THE 2005 BES SURVEY DATA
RELEASE: DECEMBER 11, 2005

This updated release of the 2005 BES survey data contains a preliminary version of the validated vote variable (VOTEVAL) and updated Heath-Goldthorpe five-category social class variables for respondent (RGOLDNEW) and partner (SGOLDNEW). It also contains the self-completion questionnaire data and various 'Natcen' filters and weights (including a new set of weights for the pre-campaign, post-election, self-completion panel respondents (N =2343)). These data were gathered by in-person CAPI interviews and a self-completion questionnaire administered to all respondents participating in the post-election face-to-face survey. Fieldwork was conducted by the National Centre for Social Research (NATCEN) under the supervision of Research Director, Katarina Thomson.

1. **Data Files**: The data files are in SPSS and STATA formats. One file is a compressed SPSS (.sav) file called SPSS1211.ZIP, and the other is a compressed STATA (.dta) file called STAT1211.ZIP. Download one or both of these files and decompress them. Users requiring the data in other formats can contact Harold Clarke (hclarke@utdallas.edu) for assistance. Alternatively, they can use a program such as DBMS COPY or STAT TRANSFER to translate one of the present files into the format needed.

2. **Sample sizes**: The pre-campaign and post-election cross-sectional surveys use samples of people 18 years of age or older drawn from the British postcode address file. There are substantial booster samples for Scotland and Wales. The unweighted N for the entire post-election sample = 4161. The post-election sample contains a pre-campaign-post election panel with a sample size = 2959, as well as a post-election only "topup", N = 1202. The N for the pre-campaign survey is 3589. For the self-completion questionnaire, the N = 3226. The N for the pre-campaign, post-election, self-completion panel is 2343.

3. **Filter**: The data files contain a filter variable called WAVE2 which will enable users to select the pre-campaign cross-section sample, the post-election cross-section sample, the pre-campaign-post-election panel, the pre-campaign-post-election-self-completion panel, and the self-completion cross-section sample.

4. **Weights**:
(i) Pre-campaign cross-section: PREWTBR = weight for Great Britain; PREWTEN = weight for England; PREWTSC = weight for Scotland; PREWTWA = weight for Wales.
(ii) Post-election cross-section: POSTWTBR = weight for Great Britain; POSTWTEN = weight for England; POSTWTSC = weight for Scotland; POSTWTWA = weight for Wales.
(iii) Pre-Post election panel: PANWTBR = weight for Great Britain; PANWTEN = weight for England; PANWTSC = weight for Scotland; PANWTWA = weight for Wales.
(iv) Post-election self-completion cross-section: CSCWTBR = weight for Great Britain; CSCWTEN = weight for England; CSCWTSC = weight for Scotland; CSCWTWA = weight for Wales.

(v) Pre-campaign, post-election, self-completion panel: PSCWTBR = weight for Great Britain; PSCWTEN = weight for England; PSCWTSC = weight for Scotland; PSCWTWA = weight for Wales.

5. **Variable Names**: Except for miscellaneous technical variables, variable names reference question numbers in the pre-campaign, post-election and self-completion surveys. Pre-campaign variable names start with the letter "A," post-election variable names start with the letter "B," and self-completion variables start with the letter "C". For example, the variable name AQ1 refers to a variable based on responses to question 1 in the **pre-campaign** survey, BQ1 refers to a variable based on responses to question 1 in the **post-election** survey, and CQ1 refers to a variable based on responses to question 1 in the **self-completion** survey.

6. **Summary Variables**: These variables summarize information using basic variables in the data set. In the present release, summary variables for the pre-campaign survey include: (i) AMISTOT -- all responses for most important issue facing the country; (ii) APARTYID, ACLOSEID, ACLOSEW and ASPID -- variables for responses to the traditional BES party identification battery; (iii) APTYSUP and APTYSUPW -- variables for an alternative ("party supporter") measure of partisanship. Comparable most important issue (BQ2MISZ) and party identification variables (BPARTYID, BCLOSEID, BCLOSEW, and BSPID) have been constructed for the post-election data. There are also several variables starting with the letter "T" that combine demographic information from the pre-campaign and post-election surveys.

7. **Questionnaires**: The pre-campaign, post-election and self-completion questionnaires can be downloaded from the BES website.

8. **Comments, Questions, Problems?** Please contact a member of the BES team:
David Sanders: sanders@essex.ac.uk
Paul Whiteley: whiteley@essex.ac.uk
Harold Clarke: hclarke@utdallas.edu
Marianne Stewart: mstewart@utdallas.edu
Kristi Winters: kwinte@essex.ac.uk
The BES office telephone number at the University of Essex is: 01206873346

British Election Study 2005
Note on sampling and weighting procedures

Executive summary

Sample

In the first instance, 128 constituencies were sampled at random: 77 in England, 29 in Scotland and 22 in Wales, using stratification on marginality of election results, geographic regions and population density. (In Wales, percent Welsh-speakers was used instead of geographic region). Scottish and Welsh constituencies were oversampled to achieve Scottish and Welsh boost samples. In England, marginal constituencies were slightly over-sampled.

Within each constituency, two wards were sampled at random, giving 256 sample points.

At each sample point (ward), addresses were selected with equal probability across the sample point. More addresses were selected in Scottish and Welsh sample points than in English ones (27 compared with 24) – again, in order to achieve Scottish and Welsh boost samples. Using random methods, the interviewer then selected one person for interview at each address.

The post-election wave sample was made up of two parts:
- pre-election wave respondents willing to be reinterviewed and
- fresh top-up addresses sampled from the same wards as the pre-election addresses.

Post-election wave respondents were further given a self-completion questionnaire, which they were asked to mail back.

The sample sizes are as follows:

	England	**Scotland**	**Wales**	**Total**
Pre-wave only	321	194	115	630
Pre and post wave (recontact)	1,693	739	527	2,959
Post-wave only (top-up)	676	280	246	1,202
Total pre-wave	2,014	933	642	3,589
Total post-wave	2,369	1,019	773	4,161
Self-completion	1,852	798	576	3,226
All wave respondents (pre and post wave, and self-completion)	1,355	584	404	2,343

Weighting

There are separate weights for analysis of the pre-election wave and post-election wave respondents. These fulfill two main purposes:
- They correct for unequal selection probabilities, particularly those introduced by the oversampling of Scotland and Wales, the oversampling of marginal constituencies in England, and the selection of one person per address.

- Calibration weighting to fit the profile of the sample to population estimates for England, Scotland and Wales.

In addition, there is a set of panel weights for analysis of respondents who replied to both the pre and post-election wave. These also correct for wave-on-wave attrition.

A further set of weights are available for the self-completion (or mailback). These correct for unequal selection probabilities, plus calibration to population estimates and wave-on-wave attrition from the post-election wave.

Further sets of weights are available for the subset of respondents who replied to both the pre and post-election wave and also completed the self-completion stage. These correct for unequal selection probabilities, plus calibration to population estimates and wave-on-wave attrition (from both the pre and post-election waves).

In each case, separate weights are given for Britain, England, Scotland and Wales. In the British weights, the Scottish and Welsh boosts are downweighted to their correct proportions in the British population. However, the Scottish and Welsh weights give the correct sample sizes for the Scottish and Welsh (boosted) samples and should be used when Scottish or Welsh respondents are being analysed separately.

The names of the weighting variables are as follows:

	England	**Scotland**	**Wales**	**Britain**
Pre-wave respondents	PREWTEN	PREWTSC	PREWTWA	PREWTBR
Post-wave respondents	POSTWTEN	POSTWTSC	POSTWTWA	POSTWTBR
Panel respondents (pre and post wave)	PANWTEN	PANWTSC	PANWTWA	PANWTBR
Self-completion respondents	SCWTEN	SCWTSC	SCWTWA	SCWTBR
All wave-respondents (pre and post wave and self-completion)	PSCWTEN	PSCWTSC	PSCWTWA	PSCWTBR

The main weight for use in analysis of the study as a British post-election cross-sectional survey (comparable with earlier BES surveys) is **POSTWTBR**.

Detailed description of the sampling and weighting

1. Selection of constituencies

128 constituencies were sampled as follows:

1.1 First stratifier: marginality

Within each of England, Scotland and Wales, constituencies were divided into two strata: marginal and non-marginal. Marginal constituencies were defined as ones where the winning party was no more than 10% ahead of the second party at the 2001 election (according to tables supplied by Pippa Norris).

1.2 Second stratifier: England/Scotland: geographic; Wales: percent Welsh-speakers

Within each marginality band, constituencies were ordered by:

- In England: Government Office Region
- In Scotland: Parliamentary Electoral Region (Central Scotland, Glasgow, Highlands and Islands, Lothians, Mid Scotland and Fife, North East Scotland, South of Scotland, West of Scotland). Scotland north of the Caledonian Canal was excluded. As a result, six parliamentary constituencies containing postcode sectors north of the Caledonian Canal were removed from the sampling frame.[1]

- In Wales: percent Welsh-speakers (obtained from the 2001 Census). Within each marginality band, cut-off points were drawn approximately one third and two thirds (in terms of percent Welsh-speakers) down the ordered list, to create three roughly equal size bands.

1.3 Third stratifier: population density

Within each of the bands thus created, constituencies were ordered by population density (the number of delivery points). For the Scotland constituencies the count of delivery points refers to the counts after expansion by the Multiple Occupancy Indicator (MOI).

1.4 Selection from the stratified bands

Using the ordered lists thus created, constituencies were drawn with probability proportionate to the number of delivery points in Scotland and Wales. (I.e. marginal constituencies were sampled with the same probability as non-marginal constituencies).

In England, the marginal constituencies were over-sampled, drawing 26 from these bands (compared with the 23-24 that might have otherwise been expected). Within each of the marginal and non-marginal bands, constituencies were sampled with probability proportionate to the number of delivery points.

[1] Argyll & Bute; Caithness, Sutherland & Easter Ross; Inverness East, Nairn & Lochaber; Orkney & Shetland; Ross, Skye & Inverness West; and Western Isles.

The resulting constituency sample is as follows:

	England	Scotland	Wales	Total
Marginal	26	3	4	33
Non-Marginal	51	26	18	95
Total	77	29	22	128

This sampling implies an over-sampling of Scottish and Welsh constituencies, compared with English constituencies, in order to achieve Scottish and Welsh boost samples.

2. Selection of wards

Within each selected constituency, two wards were drawn with probability proportionate to the number of delivery points.

3. Selection of addresses

Within each ward, addresses were drawn with equal probability across the whole ward using a random start and fixed sampling interval. From the total list of addresses drawn these were issued as followed:

3.1 Pre-election wave

The addresses were drawn as follows:
England: 24 addresses per ward
Scotland and Wales: 27 addresses per ward

This implies a further over-sampling of Scottish and Welsh addresses.

3.2 Post-election wave top-up sample

The addresses were drawn as follows:
England: 9 addresses per ward
Scotland: 10 addresses per ward
Wales: 11 addresses per ward

4. Selection of dwelling units

At each address, the interviewer enumerated the number of occupied dwelling units. In most cases, an address contains one dwelling unit, but where there were several, one was selected at random using a modified Kish grid: the interviewer listed all occupied dwelling units in flat number order or from bottom to top, and selected one using computer-generated random numbers (generated separately for each address).

Addresses which did not contain a private household with at least one person aged 18+ were deemed ineligible ('deadwood').

5. Selection of individuals

At each (selected) dwelling unit, the interviewer enumerated all eligible persons (people aged 18+ resident at the address). Where there were several, one was selected at random

using a modified Kish grid: the interviewer listed all eligible persons in alphabetical order and selected one using computer-generated random numbers (generated separately for each address).

No substitution was allowed at any stage during the selection procedure.

6. Post-election sample

The post-election sample was made up of two components:

- The recontact sample: pre-election wave respondents who were willing and suitable to be recontacted.
- The top-up sample: a fresh sample of addresses in the same wards as the pre-election sample (see 3.2 above).

6.1 Recontact sample

Out of the 3,589 respondents interviewed on the pre-election wave, 3,379 were included in the post-election wave, as follows:

	England	Scotland	Wales	Total
Interviewed on pre-election wave	2,014	933	642	3,589
Issued for post-election wave	1,878	894	607	3,379

6.2 Top-up sample

The top-up sample of addresses was selected as described in section 3.2 above. Dwelling units and individuals were selected at each address using the same procedures as set out in sections 4 and 5 above.

6.3 Summary of achieved sample

The achieved sample sizes are as follows:

	England	Scotland	Wales	Total
Pre-wave only	321	194	115	630
Pre and post wave (recontact)	1,693	739	527	2,959
Post-wave only (top-up)	676	280	246	1,202
Total pre-wave	2,014	933	642	3,589
Total post-wave	2,369	1,019	773	4,161
Total cases on file	2,690	1,213	888	4,791

7. Weighting of the pre-election wave

The weights for the pre-election wave are designed to fulfill two main purposes: correcting for unequal selection probabilities and calibration weighting to fit the profile of the sample to population estimates for Britain.

7.1 Unequal selection probabilities

Unequal selection probabilities arose from:

- the oversampling of Scotland and Wales;
- the oversampling of marginal constituencies in England; and
- the selection of one person per address for interview (hence giving people in small households and in single dwelling unit addresses a higher selection probability than people in large households or at multi-dwelling unit addresses).

The selection weights correct for these unequal selection probabilities.

