

GUIDE FOR CODIFICATION

NOTE:

This guide is not based on a previous collection of data. Thus, it was not possible to elaborate a code for every question. In spite of this we tried to make codes for the largest number of questions possible and we tried to establish the kind of information we are interested in for those questions that we didn't code.

1 - Pre-Codified Questions:

In the pre-codified questions the coder should write the code established for the answer. Those codes should not be changed. Only the uniformity of the codification in the 5 countries can guarantee the comparability of results.

In questions number 28, 29 and 57, and in any other place where the answers are "yes" or "no", the codes are:

1. yes
2. no

2 - Open Questions:

- Questions 15, 16, 31, 35 and 37.

All these questions refer to past and present occupations. They should be coded according to the enclosed "Classified List of ISCO Titles and Codes" (1968 version). The same is valid for the appropriate questions in SECTION II (on the spouse).

This list is organized by "Major Groups" of occupations, which are further subdivided into smaller groups of occupations. These smaller groups are themselves divided into groups of concrete occupations that are still further subdivided into specific occupations. These specific occupations are the one that interests us. To give a concrete example, if the interviewed occupations is "street vendor", the coder should look first for the major group, in this case "Sales Workers" -- Major Group 4. Within this group, the smaller group is "Salesmen, Shop Assistants and Related Workers" -- 4-5. Within this group the codifier should look in the smaller group "Street Vendors, Canvasser and Newsvendors" -- 4-52. There we find "Street Vendors". The code for this occupation is: 4-52.20, this is the number that the coder should write down.

In question #16, we are interested in two aspects of the present occupation of the respondent. One aspect -- V16 -- is the specific occupation, that should be codified as described in the paragraph above. The second aspect is the economic sector in which

the respondent works -- V16A. This should be codified according to the enclosed tables of the "Industrial Classification System" (again, we are interested in the most detailed categories).

- Question #19 (Where is your job located?).

In this question we are interested in two aspects of the job location. The first one is the type of neighborhood where the interviewed worked. The second one is the distance between the workplace of the respondent and his/her house. Thus, this question should be codified in the following way:

Variable #19 is the kind of neighborhood where the interviewed worked. The codes are the following:

- 1 - Works in the same neighborhood where he/she lives
- 2 - Works in the center of the city
- 3 - Works in an industrial zone
- 4 - Works in a rich neighborhood
- 5 - Works in a poor neighborhood
- 6 - Works in a working class neighborhood
- 7 - Works in middle class neighborhood
- 8 - Works in an export zone

In the codification of this question, the coder should create a new variable, #19a. This variable will represent the distance between the neighborhood of the interviewed and his/her workplace. The codes are the following:

- 1 - Works in the same neighborhood where he/she lives
- 2 - Up to 1/2 km
- 3 - Between 1/2 - 1 km
- 4 - Between 1 - 3 km
- 5 - Between 3 - 5 km
- 6 - Between 5 - 10 km
- 7 - More than 10 km

- Questions #24 and #25b

Question #24 refers to the products or the services the respondent produced. Question 25 refers to the products or services produced by the firm that is the main client of the interviewed. These questions should be codified according to the enclosed tables of the "Industrial Classification System". (We are interested in the most detailed categories).

- Question #69 (Who is the highest authority in this city? (Name) What is his/her position?)

Codes:

- 1 - Correct answer
- 2 - Partially correct answer
- 3 - Incorrect answer
- 4 - Doesn't know
- 5 - Doesn't answer

- Question #71 (Why didn't you vote?)

Codes:

- 11 - Doesn't think that the elections for city authorities are important
- 12 - Didn't like any of the candidates or parties
- 13 - Doesn't believe in the elections
- 21 - Is not interested in voting
- 22 - Didn't register to vote or didn't have a voting card
- 23 - Didn't have time to vote

The codes that begin with 1 represent answers, which imply a political choice. The codes that begin with 2 represent answers, which imply a personal choice. If necessary, create more codes according with this basic division.

- Question #77 and #78

In these questions the coders should give a number to each neighborhood and codify the answers according to those numbers (of course we would like to receive a list of these codes). We are interested also in seeing whether the neighborhoods that are perceived as rich and poor neighborhoods are so from an objective point of view. Thus we would like the coders to create new variables: 77-1a, 77- 2a, 77-3a, 78-1a, 78-2a, 78-3a. These new variables are meant to be a classification of the neighborhoods included in the answers according to the researcher's knowledge of the city. The codes are as follows:

- 1 - Upper class neighborhood
- 2 - Upper-middle class neighborhood
- 3 - Middle class neighborhood
- 4 - Lower-middle class neighborhood
- 5 - Poor neighborhood

- Question #86 and #88 (on neighborhood organizations). Codes:

- 01 - Club
- 02 - Neighbors committee
- 03 - Neighborhood struggle committee
- 04 - Religious organization
- 05 - Women's organization
- 06 - Neighborhood NGO
- 07 - Political organization

If the above codes don't cover all the options, create new codes. In question #88, if the respondent is not a member of any organization, the coder should write 0 in V88. If the respondent is a member of an organization(s), the coder should write 1 in V88 and codify the organization(s) according with the codes above.

