like “Generally...”, “In general...”, etc. as probes, otherwise repeating the question wording exactly.

Some of the questions have a feature not commonly used on our surveys: the order of certain items is being generated randomly for a number of questions. This is deliberate and the CAPI program will present the questions in the order in which they should be asked. Do not be concerned if in one interview you have to ask things in a different order to in another interview.

As this is the first of two waves there is a question at the end of the interview asking respondents if they would mind being recontacted for a follow-up study. Please do your best to encourage them to agree.

Additionally, at the end of the questionnaire in the admin block there are three questions for you to code about the behaviour of the respondent during the interview, so you will need to think about this during the interview. The three questions are:

Ag68
RESPONDENT'S COOPERATION WAS:
Very good
Good
Fair
Poor
Very poor

Ag69
RESPONDENT'S GENERAL LEVEL OF INFORMATION ABOUT POLITICS AND PUBLIC AFFAIRS SEEMED
Very high
Fairly high
Moderate
Fairly low
Very low
HOW GREAT WAS THE RESPONDENT'S INTEREST IN THE INTERVIEW?
Very high
Fairly high
Moderate
Fairly low
Very low

If a respondent does break off the interview part way through (this happens very rarely), it is
coded as a productive partial (outcome code 210) if you have got as far as AQ36 (which asks
how the respondent voted in the 2001 general election) Otherwise, code as an unproductive
partial (code 440) and record full details of the circumstances on the ARF.

LAYOUT OF THE BES INTERVIEW QUESTIONNAIRE

- Key issues in the election
- Party identification
- Voting intentions
- Views on political parties and leaders
- Views on the economy
- Recall of voting in past elections
- Views on voting
- Classification

11. The interview questionnaire: in detail

The question name or variable which will appear on the lower half of your CAPI screen is
listed on the left of the page.

Aq2 This asks respondents what is the most important issue in the election. You must
not prompt, but should code to the code frame provided where possible; otherwise enter their answer under ‘Other’.

Aq3 This is the first of a number of questions where respondents are asked to choose a
party. Unless a party is specifically mentioned in the question text, you should
not prompt respondents with party names at all.

Aq4,5 These three questions employ the random ordering of items within them that
was mentioned above. So, it will not always be the case that (a) comes first
followed by (b) followed by (c).

Aq6,7,8 Do not prompt at these questions, other than to ask ‘Any others’ if the
respondent has given an answer.

Aq9a,b,c,d/ Aq47a,b At this point half of respondents will be asked this Aq9, and half will be asked
Aq47. This is deliberate, and towards the end of the interview the other question
will be asked (ie, if Aq9 is asked here, Aq47 will be asked later; if Aq47 is asked
here, Aq9 will be asked later)
Aq10a This is the first question where we ask respondents to choose a position on an 11-point scale which best represents their view. For some people this may be hard to understand so you may need to allow them time to grasp the concept. It is worth investing a bit of time in this here as it will make the rest of the interview run more smoothly.

Aq11a Here respondents are asked whether they have been contacted by any local political parties. This is an example of a question that is deliberately rather vague, so leave it up to the respondent to define ‘contact’.

Aq13 Here the political parties will appear in different orders for different respondents.

Aq14 And, here the party leaders will appear in different orders for different respondents, and the order will not necessarily be the same for them as it was for their parties at Aq13.

Aq15a/c These two items are randomly rotated so about half should begin with the ‘Parliament at Westminster’ and half with ‘British politicians generally’. There is a third item, ‘the Police’, but this is not rotated and always comes last.

Aq18 This is a series of agree-disagree statements, which will randomly rotate. Again, they are intended to be general, so if respondents ask for an interpretation leave it up to them to answer in terms of how they understand it.

Aq26 This is one of the few questions when you should read out party names – but note it is only Labour and the Conservatives. The reasoning is that it is an old question and for the purposes of time series comparisons, it needs to stay the same. There is an option to code Liberal Democrat if and only if the respondent volunteers them, and likewise if they volunteer neither.

Aq34 ‘Britain’s involvement in Iraq’ is quite vague so again leave it up to the respondent to interpret it for themselves.

Aq36 Again, do not prompt with parties here.

Aq37 This is only asked in Scotland, but again, do not prompt.

Aq38 This is only asked in Wales, but again, do not prompt.

Aq39 Do not prompt parties.

Aq45 This is a series of attitudinal statements, the order of which will rotate between different respondents. You should leave it up to respondents to interpret the statements if they are unsure about the meaning.

Aq46 Allow respondents to interpret ‘people like you’ for themselves.

Aq48 In the unlikely event that you interview someone older than 97, enter their age as 97.

Aq53b Note that here it is only the highest level of qualification we want, not all of their qualifications. There is an option for ‘other’ if a respondent’s highest qualification
is not on the list – but note that we are asking for educational or work-related qualifications and not leisure activities, St John’s Ambulance, etc.

Aq55 Here you should obtain the total income of the household from all sources, before tax. Income includes not only earnings but state benefits, occupational and other pensions, unearned income such as interest from savings, rent, etc. We want figures before deductions of income tax, national insurance, contributory pension payments and so on. The questions refer to current level of income or earnings or, if that is convenient, to the nearest tax or other period for which the respondent is able to answer.

Aq56 This question refers to the respondent and their husband/wife/partner if they are married or living together with someone; otherwise if refers to the respondent only.

Aq58a This is not the standard classification that we use on our surveys. There are examples of the sorts of jobs that the different categories refer to on the showcard which should help to guide respondents as to the relevant category for them. Note that if respondents are not currently working they should answer about their most recent job.

Aq68,69,72 These three questions, which appear in the admin block are interviewer observation questions about the respondent’s cooperation, apparent level of information about politics and public affairs, and their interest in the interview.

12. Reallocations and reissues

There is a special re-allocation outcome code:

Code 900: Re-allocated to another interviewer

This will enable interviewers with addresses that fall into this category to clear out their work at the end of an assignment.

13. Any queries?

If you have any queries or problems about how to complete the questionnaire, please do not hesitate to telephone one of the researchers at the Head Office in London – Katarina Thomson (020 7549 9570) or Mark Johnson (020 7549 9572). Queries about field arrangements should be raised with your team leader or Area Manager in the first instance. If you need to phone the Green Team in Brentwood, their number is 01277 690 072/075.

We hope that all goes well and that you enjoy the assignment.

14. Practice serial numbers and check letters
These are as follows (with their check letters and the version):

**England**

1900101C  
1900102D  
1900103E  
1900104F  

**Scotland**

2900101J  
2900102K  
2900103L  
2900104M  

**Wales**

3900101Q  
3900102R  
3900103S  
3900104T  

The ‘issued address’ for practice serial numbers is ‘35 Northampton Square’.
15. **Look-up Chart**

*(For 13-100 Dwelling Units or 13-100 persons at one issued address)*

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