7.1.1 Correcting for oversampling of Scotland and Wales and of marginal constituencies in England

The first stage of the selection weighting corrects for the oversampling of addresses in Scotland, Wales and marginal constituencies in England. The weight for each address is calculated in such a way to ensure that the issued sample of addresses, when appropriately weighted, matches the distribution of addresses on the sampling frame (the Postcode Address File) across four strata (marginal English constituencies, non-marginal English constituencies, Scotland and Wales). Addresses within each of these four strata had the same chance of selection.

The selection probability for each address was calculated as:

$$a \times \left(\frac{C_i}{N_{strata}} \right) \times 2 \times \left(\frac{w_i}{C_i} \right) \times \left(\frac{selected\,addresses_{ward}}{w_i} \right)$$

where:

a = number of constituencies selected in the strata
C_i = total number of addresses (DPs) in the selected constituency
N_{strata} = total number of addresses in the strata
2 = the number of wards selected in each constituency
w_i = the total number of addresses in the selected ward

This formula simplifies to give:

$$a \times \left(\frac{1}{N_{strata}} \right) \times 2 \times selected\,addresses_{ward}$$

showing that the chances of selection for individual addresses depends on the number of constituencies selected within the strata; the number of addresses chosen for interview within each selected ward and the total number of delivery points in the strata. The selection weight for the address is the inverse of this selection probability.

7.1.2 Correcting for unequal selection probabilities at the address

As set out in section 4 only one dwelling unit was selected from multi-dwelling unit addresses. Individual units at multi-dwelling unit addresses thus had a smaller chance of

selection than single dwelling unit addresses. To compensate for this, dwelling units were weighted by the number of dwelling units recorded at the address.

As set out in section 5 only one person was randomly selected from all eligible persons (adults aged 18+) resident in the (selected) dwelling unit. Persons in large households thus had a smaller chance of selection than adults in smaller households. To compensate for this each adult was weighted by the number of eligible adults in the household.

7.1.3 Combined selection probability weight

The final sample selection weight was calculated as the product of the address; dwelling unit; and adult weights.

7.2 Calibration weighting

At the second stage of weighting the sample selection weights set out in section 7.1 are further adjusted so that the weighted sample distributions for certain variables (age and sex) conform to known population distributions for those variables. This stage is often termed post-stratification, population weighting or calibration. It serves to compensate for non-response and to improve the precision of the survey estimates.

When applied separately within England, Scotland and Wales, the selection weights for each adult are adjusted by a calibration factor to ensure that the age and sex distribution of the surveyed adult is brought into line with each country's age-sex distribution. [2]

More specifically, calibration weighting methods minimise a distance metric (i.e. a function of the aggregate 'distance' between the selection weights and the final weights), subject to the final weights matching the specified population totals. The simplest distance function is a weighted sum of squared differences and is called the linear weighting method. The algorithm implementing the linear method minimises a chi-squared distance:

$$\sum_{sample} c_j \left(\frac{(w_j - b_j)^2}{w_j} \right)$$

between the initial sample selection weights (w_j) and the final calibration weights (b_j). c_j is a specified constant ($c_j > 0$). This 'distance minimisation problem' is solved using Lagrange multipliers and Newton's method. The final calibration weights adjust the initial sample selection weights as little as possible subject to their matching exactly the specified population totals.

[2] The 2003 English mid-year population estimates can be found at:
http://www.statistics.gov.uk/statbase/Expodata/Spreadsheets/D8557.xls.
The 2003 Welsh mid-year population estimates can be found at:
http://www.statistics.gov.uk/statbase/Expodata/Spreadsheets/D8558.xls.
The 2003 Scottish estimates can be found at:
http://www.gro-scotland.gov.uk/files/03mid-year-estimates-table1.xls.

Computational algorithms have been developed to produce the final calibration weights. A SAS macro, CALMAR, produced by the French national statistics office INSEE, implements a number of these algorithms including the linear weighting method. CALMAR was used to produce the final weights.

7.3 British, English, Scottish and Welsh weights

As a final stage, the weights are scaled to give the corrected weighted sample size. The pre-election datafile contains separate weights for Britain, England, Scotland and Wales. The difference lies in the scaling. Thus, in the British weights, the Scottish and Welsh boosts are downweighted to their correct proportions in the British population. However, the Scottish and Welsh weights give the correct sample sizes for the Scottish and Welsh (boosted) samples and should be used when Scottish or Welsh respondents are being analysed separately.

8. Weighting the post-election cross-section file

The post-election sample contains two groups of respondents:

- Those who took part in both the pre and post election waves (2,959 respondents); and
- Those selected as top-ups who took part in the post-election wave only (1,202 cases).

The same weighting strategy was used for this as for the pre-election wave discussed in Section 7 (i.e. the weights correct for unequal selection probabilities and a calibration step to fit the profile of the sample to population estimates for Britain). As with the pre-election wave separate weights were computed for Britain, England, Scotland and Wales (see Section 7.3).

9. Weighting the panel sample

The panel sample are those respondents who took part in both the pre and post election waves (2,959 respondents). The weighting strategy for the panel sample was made up of three components:

- Weighting to correct for unequal selection probabilities.
- Weighting for potential non-response bias between the pre and post election waves.
- Calibration weighting to fit the sample to the population estimates.

Thus these weights differ from the weights for the pre- and post-election wave weights described in sections 7 and 8 by the inclusion of a wave-on-wave non-response weight. As with panel surveys in general, it can be assumed that the sample attrition has not occurred randomly. Hence certain groups may be more or less likely to be both willing and suitable to be recontacted and successfully reinterviewed for later waves. Failure to take into account this sample attrition will mean that the analysis of the panel sample may not be representative of adults in general.

Using the selection weight as the analysis weight we examined the nature of response to the post-election wave. The variables examined, gathered at the sampling stage or at the pre-election wave interview, can be grouped into the following categories:

- Individual socio-demographic information: age, sex, marital status, ethnic group, educational or work qualifications, and social class.
- Household socio-demographic information: income, tenure, region, and size.
- Political information: traditional party identification, strength of party identification, political party supporter, whether lived in a marginal constituency (2001 election), likelihood to vote, whether decided who to vote for, and level of interest in the election.
- Interviewer observational information: number of contacts at the pre-wave, respondent's co-operation, general level of information, and level of interest in the study.

The non-response weight was based on a logistic regression model of response at the post-election wave (1 = response, 0 = non-response) with the predictor variables entered by a forward stepwise selection procedure. The variables remaining in the optimal model were:

- Age-group of respondent;
- Household income;
- Whether lived in a marginal seat;
- Region;
- Work or educational qualifications;
- Social class;
- Level of interest in the study;
- Level of co-operation; and
- Number of pre-wave interviewer visits.

The predicted response probabilities from the final optimal model were converted into a non-response weight by obtaining their reciprocal (e.g. a response probability of 0.8 corresponds to a non-response weight of 1.25). To avoid extreme weights having a large influence on the estimates the non-response weight was trimmed at the 5th and 95th percentiles.

The weight prior to the calibration step was obtained by multiplying the selection weight with the non-response weight. This weight was then adjusted by the algorithm described in Section 7.2 to ensure that the age and sex distribution of the panel sample was brought into line with each country's adult (18+) age-sex distribution. Separate panel weights were computed for Britain, England, Scotland and Wales (see Section 7.3).

10. Weighting the self-completion dataset

As a third stage in the survey, a self-completion questionnaire was handed to respondents on the post-election wave. The respondents were asked to mail this back in a reply-paid envelope. (There was a prize-draw to encourage response).

The self-completion was returned by 3,226 respondents. This sample contains two groups of respondents:

- Those who took part in both the pre and post election waves (2,343 respondents); and
- Those selected as top-ups who took part in the post-election wave only (883 cases).

The weighting strategy for this sample mirrored that used for the panel sample discussed in Section 9. The weighting strategy for those who returned the self-completion questionnaire was made up of three components:

- Weighting to correct for unequal selection probabilities.
- Weighting for potential non-response bias between the post election wave and self-completion stage.
- Calibration weighting to fit the sample to the population estimates.

The inclusion of a non-response weight is necessary, as certain groups may be more or less likely to return the self-completion questionnaire. Failure to take non-response into account will mean that the analysis of self-completion data may not be representative of adults in general.

Using the selection weight as the analysis weight we examined the nature of response to the self-completion questionnaire. The variables examined, gathered at the sampling stage or at the post-election wave interview, can be grouped into the following categories:

- Individual socio-demographic information including age, sex, marital status, ethnic group, and work status.
- Household socio-demographic information including region.
- Political information including traditional party identification, strength of party identification, political party supporter and whether lived in a marginal constituency (2001 election).
- Interviewer observational information including level of respondent's co-operation, general level of information, and level of interest in the study.

The non-response weight was based on a logistic regression model of response at the self-completion stage (1 = response, 0 = non-response) with the predictor variables entered by a forward stepwise selection procedure. The variables remaining in the optimal model were:

- Age-group of respondent;
- Sex;
- Work status;
- Marital status;
- Ethnic group;
- Whether had access to the internet;
- Strength of political party identification;
- Level of co-operation; and
- Level of interest in the study.

The predicted response probabilities from the final optimal model were converted into a non-response weight by obtaining their reciprocal (e.g. a response probability of 0.8 corresponds to a non-response weight of 1.25). To avoid extreme weights having a large influence on the estimates the non-response weight was trimmed at the 5th and 95th percentiles.

The weight prior to the calibration step was obtained by multiplying the selection weight with the non-response weight. This weight was then adjusted by the algorithm described in Section 7.2 to ensure that the age and sex distribution of the self-completion sample was

brought into line with each country's adult (18+) age-sex distribution. Separate self-completion weights were computed for Britain, England, Scotland and Wales.

11. Weights for all wave respondents

Further sets of weights are available for the 2,343 respondents who replied to both the pre and post-election waves and also completed the self-completion stage. The weighting strategy for the all wave respondent sample was made up of four components:

- Weighting to correct for unequal selection probabilities (see Section 7.1).
- Weighting for potential non-response bias between the pre and post election waves (see Section 9).
- Weighting for potential non-response bias between the post election wave and self-completion stage (see Section 10).
- Calibration weighting to fit the sample to the population estimates.

In this case the logistic regression model of response at the self-completion stage was based exclusively on the 2,959 respondents who took part in both the pre and post election waves. The variables remaining in the optimal model were:

- Age-group of respondent;
- Sex;
- Region;
- Work status;
- Ethnic group;
- Strength of political party identification;
- Level of information;
- Level of co-operation; and
- Level of interest in the study.

As discussed earlier non-response weights were obtained by taking the inverse of the predicted response probabilities and were trimmed at the 5th and 95th percentiles. The weight prior to the calibration step was obtained by multiplying the selection weight with the two non-response weights. This weight was then adjusted by the algorithm described in Section 7.2 to ensure that the age and sex distribution of the all wave respondent sample was brought into line with each country's adult (18+) age-sex distribution. Separate all wave respondent weights were computed for Britain, England, Scotland and Wales.

12. Summary of weights provided

1. For the *pre-election sample* use PREWTBR to analyse Britain as a whole, and PREWTEN, PREWTSC or PREWTWA for England, Scotland and Wales.

2. For the *post-election cross-section* use POSTWTBR to analyse Britain as a whole, and POSTWTEN, POSTWTSC or POSTWTWA for England, Scotland and Wales.

3. For the *panel sample* use PANWTBR to analyse Britain as a whole, and PANWTEN, PANWTSC and PANWTWA for England, Scotland and Wales.

4. For the *self-completion sample* use SCWTBR to analyse Britain as a whole, and SCWTEN, SCWTSC or SCWTWA for England, Scotland and Wales.

5. For the *all wave respondent sample* use PSCWTBR to analyse Britain as a whole, and PSCWTEN, PSCWTSC or PSCWTWA for England, Scotland and Wales.