3 - Questions that are not closed so that the answer to them is a number

In those questions where the answer is a number, we are interested in receiving the "raw" information. For example, in question #2 (Could you

tell me your age?), we are interested in receiving the age of each interviewed. In the information that will be sent to here, the original numbers should be included so we can elaborate codes that we apply to each case. This means that these questions should not be codified -- just the raw information should be entered into the computer. Another example is question #27 (How many of those are unpaid family members, paid family members and non-family employees?). In this case we are interested in the number of workers corresponding to each of these categories.

Notes:

- Question #20 (How long are you working in this job?): The codification of the answer should be in years and months.
- Question #21 (How long does it take you to get to work?): The codification should be in hours and minutes.
- Question #53: In this question, we would like the coder to convert the amount of the income to US\$. That would make the comparison of the results from the different countries easier. We are also interested in knowing the "quintile" of the national income into which the interviewed income falls. Thus V53 should be the amount of the income in US\$, and the coder should create a new variable, V53a, which should be the quintile into which that income falls.
- In questions #55 and #56, we would like the coder to convert the income into US\$.
- Question #76, on the population of the city

In this case we would like to see the respondents' perception of the population of the city. For this reason, the actual answer is not as important as the relationship of that answer to the real population of the city. The following codes were elaborated to reflect that relationship:

1. The answer is much smaller than the population of the city: this is the case when the respondent's answer is less than half of the population of the city. For example, if the city has 2,000,000 people and the respondent answers 700,000, the coder should write 1).

2. The answer is smaller than the real number: this is the case when the respondent's answer is bigger than half of the real population but smaller than the range specified in code 3).

3. Correct answer: this is the case when the answer of the respondent is within a range of 10% more or less than the real population. For example, if the city has 2,700,000 inhabitants and the respondent answers 2,500,000, the coder should consider this a correct answer and write 3.

4. The answer is larger than the real number: this is the case when the respondent's answer is larger than the range specified in code 3 but smaller than one and a half times the real population. For example if the city population is 2,000,000 and the respondent's answer is 2,500,000, the coder should write 4.

5. The answer is much larger than the real number: this is the case when the respondent's answer is larger than one and a half time the real population of the city.

4 - Closed questions with open options

These are those closed questions that included the option "other - specify".

- Question #7:

2 - Protestant Specify

21 - Pentecostal

22 - Adventist

23 - Anglican

3 - Other Specify

31 - Christian orthodox

32 - Muslim

33 - Jewish

For cases that are not contemplated, create a new code.

- Question #9, V9-1 (city or village where the interviewed was born).

1. City, village _____

Codes:

1 - Capital city

2 - City with more than 100,000 people

3 - City with more than 20,000 and less than 100,000 people

4 - City with more than 5,000 and less than 20,000 people

5 - Rural area (less than 5,000 people)

We are also interested in the names of the places. This should be entered into the computer in V9-1A. The names of the parishes (or countries) where the respondents were born should be entered in V9-2.

- Question #22

4. Other Codes:

41 - Public car

42 - Public pick-up truck

43 - Public van

44 - Public motorcycle

For options not covered, create new codes.

5 - Questions with a table format

6. Please tell me the age of each of your sons and daughters, if he or she goes to school, and, for all your sons and daughters, how many years of school they finished.

	a. Age	b. Go to School	c. Years of School Finished
1. First	V06-1a	V06-1b	V06-1c
2. Second	V06-2a	V06-2b	V06-2c
3. Third	V06-3a	V06-3b	V06-3c
4. Fourth	V06-4a	V06-4b	V06-4c
5. Fifth	V06-5a	V06-5b	V06-5c

Inside the table is shown the position of each of the variables.

Codes:

"a. Age", and "c. Years of School Finished" belong to the category of questions to which the answer is a number. We are interested in the original data for each of the cases.

b. Go to school: 1. Yes
2. No

14a. Who are they and where do they live (those who are abroad)?

a. Relationship with R	b. City	c. Country
1. V14a-1a	V14a-1b	V14a-1c
2. V14a-2a	V14a-2b	V14a-2c
3. V14a-3a	V14a-3b	V14a-3c

Codes:

a. Relationship with R:

- 1 - Husband/wife
- 2 - Son
- 3 - Daughter
- 4 - Father
- 5 - Mother
- 6 - Other blood relatives (cousins, uncles, aunts, nephews, nieces etc).
- 7 - "In law" relatives
- 8 - Fictitious relatives (godfather, godchild, etc)
- 9 - Friends
- 10 - Other
- 11 - Brother
- 12 - Sister

(Brother and sister come at the end of the codes list because in the original guide in Spanish we forgot those categories -- as strange as that may sound -- so we have to add them at the end).