In summary, the names of the weighting variables are as follows:

	England	**Scotland**	**Wales**	**Britain**
Pre-wave respondents	PREWTEN	PREWTSC	PREWTWA	PREWTBR
Post-wave respondents	POSTWTEN	POSTWTSC	POSTWTWA	POSTWTBR
Panel respondents (pre and post wave)	PANWTEN	PANWTSC	PANWTWA	PANWTBR
Self-completion respondents	SCWTEN	SCWTSC	SCWTWA	SCWTBR
All wave-respondents (pre and post wave and self-completion)	PSCWTEN	PSCWTSC	PSCWTWA	PSCWTBR

Katarina Thomson and Shaun Scholes
16 Nov 2005

KEY POINTS IN BES TIMETABLE

Pre-Election Wave

WEEK		**DATE (assuming Feb 1 start)**
-10	Programming of penultimate version of pilot questionnaire starts	around 15 Nov
-8	Final changes to pilot questionnaire	w/c 29 Nov (e.g. 1 Dec)
-7	Pilot mailout	w/c 6 Dec (e.g 7 Dec)
-6	Pilot debriefing	w/c 13 Dec (e.g. 16 Dec)
-5	Advance letter and Address Record Form to print	w/c 20 Dec
-5	Deadline for final changes to questionnaire	w/c 20 Dec
-4	Test CAPI program – NatCen/Essex	w/c 3 Jan
-4	Showcards to print	end of w/c 3 Jan
-3	All documents that need labels or mailmerging to Brentwood (advance letters and Address Record Forms)	w/c 10 Jan
-2	All remaining paper materials to Brentwood (showcards etc) – packing of materials to be sent to briefings starts	w/c 17 Jan
-1	Transmission tests in Brentwood	w/c 24 Jan
0	Briefings/start of fieldwork	w/c 31 Jan (e.g. 1 Feb)

Post-election wave

WEEK		DATE (assuming 5 May election)
-10	Programming of penultimate version of pilot questionnaire starts	w/c 21 Feb (or earlier)
-8	Final changes to pilot questionnaire	w/c 7 March (or earlier)
-7	Pilot mailout	w/c 14 March (or earlier)
-6	Pilot debriefing	w/c 21 March (poss earlier to avoid Easter)
-5	Advance letter and Address Record Form to print	w/c 28 March
-5	Deadline for final changes to questionnaire	w/c 28 March
-4	Test CAPI program – NatCen/Essex	w/c 4 April
-4	Showcards to print	end of w/c 4 April
-4	Self completion to print	w/c 4 April
-3	All documents that need labels or mailmerging to Brentwood (advance letters and Address Record Forms)	w/c 11 April
-2	All remaining paper documents to Brentwood (showcards, self-completions, etc) – packing of materials to be sent to briefings starts	w/c 18 April
-1	Transmission tests in Brentwood	w/c 25 April
0	Briefings/start of fieldwork	w/c 2 May (briefings could start in the days before the election)

British Election Study 2005
Technical Report

Mark Johnson, Katarina Thomson and Shaun Scholes

British Election Study 2005
Technical Report

Mark Johnson, Katarina Thomson and Shaun Scholes

October 2005

P2448/P2474

Contents

INTRODUCTION 2
1.1 The survey series 2
1.2 The 2005 British Election Study 3
1.2.1 Overview 3
1.2.2 Pre-election face-to-face survey 3
1.2.3 Post-election face-to-face survey 3

2 THE SAMPLE 4
2.1 The BES pre-election sample 4
2.1.1 Overview 4
2.1.2 Selection of constituencies 4
2.1.3 Selection of wards 6
2.1.4 Selection of addresses 6
2.1.5 Selection of dwelling units 6
2.1.6 Selection of individuals 6
2.2 The BES post-election wave sample 7
2.2.1 Overview 7
2.2.2 Recontact sample 7
2.2.3 Top-up sample 7

3 DATA COLLECTION AND RESPONSE 8
3.1 Piloting 8
3.2 Main stage fieldwork – pre-election wave 8
3.3 Response – pre-election wave 8
3.4 Main stage fieldwork – post-election wave 9
3.4.1 Face-to-face interview 9
3.4.2 Telephone supplementary information 10
3.4.3 Self-completion 10
3.5 Response – post-election wave 10

4 THE DATA 12
4.1 Topics covered 12
4.2 Weighting 14
4.2.1 Pre-election wave 14
4.2.2 Post-election wave – cross-section 16
4.2.3 Post-election wave – panel 16
4.2.4 Post-election self-completion 17
4.2.5 Summary of weights 19

5 REFERENCES 20

APPENDIX A LETTERS TO RESPONDENTS
APPENDIX B ADDRESS RECORD FORMS AND PROJECT INSTRUCTIONS
APPENDIX C QUESTIONNAIRES AND SHOWCARDS
APPENDIX D DETAILED BREAKDOWN OF RESPONSE
APPENDIX E PROCEDURES FOR SELF-COMPLETION PRIZE DRAW
APPENDIX F SAMPLED CONSTITUENCIES

List of tables

Table 2-1 Sampled constituency marginality by country 5
Table 2-2 Number interviewed on pre-election wave issued for post-election wave, by country 7
Table 3-1 Pre-election wave response rates 9
Table 3-2 Post-election wave response rates 11

INTRODUCTION

1.1 The survey series

The British Election Studies (BES) constitute the longest academic series of nationally representative probability sample surveys in this country. They have taken place immediately after every general election since 1964, giving a total of twelve so far. There have also been two non-election year surveys (in 1963 and 1969); a postal referendum study in 1975; additional or booster Scottish studies in 1974, 1979, 1992, 1997, 2001 and 2005 additional or booster Welsh boosters in 1979, 2001 and 2005; Northern Ireland Election Studies in 1992, 1998 and 2001; Campaign Studies in 1987, 1992, 1996-7, 2001 and 2005; Scottish and Welsh Referendum Studies in 1997; Scottish Parliament and Welsh Assembly Election Studies in 1999 and 2003; and panel studies including the 1992-1997 and 1997-2001 British Election Panel Studies. The 1997 study included an ethnic minority boost and a qualitative study of electoral volatility. The 2005 study has a survey modes comparison between face-to-face and internet surveys.

The BES series was originated by David Butler (Nuffield College, Oxford) and Donald Stokes (University of Michigan) who continued to direct the studies until 1970. The series then passed to Ivor Crewe, Bo Särlvik and James Alt at the University of Essex (later joined by David Robertson) who organised the two 1974 studies and the 1979 study. The 1983, 1987, 1992 and 1997 studies were directed by Anthony Heath (Jesus then Nuffield College, Oxford), Roger Jowell (*National Centre for Social Research* – known as SCPR until May 1999) and John Curtice (University of Liverpool then University of Strathclyde). From 1994, this collaboration was through the Centre for Research into Elections and Social Trends (CREST), an ESRC funded Research Centre, linking the *National Centre for Social Research* and Nuffield College, Oxford. In 1997 the BES team was joined by Pippa Norris (Harvard University). Responsibility for the 2001 and 2005 studies moved back to another team from the University of Essex, comprising David Sanders, Paul Whiteley, Harold Clarke and Marianne Stewart. The fieldwork and data preparation was carried out by the *National Centre for Social Research* (SCPR at that time) for the October 1974 election and between 1983 and 1997, then again in 2005. For publication of these studies see, for example, Butler and Stokes (1974); Särlvik and Crewe (1983); Heath, Jowell and Curtice (1985); Heath, Jowell and Curtice *et al.* (1991); Heath, Jowell and Curtice (1994); Evans and Norris (1999); Heath, Jowell and Curtice (2001); Clarke, Sanders, Stewart and Whiteley (2004); Whiteley, Stewart, Sanders and Clarke (2005); Sanders, Clarke, Stewart and Whiteley (2005); and Clarke, Sanders, Stewart and Whiteley (2006, forthcoming).

Nuffield College found the bulk of the funds for the fieldwork for the early Butler and Stokes surveys. The ESRC (formerly the Social Science Research Council) then became the major funding agency, wholly supporting the Essex surveys in the 1970s. The 1983 study was jointly funded by the ESRC, Pergamon Press and Jesus College, Oxford; the 1987 study by the ESRC, Pergamon Press and the Sainsbury Family Charitable Trusts; the 1992 and 1997 studies by the ESRC and the Gatsby Charitable Foundation, one of the Sainsbury Family Charitable Trusts, in 1997 together with the Commission for Racial Equality. The 2001 and 2005 surveys were again funded by the ESRC; in 2001 with support from the Electoral Commission.

1.2 The 2005 British Election Study

1.2.1 Overview

The 2005 BES comprised a series of linked studies.

- The British Election Study pre-election cross-section survey
- The British Election Study pre-election internet survey
- The Rolling Campaign Panel survey
- The British Election Study post-election panel and cross-section survey
- The British Election Study post-election internet survey

In addition an internet survey is planned for one year after the election using internet users from the face to face sample and the internet sample itself.

This Technical Report covers:

- The British Election Study pre-election cross-section survey
- The British Election Study post-election panel and cross-section survey

1.2.2 Pre-election face-to-face survey

This survey comprised a random sample of the adult population of Britain living in private households. It consisted of a 30-minute face-to-face computer-assisted personal interview (CAPI). The sample was drawn from the Postcode Address File, as it has been since 1997 (prior to that the sampling frame was the Electoral Register). There were both Scottish and Welsh boost samples, which are explained in more detail in Section 2.

1.2.3 Post-election face-to-face survey

The post-election survey followed as many respondents from the pre-election wave as was possible. In addition, a top-up sample of fresh respondents was added in order to maintain the sample size and reduce bias due to attrition.

There are therefore three types of respondents to the face-to-face surveys:

- Respondents only interviewed for the pre-election survey
- Respondents interviewed for both pre and post-election surveys
- Respondents only interviewed for the post-election survey

2 THE SAMPLE

2.1 The BES pre-election sample

2.1.1 Overview

The survey was designed to yield a representative sample of adults aged 18 or above living in private households in Britain (excluding the area north of the Caledonian Canal). Adults living in Northern Ireland were excluded from the study. The sample was drawn from the Postcode Address File, a list of addresses (or postal delivery points) compiled by the Post Office. For practical reasons, samples are confined to those living in private households. People living in institutions (though not in private households at such institutions) are excluded, as are households whose addresses are not on the Postcode Address File.

The sampling method involved a clustered multi-stage design, with three separate stages of selection.

In the first instance, 128 constituencies were sampled at random: 77 in England, 29 in Scotland and 22 in Wales, using stratification on marginality of election results, geographic regions and population density. (In Wales, percent Welsh-speakers was used instead of geographic region). Scottish and Welsh constituencies were over-sampled to achieve Scottish and Welsh boost samples. In England, marginal constituencies were slightly over-sampled.

Within each constituency, two wards were sampled at random, giving 256 sample points.

At each sample point (ward), addresses were selected with equal probability across the sample point. More addresses were selected in Scottish and Welsh sample points than in English ones (27 compared with 24) – again, in order to achieve Scottish and Welsh boost samples. Using random methods, the interviewer then selected one person for interview at each address.

2.1.2 Selection of constituencies

128 constituencies were sampled as follows:

First stratifier: marginality

Within each of England, Scotland and Wales, constituencies were divided into two strata: marginal and non-marginal. Marginal constituencies were defined as ones where the winning party was no more than 10% ahead of the second party at the 2001 election.

Second stratifier: England/Scotland: geographic; Wales: percent Welsh-speakers

Within each marginality band, constituencies were ordered by:

- In England: Government Office Region
- In Scotland: Parliamentary Electoral Region (Central Scotland, Glasgow, Highlands and Islands, Lothians, Mid Scotland and Fife, North East Scotland, South of Scotland, West of Scotland). Scotland north of the Caledonian Canal was excluded. As a result, six parliamentary constituencies containing postcode sectors north of the Caledonian Canal were removed from the sampling frame.[1]
- In Wales: percent Welsh-speakers (obtained from the 2001 Census). Within each marginality band, cut-off points were drawn approximately one third and two thirds (in terms of percent Welsh-speakers) down the ordered list, to create three roughly equal size bands.

Third stratifier: population density

Within each of the bands thus created, constituencies were ordered by population density (the number of delivery points). For the Scotland constituencies the count of delivery points refers to the counts after expansion by the Multiple Occupancy Indicator (MOI).

Selection from the stratified bands

Using the ordered lists thus created, constituencies were drawn with probability proportionate to the number of delivery points in Scotland and Wales. (I.e. marginal constituencies were sampled with the same probability as non-marginal constituencies).

In England, the marginal constituencies were over-sampled, drawing 26 from these bands (compared with the 23-24 that might have otherwise been expected). Within each of the marginal and non-marginal bands, constituencies were sampled with probability proportionate to the number of delivery points.

The resulting constituency sample is as follows:

Table 2-1 Sampled constituency marginality by country

	England	Scotland	Wales	Total
Marginal	26	3	4	33
Non-Marginal	51	26	18	95
Total	77	29	22	128

This sampling implies an over-sampling of Scottish and Welsh constituencies, compared with English constituencies, in order to achieve Scottish and Welsh boost samples.

A list of sampled constituencies is given in Appendix F.

[1] Argyll & Bute; Caithness, Sutherland & Easter Ross; Inverness East, Nairn & Lochaber; Orkney & Shetland; Ross, Skye & Inverness West; and Western Isles.

2.1.3 Selection of wards

Within each selected constituency, two wards were drawn with probability proportionate to the number of delivery points.

2.1.4 Selection of addresses

Within each ward, addresses were drawn with equal probability across the whole ward using a random start and fixed sampling interval. From the total list of addresses drawn these were issued as followed:

The addresses were drawn as follows:
England: 24 addresses per ward
Scotland and Wales: 27 addresses per ward

This implies a further over-sampling of Scottish and Welsh addresses.

2.1.5 Selection of dwelling units

At each address, the interviewer enumerated the number of occupied dwelling units. In most cases, an address contains one dwelling unit, but where there were several, one was selected at random using a modified Kish grid: the interviewer listed all occupied dwelling units in flat number order or from bottom to top, and selected one using computer-generated random numbers (generated separately for each address). For details of this process see the Address Record Form and Project instructions in Appendix B.

Addresses which did not contain a private household with at least one person aged 18+ were deemed ineligible (‘deadwood’).

2.1.6 Selection of individuals

At each (selected) dwelling unit, the interviewer enumerated all eligible persons (people aged 18+ resident at the address). Where there were several, one was selected at random using a modified Kish grid: the interviewer listed all eligible persons in alphabetical order and selected one using computer-generated random numbers (generated separately for each address). For details of this process see the Address Record Form and Project instructions in Appendix B.

No substitution was allowed at any stage during the selection procedure.

2.2 The BES post-election wave sample

2.2.1 Overview

The post-election sample was made up of two components:

- The recontact sample: pre-election wave respondents who were willing and suitable to be recontacted.
- The top-up sample: a fresh sample of addresses in the same wards as the pre-election sample (see section 2.1.2–2.1.3).

2.2.2 Recontact sample

Out of the 3,589 respondents interviewed on the pre-election wave, 3,379 were included in the post-election wave, as follows:

Table 2-2 Number interviewed on pre-election wave issued for post-election wave, by country

	England	Scotland	Wales	Total
Interviewed on pre-election wave	2,014	933	642	3,589
Issued for post-election wave	1,878	894	607	3,379

2.2.3 Top-up sample

The top-up sample of addresses was selected using the same method as described in section 2.1 above. This was done at the same time as the initial pre-election wave sample. Dwelling units and individuals were selected at each address using the same procedures as set out in sections 2.1.5 and 2.1.6 above.

The addresses were drawn as follows:
England: 9 addresses per ward
Scotland: 10 addresses per ward
Wales: 11 addresses per ward

3 DATA COLLECTION AND RESPONSE

3.1 Piloting

Both the pre-election wave and post-election wave questionnaires were piloted, the former in December 2004 and the latter in March 2005. The purpose of the pilots was two-fold, firstly to test the questions and secondly to test the CAPI program. Respondents were selected by quota sampling methods to include men and women in manual and non-manual jobs across a range of ages. The pilot interviewers were debriefed by members of the research team.

3.2 Main stage fieldwork – pre-election wave

The fieldwork for the survey was conducted by the *National Centre for Social Research*. Interviewing began in February 2005 and was complete by 12 April 2005.

An advance letter was sent to 'the resident' at all selected addresses. It briefly described the purpose of the survey and the coverage of the questionnaire, and asked for co-operation when the interviewer called. It contained a book of six first class stamps and promised a £5 High Street gift voucher for taking part (£10 in London). The interviewers had extra copies of the advance letter for use on the doorstep in convincing selected people to take part. The advance letters are given in Appendix A.

Fieldwork was conducted by 252 interviewers drawn from NatCen's regular panel. Interviewers attended half-day briefing conferences conducted by the researchers, to familiarise them with the selection procedures and questionnaires.

The names of some potential respondents who had been difficult to find at home, or had refused or broken appointments, were re-issued to interviewers (in most cases interviewers who had not made the initial call) during the later phases of fieldwork.

The survey consisted of a face-to-face computer-assisted personal interview. The questionnaire was implemented using the Blaise version 4 software. A documentation of the CAPI program is given in Appendix C.

The mean interview length was 35 minutes[2]. The median interview length was 33 minutes.

3.3 Response – pre-election wave

All PAF samples contain a proportion of addresses which are ineligible ('deadwood'), such as unoccupied and non-residential addresses. These are always excluded from the base before response rates are calculated.

[2] Calculated omitting outliers of more than 100 minutes.

Table 3-1 Pre-election wave response rates

	N	%
Addresses issued	6,450	
Out of scope	515	
Eligible	5,935	100.0
Interview achieved	3,589	60.5
Interview not achieved	2,346	39.5
Refused[3]	1,679	28.3
Not contacted[4]	382	6.4
Other unproductive	285	4.8

A more detailed breakdown of response is given in Appendix D.

3.4 Main stage fieldwork – post-election wave

3.4.1 Face-to-face interview

The fieldwork for the survey was conducted by the *National Centre for Social Research*. Interviewing began immediately after the general election, on 6 May 2005 and was complete by 4 July 2005. Respondents in the recontact sample who had moved house between the pre-election and post-election wave were followed, where possible, to their new address.

All recontact sample members were sent a personally addressed advance letter containing a £5 High Street gift voucher (£10 for addresses in London). The letter reminded them that they took part in the pre-election wave, and explained why they were being asked to take part again.

All top-up sample addresses were sent an advance letter addressed to 'the resident'. It briefly described the purpose of the survey and the coverage of the questionnaire, and asked for co-operation when the interviewer called. It contained a book of six first class stamps and promised them a £5 High Street voucher for taking part (£10 in London). The interviewers had extra copies of the advance letter for use on the doorstep in convincing selected people to take part. The advance letters are given in Appendix A.

Fieldwork was conducted by 240 interviewers drawn from NatCen's regular panel. Interviewers who had worked on the pre-election wave were sent detailed instructions about this stage of the project, along with a quiz to check that they had understood them. Interviewers who had not worked on the pre-election wave attended one-day briefing conferences conducted by the researchers, to familiarise them with the selection procedures and questionnaires.

The names of some potential respondents who had been difficult to find at home, or had refused or broken appointments, were re-issued to interviewers (in most cases interviewers who had not made the initial call) during the later phases of fieldwork.

---

[3] Refusals include refusals before selection of an individual at the address, refusals to the office, refusal by the selected person, 'proxy' refusals (on the selected person's behalf), and broken appointments after which the selected person could not be recontacted.

[4] Non-contacts include households where no-one was contacted and those where the selected person could not be contacted (never found at home).

The survey consisted of a face-to-face computer-assisted personal interview and a self-completion mail-back paper questionnaire. The face-to-face questionnaire was implemented using the Blaise version 4 software. A documentation of the CAPI program and the English, Scottish and Welsh versions of the self-completion are given in Appendix C.

The interview was very slightly different in certain places for recontact and top-up sample respondents. Some data that had been collected in the pre-election wave was not asked again for recontact respondents, but was asked for top-up respondents. Therefore, the length of interview for top-up respondents tended to be slightly longer than for recontact respondents. The average interview length for recontact respondents was 42 minutes[5] and the median interview length was 39 minutes. The average interview length for top-up respondents was 49 minutes[6] and the median interview length was 46 minutes.

3.4.2 Telephone supplementary information

In the early stages of fieldwork, it was discovered that an error in the questionnaire was causing some respondents to miss question [bq2b]. Where these respondents had indicated their willingness to be recontacted and had given a telephone number, they were contacted by the NatCen Telephone Unit and given a very short questionnaire covering this question (see Appendix C). Some 126 respondents were interviewed in this way.

3.4.3 Self-completion

The self-completion questionnaire was left with all face-to-face respondents together with a reply-paid envelope. If necessary, up to three postal reminders were sent to obtain the self-completion supplement. The second reminder was accompanied by a further copy of the questionnaire. Copies of the reminder letters are included in Appendix A**.**

A prize draw was used to encourage response, with a first prize of £500, three prizes of £100, ten prizes of £10, and twenty prizes of £5. The winners were drawn from self-completions returned by 15 August 2005. The details of the procedures for the prize draw are set out in Appendix E.

3.5 Response – post-election wave

The top-up sample included some addresses which were ineligible ('deadwood') in the same way as for the pre-election sample (see Section 3.3). These are excluded from the base before response rates are calculated. For the recontact sample, the only ineligible cases were those where the pre-election wave respondent had died or moved abroad.

Tables 3.2 and 3.3 show the response breakdown for the recontact and top-up samples at the post-election wave.

[5] Calculated omitting outliers of less than 20 minutes and more than 158 minutes.
[6] Calculated omitting outliers of less than 20 minutes and more than 158 minutes.

A total of 4,161 respondents were interviewed on the post-election wave. Of these, 3,226 respondents (77.5 per cent of those interviewed) returned their self-completion questionnaires.

Table 3-2 Pre-post panel response rates

	N	% of those interviewed at pre	% of those issued for post	% of those eligible for post
Interviewed for pre-election	3589	100.0		
Not issued for post-election	210	5.9		
Refused recontact	206	5.7		
Other not issued[7]	4	0.1		
Eligible for post-election	3379	94.1	100.0	
Out of scope	17	0.5	0.5	
Eligible	3362	N/a	N/a	100.0
Interview achieved	2959	82.4	87.6	88.0
Self completion received	2343	65.3	69.3	69.7
Interview not achieved	403	11.2	11.9	12.0
Refused[8]	213	5.9	6.3	6.3
Not contacted[9]	71	2.0	2.1	2.1
Other unproductive	85	2.4	2.5	2.5
Mover not traced	34	0.9	1.0	1.0

Table 3-3 Top-up sample response rate

	N	%
Addresses issued	2450	
Definitely out of scope	224	
Eligible	2226	100.0
Interview achieved	1202	54.0
Self completion received	883	39.7
Interview not achieved	1024	46.0
Refused	701	31.5
Not contacted	197	8.8
Other unproductive	126	5.7

A more detailed breakdown of response is given in Appendix D.

[7] Deemed unsuitable for issuing at post-election wave in view of comments made by interviewer at pre-election wave.

[8] Refusals include refusals before selection of an individual at the address, refusals to the office, refusal by the selected person, 'proxy' refusals (on the selected person's behalf), and broken appointments after which the selected person could not be recontacted.

[9] Non-contacts include households where no-one was contacted and those where the selected person could not be contacted (never found at home).

4 THE DATA

4.1 Topics covered

The full questionnaires for the pre-election wave, post-election wave and the self completion are shown in Appendix C. On the pre-election wave, the general topic areas covered were:

- Issues in the election
- Party identification (version 1)
- Party supporter (version 2)
- Voting intentions
- Rating of party leaders
- Trust in British institutions
- Ratings of the political parties
- Contact with local MP
- Social and political attitudes
- Party leader images
- Economic evaluations
- Europe
- Own/party positions on tax/spend
- Own/party left-right positions
- Attitudes to Iraq
- Likelihood of voting in the General Election
- Recall vote
- Social trust
- Attitudes to voting and politics
- Beliefs and values
- Party identification (version 2)
- Party supporter (version 1)
- Classification
- Interviewer observation of respondent

On the post-election wave, the general topic areas covered were:

- Issues in the election
- Party identification (version 1)
- Party supporter (version 2)
- Voting
- Rating of party leaders
- Trust in British institutions
- Ratings of the political parties
- Social and political attitudes
- Economic evaluations
- Contact with authorities/NHS/MP
- Views on change in the country

- Europe
- Own/party positions on tax/spend
- Own/party left-right positions
- Own/party positions on civil liberties
- Attitudes to Iraq war and War on terrorism
- Recall vote
- Involvement in politics and community affairs
- Persuaded to vote
- Party membership
- Self-rated class and social trust
- National identity
- Attitudes to voting and politics
- Beliefs and values
- Party identification (version 2)
- Party supporter (version 1)
- Political knowledge
- Attitudes to democracy/risk taking
- Media use and party contact
- Views on election campaign
- Reasons for voting/not voting
- Classification
- Interviewer observation of respondent

On the self-completion questionnaire the general topic areas covered were:

- Who the parties look after
- Views on the parties
- Voting in local election
- Crime and punishment
- Views on elections
- Women and ethnic minorities in politics
- Trust in institutions
- Left-right scale
- Libertarian-authoritarian scale
- Political efficacy
- Attitudes to democracy
- Social attitudes
- Discuss politics
- View on neighbourhood
- AV ballot paper

4.2 Weighting

4.2.1 Pre-election wave

The weights for the pre-election wave were designed to fulfil two main purposes: correcting for unequal selection probabilities and calibration weighting to fit the profile of the sample to population estimates for Britain.

Unequal selection probabilities

Unequal selection probabilities arose from:

- the over-sampling of Scotland and Wales;
- the over-sampling of marginal constituencies in England; and
- the selection of one person per address for interview (hence giving people in small households and in single dwelling unit addresses a higher selection probability than people in large households or at multi-dwelling unit addresses).

The selection weights correct for these unequal selection probabilities as described below.

Correcting for oversampling of Scotland and Wales and of marginal constituencies in England

The first stage of the selection weighting corrects for the over-sampling of addresses in Scotland, Wales and marginal constituencies in England. The weight for each address is calculated in such a way to ensure that the issued sample of addresses, when appropriately weighted, matches the distribution of addresses on the sampling frame (the Postcode Address File) across four strata (marginal English constituencies, non-marginal English constituencies, Scotland and Wales). Addresses within each of these four strata had the same chance of selection.

The selection probability for each address was calculated as:

$$a \times \left(\frac{C_i}{N_{strata}} \right) \times 2 \times \left(\frac{w_i}{C_i} \right) \times \left(\frac{selected\,addresses_{ward}}{w_i} \right)$$

where:

a = number of constituencies selected in the strata

C_i = total number of addresses (DPs) in the selected constituency

N_{strata} = total number of addresses in the strata

2 = the number of wards selected in each constituency

w_i = the total number of addresses in the selected ward

This formula simplifies to give:

$$a \times \left(\frac{1}{N_{strata}} \right) \times 2 \times selected\,addresses_{ward}$$

showing that the chances of selection for individual addresses depends on the number of constituencies selected within the strata; the number of addresses chosen for interview within each selected ward and the total number of delivery points in the strata. The selection weight for the address is the inverse of this selection probability.

Correcting for unequal selection probabilities at the address

As set out in Section 2.5 only one dwelling unit was selected from multi-dwelling unit addresses. Individual units at multi-dwelling unit addresses thus had a smaller chance of selection than single dwelling unit addresses. To compensate for this, dwelling units were weighted by the number of dwelling units recorded at the address.

As set out in section 2.6 only one person was randomly selected from all eligible persons (adults aged 18+) resident in the (selected) dwelling unit. Persons in large households thus had a smaller chance of selection than adults in smaller households. To compensate for this each adult was weighted by the number of eligible adults in the household.