B. City:

- 101 - Los Angeles
- 102 - New York
- 103 - Miami
- 104 - Washington
- 105 - Chicago
- 106 - San Diego
- 107 - San Francisco
- 201 - Montreal
- 202 - Toronto
- 301 - London
- 401 - Paris
- 502 - Mexico City
- 601 - Santo Domingo
- 602 - La Romana
- 603 - San Pedro de Macoris
- 604 - Barahona

For each new city, create a new code. If it is a city in one of the included countries, it should follow the last city included under that country (for example, Boston will be 108, Manchester will be 302).

c. Country:

- 1 - United States
- 2 - Canada
- 3 - England
- 4 - France
- 5 - Mexico
- 6 - Dominican Republic

For each new country, create a new code. The number of the country code corresponds to the first number of the city code.

51. Could you please tell me who else (besides you) lives in this house, if those people have a job, and what these jobs are?

a. Relationship with R	b. Has a Job	c. What is his/her job
1. V51-1a	V51-1b	V51-1c
2. V51-2a	V51-2b	V51-2c
3. V51-3a	V51-3b	V51-3c
4. V51-4a	V51-4b	V51-4c
5. V51-5a	V51-5b	V51-5c
6. V51-6a	V51-6b	V51-6c
7. V51-7a	V51-7b	V51-7c
8. V51-8a	V51-8b	V51-8c

Codes:

a. Relationship with R:

- 1 - Husband/wife
- 2 - Son
- 3 - Daughter

- 4 - Father
- 5 - Mother
- 6 - Other blood relatives (cousins, uncles, aunts, nephews, nieces etc).
- 7 - "In law" relatives.
- 8 - Fictitious relatives (godfather, godchild, etc)
- 9 - Friends
- 10 - Other
- 11 - Brother
- 12 - Sister

b. Has a job:

- 1. Yes
- 2. No

c. What is his/her job: This question, like all the questions relating to occupation, should be codified according to the "Classified List of ISCO Titles and Codes", following the procedures described in part 2 (questions number 15, 16, 31, 35 and 37).

56. Who are the other persons that contribute with their income to maintain your family? Approximately, how much money does each of them bring in each month?

a. Relationship with R		b. Monthly Contribution
1.	V56-1a	V56-1b
2.	V56-2a	V56-2b
3.	V56-3a	V56-3b
4.	V56-4a	V56-4b
5.	V56-5a	V56-5b
6.	V56-6a	V56-6b
7.	V56-7a	V56-7b
8.	V56-8a	V56-8b

Codes:

a. Relationship with R:

- 1 - Husband/wife
- 2 - Son
- 3 - Daughter
- 4 - Father
- 5 - Mother
- 6 - Other blood relatives (cousins, uncles, aunt, nephews, nieces etc).
- 7 - "In law" relatives.
- 8 - Fictitious relatives (godfather, godchild, etc)
- 9 - Friends
- 10 - Other
- 11 - Brother
- 12 - Sister

b. Monthly contribution: Here again we are interested in receiving the income converted into U.S.\$ (for comparability purposes).

61. Could you please tell me if you have the following services in your house?

A. WATER V61-A	1. Yes, running water at home
	2. Installation without service
	3. No
B. ELECTRICITY V61-B	1. Yes, has legal access and pays bills
	2. yes, taps electricity power and does not pay
	3. No
C. SEWERAGE V61-C	1. Yes
	2. No

This question has 3 variables:

V61-A: Refers to WATER

V61-B: Refers to ELECTRICITY

V61-C: Refers to SEWERAGE

The numbers of the different options are the codes for this question. Thus, for example, if a person has installed electricity him or herself without a contract, the coder should enter in V61-B the number 2.

6 - Questions that have not been pre-codified

We couldn't elaborate codes for every question. It is not possible to elaborate codes for the open questions before obtaining any data. In the case of the questions that have no codes, we are interested in receiving a codification of the results but also the "raw" data (the actual results). In this way we can elaborate codes and apply them to the 5 cases.

7 - Notes

We would like to add two more points. The first regarding unanswered questions. Such questions should be codified 9, 99 or 999, according to the number of digits of the codes to the corresponding question. The second point is a very important point.

We are asking the coders to create new variables that are not included in the codification column. These new variables are: V19, V53a, V77-1a, V77-2a, V77-3a, V78-1a, V78-2a, V78-3a. It is necessary to pay attention to these new variables because they may create confusion in the codification process and later in the entry of the data. Perhaps it is best that the coders add spaces for those variables.