Combined selection probability weight

The final sample selection weight was calculated as the product of the address; dwelling unit; and adult weights.

Calibration weighting

At the second stage of weighting the sample selection weights set out above are further adjusted so that the weighted sample distributions for certain variables (age and sex) conform to known population distributions for those variables. This stage is often termed post-stratification, population weighting or calibration. It serves to compensate for non-response and to improve the precision of the survey estimates.

When applied separately within England, Scotland and Wales, the selection weights for each adult are adjusted by a calibration factor to ensure that the age and sex distribution of the surveyed adult is brought into line with each country's age-sex distribution. [10]

More specifically, calibration weighting methods minimise a distance metric (i.e. a function of the aggregate 'distance' between the selection weights and the final weights), subject to the final weights matching the specified population totals. The simplest distance function is a weighted sum of squared differences and is called the linear weighting method. The algorithm implementing the linear method minimises a chi-squared distance:

[10] The 2003 English mid-year population estimates can be found at:
http://www.statistics.gov.uk/statbase/Expodata/Spreadsheets/D8557.xls.
The 2003 Welsh mid-year population estimates can be found at:
http://www.statistics.gov.uk/statbase/Expodata/Spreadsheets/D8558.xls.
The 2003 Scottish estimates can be found at:
http://www.gro-scotland.gov.uk/files/03mid-year-estimates-table1.xls.

$$\sum_{sample} c_j \left(\frac{(w_j - b_j)^2}{w_j} \right)$$

between the initial sample selection weights (w_j) and the final calibration weights (b_j). c_j is a specified constant ($c_j > 0$). This 'distance minimisation problem' is solved using Lagrange multipliers and Newton's method. The final calibration weights adjust the initial sample selection weights as little as possible subject to their matching exactly the specified population totals.

Computational algorithms have been developed to produce the final calibration weights. A SAS macro, CALMAR, produced by the French national statistics office INSEE, implements a number of these algorithms including the linear weighting method. CALMAR was used to produce the final weights.

British, English, Scottish and Welsh weights

As a final stage, the weights are scaled to give the corrected weighted sample size. The pre-election datafile contains separate weights for Britain, England, Scotland and Wales. The difference lies in the scaling. Thus, in the British weights, the Scottish and Welsh boosts are downweighted to their correct proportions in the British population. However, the Scottish and Welsh weights give the correct sample sizes for the Scottish and Welsh (boosted) samples and should be used when Scottish or Welsh respondents are being analysed separately.

4.2.2 Post-election wave – cross-section

The same weighting strategy was used for this as for the pre-election wave discussed above (i.e. the weights correct for unequal selection probabilities and a calibration step to fit the profile of the sample to population estimates for Britain). As with the pre-election wave separate weights were computed for Britain, England, Scotland and Wales.

4.2.3 Post-election wave – panel

The panel sample are those respondents who took part in both the pre and post election waves (2,959 respondents). The weighting strategy for the panel sample was made up of three components:

- Weighting to correct for unequal selection probabilities.
- Weighting for potential non-response bias between the pre and post election waves.
- Calibration weighting to fit the sample to the population estimates.

Thus these weights differ from the weights for the pre- and post-election wave weights described in sections 4.2.1 and 4.2.2 by the inclusion of a wave-on-wave non-response weight. As with panel surveys in general, it can be assumed that the sample attrition has not occurred randomly. Hence certain groups may be more or less likely to be both willing and suitable to be recontacted and successfully reinterviewed for later waves. Failure to take into account this sample attrition will

mean that the analysis of the panel sample may not be representative of adults in general.

Using the selection weight as the analysis weight we examined the nature of response to the post-election wave. The variables examined, gathered at the sampling stage or at the pre-election wave interview, can be grouped into the following categories:

- Individual socio-demographic information: age, sex, marital status, ethnic group, educational or work qualifications, and social class.
- Household socio-demographic information: income, tenure, region, and size.
- Political information: traditional party identification, strength of party identification, political party supporter, whether lived in a marginal constituency (2001 election), likelihood to vote, whether decided who to vote for, and level of interest in the election.
- Interviewer observational information: number of contacts at the pre-wave, respondent's co-operation, general level of information, and level of interest in the study.

The non-response weight was based on a logistic regression model of response at the post-election wave (1 = response, 0 = non-response) with the predictor variables entered by a forward stepwise selection procedure. The variables remaining in the optimal model were:

- Age-group of respondent;
- Household income;
- Whether lived in a marginal seat;
- Region;
- Work or educational qualifications;
- Social class;
- Level of interest in the study;
- Level of co-operation; and
- Number of pre-wave interviewer visits.

The predicted response probabilities from the final optimal model were converted into a non-response weight by obtaining their reciprocal (e.g. a response probability of 0.8 corresponds to a non-response weight of 1.25). To avoid extreme weights having a large influence on the estimates the non-response weight was trimmed at the 5^{th} and 95^{th} percentiles.

The weight prior to the calibration step was obtained by multiplying the selection weight with the non-response weight. This weight was then adjusted by the algorithm described in Section 4.2.1 to ensure that the age and sex distribution of the panel sample was brought into line with each country's adult (18+) age-sex distribution. Separate panel weights were computed for Britain, England, Scotland and Wales (see Section 4.2.1).

4.2.4 Post-election self-completion

As a third stage in the survey, a self-completion questionnaire was handed to respondents on the post-election wave. The respondents were asked to mail this back in a reply-paid envelope. (There was a prize-draw to encourage response).

The self-completion was returned by 3,226 respondents. This sample contains two groups of respondents:

- Those who took part in both the pre and post election waves (2,343 respondents); and
- Those selected as top-ups who took part in the post-election wave only (883 cases).

The weighting strategy for this sample mirrored that used for the panel sample discussed in Section 4.2.3. The weighting strategy for those who returned the self-completion questionnaire was made up of three components:

- Weighting to correct for unequal selection probabilities.
- Weighting for potential non-response bias between the post election wave and self-completion stage.
- Calibration weighting to fit the sample to the population estimates.

The inclusion of a non-response weight is necessary, as certain groups may be more or less likely to return the self-completion questionnaire. Failure to take non-response into account will mean that the analysis of self-completion data may not be representative of adults in general.

Using the selection weight as the analysis weight we examined the nature of response to the self-completion questionnaire. The variables examined, gathered at the sampling stage or at the post-election wave interview, can be grouped into the following categories:

- Individual socio-demographic information including age, sex, marital status, ethnic group, and work status.
- Household socio-demographic information including region.
- Political information including traditional party identification, strength of party identification, political party supporter and whether lived in a marginal constituency (2001 election).
- Interviewer observational information including level of respondent's co-operation, general level of information, and level of interest in the study.

The non-response weight was based on a logistic regression model of response at the self-completion stage (1 = response, 0 = non-response) with the predictor variables entered by a forward stepwise selection procedure. The variables remaining in the optimal model were:

- Age-group of respondent;
- Sex;
- Work status;
- Marital status;
- Ethnic group;
- Whether had access to the internet;
- Strength of political party identification;
- Level of co-operation; and
- Level of interest in the study.

The predicted response probabilities from the final optimal model were converted into a non-response weight by obtaining their reciprocal (e.g. a response probability of 0.8 corresponds to a non-response weight of 1.25). To avoid extreme weights having a large influence on the estimates the non-response weight was trimmed at the 5th and 95th percentiles.

The weight prior to the calibration step was obtained by multiplying the selection weight with the non-response weight. This weight was then adjusted by the algorithm described in Section 4.2.1 to ensure that the age and sex distribution of the self-completion sample was brought into line with each country's adult (18+) age-sex distribution. Separate self-completion weights were computed for Britain, England, Scotland and Wales.

4.2.5 Summary of weights

In summary, the names of the weighting variables are as follows:

	England	**Scotland**	**Wales**	**Britain**
Pre-wave respondents	PREWTEN	PREWTSC	PREWTWA	PREWTBR
Post-wave respondents	POSTWTEN	POSTWTSC	POSTWTWA	POSTWTBR
Panel respondents (pre and post wave)	PANWTEN	PANWTSC	PANWTWA	PANWTBR
Panel respondents (pre, post, self-comp)	PSCWTEN	PSCWTSC	PSCWTWA	PSCWTBR

5 REFERENCES

Butler, D. and Stokes, D. (1974), *Political Change in Britain: the evolution of electoral choice*, 2nd edition, Basingstoke: Macmillan.

Clarke, H., Sanders, D., Stewart, M. and Whiteley, P. (2004), *Political Choice in Britain*, Oxford: Oxford University Press

Clarke, H., Sanders, D., Stewart, M. and Whiteley, P. (2006, forthcoming) 'Taking the Bloom of New Labour's Rose: Party Choice and Voter Turnout in Britain', in *Journal of Elections, Public Opinion and Parties*

Evans, G. and Norris, P. (1999), (eds) *Critical Elections: Voters and Parties in Long-term Perspective*, London: Sage.

Heath, A., Jowell, R. and Curtice, J. with Field, J. and Levine, C. (1985), *How Britain Votes*, Oxford: Pergamon Press.

Heath, A., Jowell, R., Curtice, J., Evans, G., Field, J. and Witherspoon, S. (1991), *Understanding Political Change: the British voter 1964-1987*, Oxford: Pergamon Press.

Heath, A., Jowell, R. and Curtice, J. with Taylor, B. (eds) (1994), *Labour's Last Chance? The 1992 election and beyond*, Aldershot: Dartmouth.

Heath, A., Jowell, R. and Curtice, J. (2001), *The Rise of New Labour*, Oxford: Oxford University Press.

Sanders, D., Clarke, H., Stewart, M., and Whiteley, P. (2005), *The 2005 General Election in Britain* (London: The Electoral Commission, 2005)

Särlvik, B. and Crewe, I. with Day, N. and Macdermid, R. (1983), *Decade of Dealignment: the Conservative victory of 1979 and electoral trends in the 1970s*, Cambridge: Cambridge University Press.

Whiteley, P., Stewart, M., Sanders, D. and Clarke, H. (2005), 'The Issue Agenda and Voting in 2005', in Pippa Norris and Christopher Wlezien (eds) Britain Votes 2005 (Oxford: Oxford University Press, 2005)

APPENDIX A LETTERS TO RESPONDENTS

- Pre-election wave advance letter outside London
- Pre-election wave advance letter in London
- Pre-election wave advance letter in Welsh

- Post-election wave advance letter: recontact respondents: England outside London and Scotland
- Post-election wave advance letter: recontact respondents: London
- Post-election wave advance letter: recontact respondents: Wales
- Post-election wave advance letter: recontact respondents: in Welsh

- Post-election wave advance letter: top-up addresses: England outside London
- Post-election wave advance letter: top-up addresses: London
- Post-election wave advance letter: top-up addresses: Scotland
- Post-election wave advance letter: top-up addresses: Wales
- Post-election wave advance letter: top-up addresses: in Welsh

- Self-completion reminder letter 1
- Self-completion reminder letter 2
- Self-completion reminder letter 3

University of Essex

I am writing to ask for your help with the ***British Election Study***, which has been carried out at every general election for over forty years. It is funded by the Economic and Social Research Council and is being conducted by the University of Essex together with the National Centre for Social Research (NatCen), an independent research institute registered as a charity.

The interview covers a wide range of topics about life in Britain and no special knowledge is needed to answer any of the questions. We want to speak to people from all walks of life, of all ages and with all sorts of interests, whether they are planning to vote in the election or not. The results of the study will be published. They have considerable educational value and will be used, for example, by students in schools and colleges.

Your address was chosen from the Post Office's list of addresses by a scientific sampling method to ensure we get a representative picture of people living in Britain. No other address can take your place.

An interviewer will visit you shortly to explain more about the study. He or she will select one person in your household to take part and arrange a suitable day and time to speak to them. All interviewers carry an identification card which includes their photograph and the NatCen logo at the top of this letter. All replies are treated in strict confidence in accordance with the Data Protection Act.

I do hope you will be able to help. Even if you are unsure, please let the interview start and see how you get along, as you will be free to stop at any time. As a way of saying 'thank you', I enclose a book of stamps and I shall send the person who is interviewed a £5 gift voucher.

Yours faithfully

David Sanders

Professor David Sanders
University of Essex

P2448

University of Essex

I am writing to ask for your help with the ***British Election Study***, which has been carried out at every general election for over forty years. It is funded by the Economic and Social Research Council and is being conducted by the University of Essex together with the National Centre for Social Research (NatCen), an independent research institute registered as a charity.

The interview covers a wide range of topics about life in Britain and no special knowledge is needed to answer any of the questions. We want to speak to people from all walks of life, of all ages and with all sorts of interests, whether they are planning to vote in the election or not. The results of the study will be published. They have considerable educational value and will be used, for example, by students in schools and colleges.

Your address was chosen from the Post Office's list of addresses by a scientific sampling method to ensure we get a representative picture of people living in Britain. No other address can take your place.

An interviewer will visit you shortly to explain more about the study. He or she will select one person in your household to take part and arrange a suitable day and time to speak to them. All interviewers carry an identification card which includes their photograph and the NatCen logo at the top of this letter. All replies are treated in strict confidence in accordance with the Data Protection Act.

I do hope you will be able to help. Even if you are unsure, please let the interview start and see how you get along, as you will be free to stop at any time. As a way of saying 'thank you', I enclose a book of stamps and I shall send the person who is interviewed a £10 gift voucher.

Yours faithfully

David Sanders

Professor David Sanders
University of Essex

P2448

You may remember that a few months ago you kindly helped us by taking part in the ***British Election Study***, which has been carried out at every general election for over forty years.

We now want to talk again to as many as possible of the people that we interviewed before the election. That is why we can't go to someone else instead this time, and we are hoping that you will be willing to help us again. It doesn't matter whether you voted or not in the general election – we want to speak to people from all walks of life, of all ages and with all sorts of interests.

The interview will be of a similar format to last time. Your answers will be treated in strict confidence in accordance with the Data Protection Act. As before, the study is funded by the Economic and Social Research Council and is being conducted by the University of Essex together with the National Centre for Social Research (NatCen), an independent research institute registered as a charity.

If you happen to be busy when the interviewer calls, he or she will be happy to arrange to call back at a more convenient time. All interviewers carry an identification card which includes their photograph and the NatCen logo at the top of this letter.

I do hope you will be able to help us again. Even if you are unsure, please let the interview start and see how you get along, as you will be free to stop at any time. As a way of saying 'thank you', I enclose a £5 gift voucher.

Yours faithfully

David Sanders

Professor David Sanders
University of Essex

P2474/R/ES

I am writing to ask for your help with the ***British Election Study***, which has been carried out after every general election for over forty years. It is funded by the Economic and Social Research Council and is being conducted by the University of Essex together with the National Centre for Social Research (NatCen), an independent research institute registered as a charity. The study is entirely independent of all political parties.

The interview covers a wide range of topics about life in Britain and no special knowledge is needed to answer any of the questions. We want to speak to people from all walks of life, of all ages and with all sorts of interests, whether they voted in the election or not. The results of the study will be published. They have considerable educational value and will be used, for example, by students in schools and colleges. We are also interviewing additional people in Wales so that the results can be analysed separately for Wales.

Your address was chosen from the Post Office's list of addresses by a scientific sampling method to ensure we get a representative picture of people living in Britain. No other address can take your place.

An interviewer will visit you shortly to explain more about the study. He or she will select one person in your household to take part and arrange a suitable day and time to speak to them. All interviewers carry an identification card which includes their photograph and the NatCen logo at the top of this letter. Your answers will be treated in strict confidence in accordance with the Data Protection Act.

I do hope you will be able to help. Even if you are unsure, please let the interview start and see how you get along, as you will be free to stop at any time. As a way of saying 'thank you', I enclose a book of stamps and the interviewer will give the person who is interviewed a £5 gift voucher.

Yours faithfully

David Sanders

Professor David Sanders
University of Essex

P2474/T/W

I am writing to ask for your help with the ***British Election Study***, which has been carried out after every general election for over forty years. It is funded by the Economic and Social Research Council and is being conducted by the University of Essex together with the National Centre for Social Research (NatCen), an independent research institute registered as a charity. The study is entirely independent of all political parties.

The interview covers a wide range of topics about life in Britain and no special knowledge is needed to answer any of the questions. We want to speak to people from all walks of life, of all ages and with all sorts of interests, whether they voted in the election or not. The results of the study will be published. They have considerable educational value and will be used, for example, by students in schools and colleges. We are also interviewing additional people in Wales so that the results can be analysed separately for Wales.

Your address was chosen from the Post Office's list of addresses by a scientific sampling method to ensure we get a representative picture of people living in Britain. No other address can take your place.

An interviewer will visit you shortly to explain more about the study. He or she will select one person in your household to take part and arrange a suitable day and time to speak to them. All interviewers carry an identification card which includes their photograph and the NatCen logo at the top of this letter. Your answers will be treated in strict confidence in accordance with the Data Protection Act.

I do hope you will be able to help. Even if you are unsure, please let the interview start and see how you get along, as you will be free to stop at any time. As a way of saying 'thank you', I enclose a book of stamps and the interviewer will give the person who is interviewed a £5 gift voucher.

Yours faithfully

David Sanders

Professor David Sanders
University of Essex

P2474/T/W

APPENDIX B ADDRESS RECORD FORMS AND PROJECT INSTRUCTIONS

- Pre-election wave Address Record Form
- Pre-election wave Project instructions

- Post-election wave: recontact respondents: Address Record Form
- Post-election wave: recontact respondents: Mover's Address Record Form
- Post-election wave: top-up addresses: Address Record Form

- Post-election wave Project instructions

National Centre *for* Social Research

Head Office
35 Northampton Square
London EC1V 0AX
A company limited by guarantee, Registered in England No. 4392418, Charity No. 1091768

Operations Department
100 Kings Road, Brentwood
Essex CM14 4LX
Telephone 01277 200 600
Fax 01277 214 117

P.2448	**BRITISH ELECTION STUDY – PRE ELECTION WAVE** ADDRESS RECORD FORM (ARF)	ASSIGNMENT/SLOT NAME:	
		TRIP/RETURN NO:	
GREEN TEAM		OUTCOME CODE:	

NAME & ADDRESS DETAILS

HOUSEHOLD SELECTION LABEL

Title & Surname

Name of selected person:

Interviewer name:

Telephone Number(s):

Interviewer number:

No Tel: 2 No. refused / ex-directory 3 Total No. of calls:

Call No.	Date DD/MM	Day of week	Call Start Time 24hr Clock	CALLS RECORD (Note all calls, including telephone calls)	*Call Status (Enter codes only)	Call End Time 24hr Clock
1	/		:			:
2	/		:			:
3	/		:			:
4	/		:			:
5	/		:			:
6	/		:			:
7	/		:			:
8	/		:			:
9	/		:			:
10	/		:			:

*** Call Status Codes**: **1**=No Reply, **2**=Contact Made, **3**=Appointment Made, **4**=Any Interviewing done, **5**=Any Other Outcome (describe in calls record)

RE-ALLOCATED ADDRESS/HOUSEHOLD : If this address/household is being reallocated to another interviewer before you have completed it, code here	**900**	**END**

Establish whether address is eligible

1.	IS THIS ADDRESS TRACEABLE, RESIDENTIAL AND OCCUPIED AS A MAIN RESIDENCE?	Yes	A	**Go to Q5**
		Unsure	B	**Go to Q2**
		No	C	**Go to Q3**
		Office Refusal	**410**	**Enter this as outcome code on front page of ARF and END**
2.	**CODE OUTCOME : UNKNOWN ELIGIBILITY**			
		OFFICE USE ONLY: Lost productive	**550**	
		OFFICE USE ONLY: Not issued to interviewer	**611**	
		OFFICE APPROVAL ONLY: Issued but not attempted	**612**	
		OFFICE APPROVAL ONLY: Inaccessible	**620**	**Go**
		Unable to locate address	**630**	
		Unknown whether address contains residential housing: info refused	**641**	**to**
		Unknown whether address contains residential housing: no contact after 4+ calls	**642**	
		Residential address, unknown if occupied by eligible household: info refused	**651**	**Q13**
		Residential address, unknown if occupied by eligible household: no contact after 4+ calls	**652**	
		Other unknown eligibility **(verbatim reason to be keyed in Admin Block)**	**670**	
3.	**CODE OUTCOME : DEADWOOD (INELIGIBLE)**			
		Not yet built/under construction	**710**	
		Demolished/derelict	**720**	**Go**
		Vacant/empty housing unit	**730**	**to**
		Non-residential address *(e.g. business, school, office, factory etc)*	**740**	**Q4**
		Address occupied, no resident household *(e.g. occupied holiday/weekend home)*	**750**	
		Communal establishment/institution **-** no private dwellings	**760**	
		Residential, but no eligible respondent *(no one aged 18+)*	**770**	**Go to Q13**
		Other Ineligible **(verbatim reason to be keyed in Admin block)**	**790**	**Go to Q4**
4.	**RECORD ANY FURTHER INFORMATION ABOUT OUTCOME CODES 710-760, 790**			
				Enter outcome code on front page of ARF and END

Establish number of occupied Dwelling Units (DUs) at address

5a. **ESTABLISH NUMBER OF DUs AT ADDRESS:** | | |

If necessary, ask:
(i) Can I just check, is this *(house/bungalow)* occupied as a single dwelling, or is it split into flats or bedsitters?
(ii) How many of those *(flats/bedsitters)* are occupied at the present time?

b. **INTERVIEWER SUMMARY:**

1 DU only	A	**Go to Q7**
2+ DUs	B	**Go to Q6**
NUMBER OF DUs NOT ESTABLISHED	C	**Go to c.**

c. **IF NUMBER OF DUs NOT ESTABLISHED:**
Why not?

No contact after 4+ calls with anyone at the address	**311**	**Go to**
Contact made but info refused (about no. of DUs)	**421**	**Q13**

Multi-DU addresses - select one DU for interview

6a. **IF 2+ DUs**
List all occupied DUs at address (continue on separate sheet if necessary)

- In flat/room number order
- **OR** From bottom to top of building, left to right, front to back

Description	DU Code	Description	DU Code
	01		07
	02		08
	03		09
	04		10
	05		11
	06		12

IF 2-12 DUs:

- Look at the selection label on page 1 of the ARF.
- In the 'Person/DU' row: find the number corresponding to the total number of DUs.
- In 'Select' row: number beneath total number of DUs is the **selected DU code**. Ring on grid above and write in at b. below.

IF 13+ DUs:

- Check back of project instructions for **selected DU code**. Write in at b. below.

b. **ENTER CODE NUMBER OF SELECTED DU:** | | | **THEN GO TO Q7**

7a. IS THE ADDRESS OF THE (SELECTED) DU CORRECT AND COMPLETE ON THE ARF LABEL?

YES	**1**	**Go to Q8**
NO	**2**	**Go to b**

IF ADDRESS NOT CORRECT:

b. MAKE NECESSARY CHANGES ON LABEL ON FRONT PAGE OF ARF **(NOT HERE)**. **THEN GO TO Q8**

Establish number of persons aged 18+ at (selected) DU

8a. **ESTABLISH NUMBER OF ADULTS AGED 18+ IN (SELECTED) DU BY ASKING:**

Including yourself, how many people aged 18 or over **live in this** *(house/flat/part of the accommodation)*?

INCLUDE:
- PEOPLE WHO NORMALLY LIVE AT THE ADDRESS BUT ARE AWAY FOR LESS THAN 6 MONTHS
- PEOPLE AWAY AT WORK FOR WHOM THIS IS THE MAIN ADDRESS
- BOARDERS AND LODGERS

EXCLUDE:
- PEOPLE AGED 18+ WHO LIVE ELSEWHERE TO WORK OR STUDY
- SPOUSES WHO ARE SEPARATED AND NO LONGER RESIDENT
- PEOPLE AWAY FOR 6 MONTHS OR MORE

b. **INTERVIEWER SUMMARY:**

1 PERSON AGED 18+ ONLY	A	**Go to Q10**
2+ PERSONS AGED 18+	B	**Go to Q9**
NO PERSON AGED 18+	**770**	**Go to Q13**
NUMBER OF PERSONS AGED 18+ NOT ESTABLISHED	D	**Go to c.**

c. **IF NUMBER OF PERSONS AGED 18+ NOT ESTABLISHED:**
Why not?

No contact after 4+ calls with anyone at address	**312**	**Go**
MULTI-DU ONLY: Contact made at address, but not with selected DU	**320**	**to**
Contact made at (selected) DU, but not with responsible adult	**330**	**Q13**
Contact made but info refused (about no. of persons)	**422**	

Select one person for interview

9a. **IF 2+ PERSONS AGED 18+:**
ASK FOR FIRST NAME OR INITIALS OF EACH PERSON AGED 18+.
LIST IN **ALPHABETICAL ORDER** IN GRID BELOW. CONTINUE ON SEPARATE SHEET IF NECESSARY.

Name/Initial	Person Code	Name/Initial	Person Code
	01		07
	02		08
	03		09
	04		10
	05		11
	06		12

IF 2-12 PERSONS:
- Look at the selection label on page 1 of the ARF.
- In the 'Person/DU' row: find the number corresponding to the total number of persons.
- In 'Select' row: number beneath total number of persons is the **selected person code**. Ring on grid above and write in at b. below.

IF 13+ persons:
- Check back of project instructions for **selected person code**. Write in at b. below.

b. **ENTER CODE NUMBER OF SELECTED PERSON:** _____ **THEN GO TO Q10**

Seek interview with selected BES respondent

10a.	**RECORD FULL NAME OF SELECTED PERSON ON FRONT PAGE OF ARF. SEEK INTERVIEW WITH SELECTED PERSON.**		
b.	DID YOU INTERVIEW THE SELECTED PERSON?		
	YES	A	**Go to Q11**
	NO	B	**Go to Q12**
11.	PLEASE CIRCLE OUTCOME CODE COMPUTED IN ADMIN BLOCK:		
	Fully productive interview	**110**	**Go to Q14**
	Partial productive interview	**210**	

Eligible address – unproductive outcome

12.	**UNPRODUCTIVE OUTCOME – CODE ONE ONLY:**		
	No contact after 4+ calls with selected person	**340**	
	Refusal by selected person before interview	**431**	
	Proxy refusal	**432**	**Go**
	Refusal during interview (unproductive partial)	**440**	
	Broken Appointment – No recontact	**450**	**to**
	Ill at home during survey period	**510**	
	Away or in hospital all survey period	**520**	**Q13**
	Physically or mentally unable/incompetent	**530**	
	Language Difficulties	**540**	
	Other Unproductive **(verbatim reason to be keyed in Admin block)**	**560**	
13.	**RECORD ANY FURTHER INFORMATION ABOUT OUTCOME CODES 311-340, 421-450, 510-560, 611-670, 770**		
			Go to Q14

Interviewer observation of address (all outcome codes except 410, 710-760 and 790)

14a. Are any of these physical barriers to entry present at the house/flat/building?
CODE ALL THAT APPLY

Locked common entrance	**1**	**Go to b.**
Locked gates	**2**	
Security staff or gatekeeper	**3**	
Entry phone access	**4**	
None of these	**5**	
Don't know/Haven't visited	**8**	

b. Which of these best describes the accommodation?
CODE ONE ONLY

Detached house	**1**	**Enter outcome code**
Semi-detached house	**2**	**on front page of ARF**
Terraced house	**3**	
Flat or maisonette – purpose built	**4**	**If unproductive: END**
Flat or maisonette – conversion	**5**	
Other	**6**	**If productive: present voucher**
Don't know/Haven't visited	**8**	**(see back page of ARF)**

Stable address – as collected during interview

STABLE ADDRESS/ADDITIONAL INFORMATION TO HELP WITH FUTURE CONTACTS
Please write in below any information the respondent gives about a stable address/telephone number, or any other information which may help us to contact him or her in the future, (for instance, a relative's address if the respondent is likely to move).

Contact person:	
Relationship to respondent:	
Stable address:	POSTCODE: _____
Telephone No.:	
Other information:	

Gift voucher(s)							
	IF VOUCHER(S) PRESENTED (i) ENTER LAST 5 DIGITS OF VOUCHER(S) SERIAL NO.:						
	(ii) ASK RESPONDENT TO SIGN FOR VOUCHER(S) BELOW.						
	IF VOUCHER(S) NOT PRESENTED, EXPLAIN WHY HERE:						

RESPONDENT PLEASE SIGN BELOW

I confirm that I have received gift voucher(s) to the value of £ ___.

Respondent:

Signature_____

Name in capitals_____

Date _____

Interviewer:

Signature _____

National Centre *for* Social Research

Head Office
35 Northampton Square
London EC1V 0AX
A company limited by guarantee, Registered in England No. 4392418, Charity No. 1091768

Operations Department
100 Kings Road, Brentwood
Essex CM14 4LX
Telephone 01277 200 600
Fax 01277 214 117

P.2474	**BRITISH ELECTION STUDY 2005 POST ELECTION WAVE - RECONTACT** ADDRESS RECORD FORM (ARF)	ASSIGNMENT/SLOT NAME:	
		TRIP/RETURN NO:	
GREEN TEAM		OUTCOME CODE:	

NAME & ADDRESS DETAILS

STABLE ADDRESS DETAILS (IF PROVIDED)

Title, First name and Surname

Name of selected person:

Telephone Number(s):

Interviewer name:

Interviewer number:

Respondent e-mail address:

No Tel: 2 No. refused / ex-directory 3 Total No. of calls:

CALLS RECORD

(Note all calls, including telephone calls)

Call No.	Date DD/MM	Day of week	Call Start Time 24hr Clock		*Call Status (Enter codes only)	Call End Time 24hr Clock
1	/		:			:
2	/		:			:
3	/		:			:
4	/		:			:
5	/		:			:
6	/		:			:
7	/		:			:
8	/		:			:
9	/		:			:
10	/		:			:

*** Call Status Codes**: **1**=No Reply, **2**=Contact Made, **3**=Appointment Made, **4**=Any Interviewing done, **5**=Any Other Outcome (describe in calls record)

RE-ALLOCATED ADDRESS/HOUSEHOLD : If this address/household is being reallocated to another interviewer before you have completed it, code here	**900**	**END**

Call No.	Date DD/MM	Day of week	Call Start Time 24hr Clock	**CALLS RECORD continued** (Note all calls, including telephone calls)	*Call Status (Enter codes only)	Call End Time 24hr Clock
11	/		:			:
12	/		:			:
13	/		:			:
14	/		:			:
15	/		:			:
16	/		:			:
17	/		:			:
18	/		:			:
19	/		:			:
20	/		:			:
21	/		:			:
22	/		:			:
23	/		:			:
24	/		:			:
25	/		:			:
26	/		:			:
27	/		:			:
28	/		:			:
29	/		:			:
30	/		:			:

* **Call Status Codes**: **1**=No Reply, **2**=Contact Made, **3**=Appointment Made, **4**=Any Interviewing done, **5**=Any Other Outcome (describe in calls record)

Seek contact at address

1.	IS THIS ADDRESS TRACEABLE AND OCCUPIED? Yes	A	**Go to Q3**
	No	B	**Go to Q2a**
	Office Refusal	**410**	**Enter this as outcome code on front page of ARF and END**
2a.	WHY IS THE ADDRESS NOT TRACEABLE OR NOT OCCUPIED?		
	OFFICE USE ONLY: Lost productive	**550**	
	OFFICE USE ONLY: Not issued to interviewer	**611**	**Go**
	OFFICE APPROVAL ONLY: Issued but not attempted	**612**	**to**
	OFFICE APPROVAL ONLY: Inaccessible	**620**	**b.**
	OFFICE APPROVAL ONLY: Unable to locate address	**630**	
	Demolished/derelict	A	**Go**
	Vacant/empty housing unit	B	**to**
	Other not occupied	C	**Q4**
b.	**RECORD ANY FURTHER INFORMATION ABOUT OUTCOME CODES 550, 611, 612, 620, 630**		
	Enter outcome code on front page of ARF and END		

3a.	IS THE RESPONDENT STILL AT THE ADDRESS?		
	Yes – respondent still at the address	1	**Go to Q6**
	No – respondent no longer at address	2	**Go to Q4**
	Information on whether respondent still at address not ascertained	3	**Go to b.**
b.	**IF INFORMATION ON WHETHER RESPONDENT AT ADDRESS NOT ASCERTAINED:** Why not?		
	No contact after 4+ calls with anyone at the address	A	**Go to c.**
	Contact made but info refused	**422**	**Go to Q9**
c.	**IF NO CONTACT AT ADDRESS:** TRY STABLE ADDRESS (SEE Q4b) : IF NO INFO FROM STABLE ADDRESS, OR IF STABLE ADDRESS SAYS RESPONDENT IS STILL AT OLD ADDRESS, THEN CODE OUTCOME CODE HERE. No contact after 4+ calls with anyone at the address	**311**	**Go to Q9**

Tracing movers

4a. **USE ALL AVAILABLE INFORMATION** TO ESTABLISH WHY THE RESPONDENT IS NO LONGER AT THE ADDRESS AND CODE:

Respondent has moved locally – new address/telephone number known	1	**Go to**
Respondent has moved away from area – new address/telephone number known	2	**Q5**
Respondent has moved – new address or area not known	3	**Go to b**
Respondent has permanently emigrated/moved out of the country	**771**	**Write outcome code on front page of ARF and END**
Respondent is dead	**772**	

b. **SEEK CONTACT WITH STABLE ADDRESS (IF GIVEN)**
OUTCOME OF CONTACT WITH STABLE ADDRESS:

Respondent has moved locally – new address/telephone number known	1	**Go to**
Respondent has moved away from area – new address/telephone number known	2	**Q5.**
Respondent has moved, new address not known - No contact at stable address	**313**	**Write outcome code on front page of ARF and END**
Respondent has moved, new address not known - Contact at stable address refused info or does not know	**314**	
Respondent has moved, new address not known - No stable address	**315**	

NOTE: NO SUBSTITUTE MAY BE TAKEN UNDER ANY CIRCUMSTANCES

5a. **RECORD ANY AVAILABLE INFORMATION ABOUT RESPONDENT'S NEW WHEREABOUTS:**

NEW ADDRESS:

NEW TELEPHONE NUMBER:

ANY OTHER INFORMATION:

b. **IF RESPONDENT HAS MOVED <u>LOCALLY</u>:**

- **TRANSFER RESPONDENT NAME AND NEW ADDRESS TO A MOVER'S ARF**
- **FOLLOW UP RESPONDENT YOURSELF USING MOVER'S ARF**

IF RESPONDENT HAS MOVED <u>AWAY FROM THE AREA</u>:

- **WRITE OUTCOME CODE 316 ON FRONT PAGE OF ARF,COMPLETE ADMIN BLOCK, TRANSMIT AND RETURN ARF TO BRENTWOOD AS SOON AS POSSIBLE**

Respondent still at address

Q6	DID YOU INTERVIEW THE RESPONDENT? YES	A	**Go to Q7a**
	NO	B	**Go to Q8**

7a.	**IF SELECTED PERSON HAS BEEN INTERVIEWED** PLEASE CIRCLE OUTCOME CODE COMPUTED IN ADMIN BLOCK:		
	Fully productive interview	**110**	**Go to b.**
	Partial productive interview	**210**	
b.	RECORD STATUS OF SELF-COMPLETION:		
	CODE ONE ONLY Left with respondent	1	**Go to Q10**
	Returned by interviewer	2	
	Not expected (SAY WHY NOT)_____	3	
	OFFICE USE ONLY: Self-completion questionnaire: Returned	1	
	Respondent notified office of refusal	2	
	Returned by Post Office	3	
	Blank/unusable 'partial' questionnaire returned	4	
	Respondent says has already returned q'nnaire	5	

Respondent still at address – unproductive outcome

8. **UNPRODUCTIVE OUTCOME – CODE ONE ONLY:**

No contact after 4+ calls with respondent	**340**	
Refusal by respondent before interview	**431**	
Proxy refusal	**432**	**Go**
Refusal during interview (unproductive partial)	**440**	
Broken Appointment – No recontact	**450**	**to**
Ill at home during survey period	**510**	
Away or in hospital all survey period	**520**	**Q9**
Physically or mentally unable/incompetent	**530**	
Language Difficulties	**540**	
Other Unproductive **(verbatim reason to be keyed in Admin block)**	**560**	

9. **RECORD ANY FURTHER INFORMATION ABOUT OUTCOME CODES**
311, 340, 422-450, 510-560, 611-670

Go to Q10

Interviewer observation of address (all outcome codes except 410, 710-760 and 790)

10a. Are any of these physical barriers to entry present at the house/flat/building?
CODE ALL THAT APPLY

Locked common entrance	**1**	**Go to b.**
Locked gates	**2**	
Security staff or gatekeeper	**3**	
Entry phone access	**4**	
None of these	**5**	
Don't know/Haven't visited	**8**	

b. Which of these best describes the accommodation?
CODE ONE ONLY

Detached house	**1**	**Write outcome code on front page of ARF and End**
Semi-detached house	**2**	
Terraced house	**3**	
Flat or maisonette – purpose built	**4**	
Flat or maisonette – conversion	**5**	
Other	**6**	
Don't know/Haven't visited	**8**	

National Centre *for* Social Research

Head Office
35 Northampton Square
London EC1V 0AX
A company limited by guarantee, Registered in England No. 4392418, Charity No. 1091768

Operations Department
100 Kings Road, Brentwood
Essex CM14 4LX
Telephone 01277 200 600
Fax 01277 214 117

P.2474	**BRITISH ELECTION STUDY 2005 POST ELECTION WAVE - MOVER** ADDRESS RECORD FORM (ARF)	ASSIGNMENT/SLOT NAME:	
		TRIP/RETURN NO:	
GREEN TEAM		OUTCOME CODE:	

NAME & ADDRESS DETAILS (COPY FROM MAIN ARF)

STABLE ADDRESS DETAILS (COPY FROM MAIN ARF)

Title, First name and Surname

Name of selected person:

Interviewer name:

Telephone Number(s):

Interviewer number:

Respondent e-mail address:

No Tel: 2 No. refused / ex-directory 3 Total No. of calls:

Call No.	Date DD/MM	Day of week	Call Start Time 24hr Clock	**CALLS RECORD** (Note all calls, including telephone calls)	*Call Status (Enter codes only)	Call End Time 24hr Clock
1	/		:			:
2	/		:			:
3	/		:			:
4	/		:			:
5	/		:			:
6	/		:			:
7	/		:			:
8	/		:			:
9	/		:			:

*** Call Status Codes**: **1**=No Reply, **2**=Contact Made, **3**=Appointment Made, **4**=Any Interviewing done, **5**=Any Other Outcome (describe in calls record)

RE-ALLOCATED ADDRESS/HOUSEHOLD : If this address/household is being reallocated to another interviewer before you have completed it, code here	**900**	**END**

Call No.	Date DD/MM	Day of week	Call Start Time 24hr Clock	**CALLS RECORD continued** (Note all calls, including telephone calls)	*Call Status (Enter codes only)	Call End Time 24hr Clock
10	/		:			:
11	/		:			:
12	/		:			:
13	/		:			:
14	/		:			:
15	/		:			:
16	/		:			:
17	/		:			:
18	/		:			:
19	/		:			:
20	/		:			:
21	/		:			:
22	/		:			:
23	/		:			:
24	/		:			:
25	/		:			:
26	/		:			:
27	/		:			:
28	/		:			:
29	/		:			:
30	/		:			:

* **Call Status Codes**: **1**=No Reply, **2**=Contact Made, **3**=Appointment Made, **4**=Any Interviewing done, **5**=Any Other Outcome (describe in calls record)

Establish whether new address is eligible

1.	IS THIS ADDRESS TRACEABLE, RESIDENTIAL AND OCCUPIED AS A MAIN RESIDENCE?	Yes	A	**Go to Q3**
		Unsure	B	**Go to Q2a**
		No	C	**Go to Q2b**
		Office Refusal	**410**	**Enter this as outcome code on front page of ARF and END**

2a.	**CODE OUTCOME : UNKNOWN ELIGIBILITY**			
		OFFICE USE ONLY: Lost productive	**550**	
		OFFICE USE ONLY: Not issued to interviewer	**611**	
		OFFICE APPROVAL ONLY: Issued but not attempted	**612**	
		OFFICE APPROVAL ONLY: Inaccessible	**620**	**Go**
		Unable to locate address	**630**	
		Unknown whether address contains residential housing: info refused	**641**	**to**
		Unknown whether address contains residential housing: no contact after 4+ calls	**642**	
		Residential address, unknown if occupied by selected respondent: info refused	**653**	**Q9**
		Residential address, unknown if occupied by selected respondent: no contact after 4+ calls	**654**	
		Other unknown eligibility **(verbatim reason to be keyed in Admin Block)**	**670**	

2b.	**CODE OUTCOME : DEADWOOD (INELIGIBLE)**			
		Not yet built/under construction	**710**	
		Demolished/derelict	**720**	**Go**
		Vacant/empty housing unit	**730**	**to**
		Non-residential address *(e.g. business, school, office, factory etc)*	**740**	**Q2c**
		Address occupied, no resident household *(e.g. occupied holiday/weekend home)*	**750**	
		Communal establishment/institution **-** no private dwellings	**760**	
		Other Ineligible **(verbatim reason to be keyed in Admin block)**	**790**	**Go to Q2c**

2c. **RECORD ANY FURTHER INFORMATION ABOUT OUTCOME CODES 710-760, 790**

Enter outcome code on front page of ARF and END

3a.	IS THE RESPONDENT STILL AT THE ADDRESS?		
	Yes – respondent still at the address	1	**Go to Q6**
	No – respondent no longer at address	2	**Go to Q4**
	Information on whether respondent still at address not ascertained	3	**Go to b.**
b.	**IF INFORMATION ON WHETHER RESPONDENT AT ADDRESS NOT ASCERTAINED:** Why not?		
	No contact after 4+ calls with anyone at the address	A	**Go to c**
	Contact made but info refused	**422**	**Go to Q9**
c.	**IF NO CONTACT AT ADDRESS:** TRY STABLE ADDRESS (SEE Q4b) : IF NO INFO FROM STABLE ADDRESS, OR IF STABLE ADDRESS SAYS RESPONDENT IS STILL AT OLD ADDRESS, THEN CODE OUTCOME CODE HERE..	**311** No contact after 4+ calls with anyone at the address	**Go to Q9**

Tracing movers

4a.	**USE ALL AVAILABLE INFORMATION** TO ESTABLISH WHY THE RESPONDENT IS NO LONGER AT THE ADDRESS AND CODE:		
	Respondent has moved locally – new address/telephone number known	1	**Go to**
	Respondent has moved away from area – new address/telephone number known	2	**Q5**
	Respondent has moved – new address or area not known	3	**Go to b**
	Respondent has permanently emigrated/moved out of the country	**771**	**Write outcome code on front page of ARF and END**
	Respondent is dead	**772**	
b.	**SEEK CONTACT WITH STABLE ADDRESS (IF GIVEN)** OUTCOME OF CONTACT WITH STABLE ADDRESS:		
	Respondent has moved locally – new address/telephone number known	1	**Go to**
	Respondent has moved away from area – new address/telephone number known	2	**Q5.**
	Respondent has moved, new address not known - No contact at stable address	**313**	**Write outcome code on front page of ARF and END**
	Respondent has moved, new address not known - Contact at stable address refused info or does not know	**314**	
	Respondent has moved, new address not known - No stable address	**315**	
	NOTE: NO SUBSTITUTE MAY BE TAKEN UNDER ANY CIRCUMSTANCES		

5a.	**RECORD ANY AVAILABLE INFORMATION ABOUT RESPONDENT'S NEW WHEREABOUTS:**
	NEW ADDRESS:
	NEW TELEPHONE NUMBER:
	ANY OTHER INFORMATION:
b.	**IF RESPONDENT HAS MOVED <u>LOCALLY</u>:** • **TRANSFER RESPONDENT NAME AND NEW ADDRESS TO ANOTHER MOVER'S ARF** • **FOLLOW UP RESPONDENT YOURSELF USING MOVER'S ARF** **IF RESPONDENT HAS MOVED <u>AWAY FROM THE AREA</u>:** • **WRITE OUTCOME CODE 316 ON FRONT PAGE OF ARF, COMPLETE ADMIN BLOCK, TRANSMIT AND RETURN ARF TO BRENTWOOD AS SOON AS POSSIBLE**

Respondent still at address			
Q6	DID YOU INTERVIEW THE RESPONDENT? YES	A	**Go to Q7a**
	NO	B	**Go to Q8**
7a.	**IF SELECTED PERSON HAS BEEN INTERVIEWED** PLEASE CIRCLE OUTCOME CODE COMPUTED IN ADMIN BLOCK:		
	Fully productive interview	**110**	**Go to b.**
	Partial productive interview	**210**	
b.	RECORD STATUS OF SELF-COMPLETION: **CODE ONE ONLY** Left with respondent	1	**Go to**
	Returned by interviewer	2	**Q10**
	Not expected (SAY WHY NOT)_____	3	
	OFFICE USE ONLY: Self-completion questionnaire: Returned	1	
	Respondent notified office of refusal	2	
	Returned by Post Office	3	
	Blank/unusable 'partial' questionnaire returned	4	
	Respondent says has already returned q'nnaire	5	

Respondent still at address – unproductive outcome

8. **UNPRODUCTIVE OUTCOME – CODE ONE ONLY:**

No contact after 4+ calls with respondent	**340**	
Refusal by respondent before interview	**431**	
Proxy refusal	**432**	**Go**
Refusal during interview (unproductive partial)	**440**	
Broken Appointment – No recontact	**450**	**to**
Ill at home during survey period	**510**	
Away or in hospital all survey period	**520**	**Q9**
Physically or mentally unable/incompetent	**530**	
Language Difficulties	**540**	
Other Unproductive **(verbatim reason to be keyed in Admin block)**	**560**	

9. **RECORD ANY FURTHER INFORMATION ABOUT OUTCOME CODES**
311, 340, 422-450, 510-560, 611-670

Go to Q10

Interviewer observation of address (all outcome codes except 410, 710-760 and 790)

10a. Are any of these physical barriers to entry present at the house/flat/building?
CODE ALL THAT APPLY

Locked common entrance	**1**	
Locked gates	**2**	
Security staff or gatekeeper	**3**	**Go to b.**
Entry phone access	**4**	
None of these	**5**	
Don't know/Haven't visited	**8**	

b. Which of these best describes the accommodation?
CODE ONE ONLY

Detached house	**1**	
Semi-detached house	**2**	
Terraced house	**3**	**Write outcome code**
Flat or maisonette – purpose built	**4**	**on front page of ARF**
Flat or maisonette – conversion	**5**	**and End**
Other	**6**	
Don't know/Haven't visited	**8**	

NatCen
National Centre for Social Research

P2448 **February 2005**

BRITISH ELECTION STUDY 2005

PRE-ELECTION WAVE

Project Instructions

Contents

1. BACKGROUND 3

2. NOTIFYING THE POLICE 3

3. THE SAMPLE 4

4. CONTACT PROCEDURES 4

5. OVERVIEW OF PROCEDURES 5

6. MATERIALS FOR THE SURVEY 6

7. ADDRESS RECORD FORMS (ARFS) 6

8. FIELD PROCEDURES 11

BACKUP DISKS 11
BACKING UP VIA THE MODEM FOR LAPTOPS WITHOUT A FLOPPY DISK DRIVE 11
THE ADMIN BLOCK 12
PROJECT MANAGERS 12
RETURNING WORK 12

9. THE INTERVIEW QUESTIONNAIRE: GENERAL GUIDELINES 12

10. THE INTERVIEW QUESTIONNAIRE: IN DETAIL 14

11. REALLOCATIONS AND REISSUES 16

12. ANY QUERIES? 16

13. PRACTICE SERIAL NUMBERS AND CHECK LETTERS 16

14. LOOK-UP CHART 18

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 <u>NOT</u> 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.

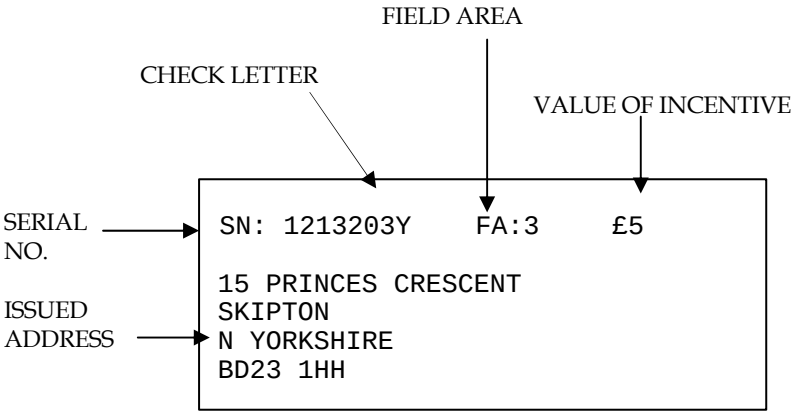
Besides giving the selected address, the ARF has a number of other purposes:

- 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.

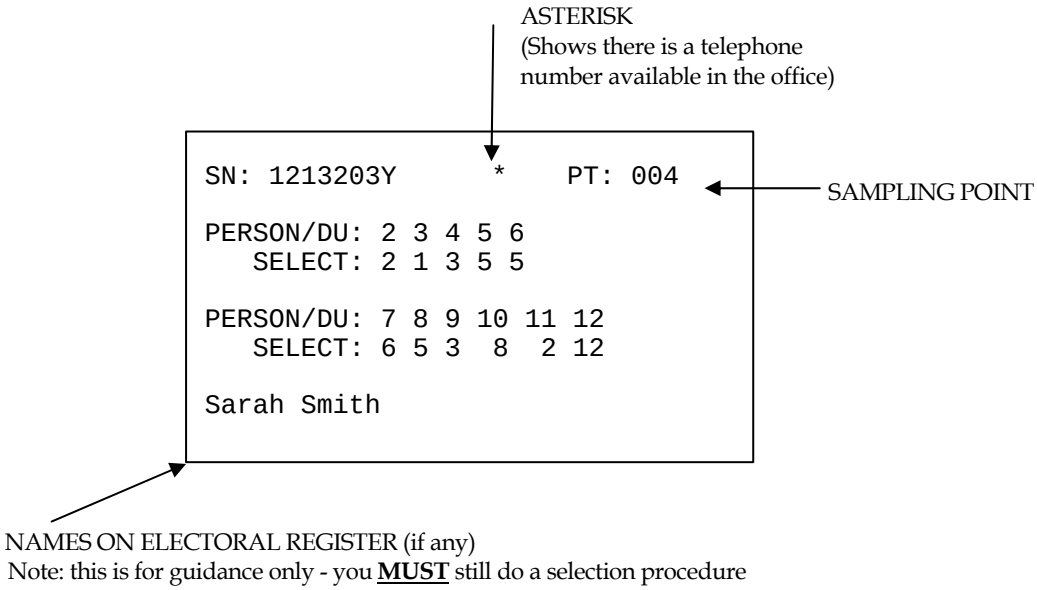
The ARF works just like a paper questionnaire and you should follow the filter instructions in the normal way.

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:



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



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 co-operation.

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:

Name/Initial	**Person Code**
B.	01
J.	02
M.	03
P.	04
	05
	06

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:

```
Aq68
RESPONDENT'S COOPERATION WAS:
Very good
Good
Fair
Poor
Very poor

Aq69
RESPONDENT'S GENERAL LEVEL OF INFORMATION ABOUT POLITICS AND PUBLIC
AFFAIRS SEEMED
Very high
Fairly high
Moderate
Fairly low
Very low
```

```
Aq72
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)

NUMBER OF HOUSEHOLDS:	SELECT NUMBER:
13	12
14	8
15	11
16	7
17	13
18	3
19	14
20	2
21	14
22	8
23	13
24	5
25	12
26	6
27	17
28	17
29	2
30	21
31	10
32	26
33	8
34	22
35	8
36	3
37	28
38	19
39	25
40	16
41	41
42	32
43	9
44	40
45	7
46	35
47	8
48	36
49	15
50	44
51	35
52	2
53	24
54	17

NUMBER OF HOUSEHOLDS: (cont.)	**SELECT NUMBER:** (cont.)
55	49
56	27
57	39
58	3
59	48
60	35
61	22
62	10
63	51
64	37
65	64
66	65
67	66
68	28
69	45
70	53
71	25
72	48
73	50
74	39
75	51
76	11
77	12
78	74
79	42
80	9
81	33
82	51
83	69
84	78
85	53
86	19
87	66
88	23
89	17
90	19
91	40
92	11
93	35
94	12
95	41
96	3
97	10
98	25
99	61
100	99

NatCen
National Centre for Social Research

P2474 **May 2005**

BRITISH ELECTION STUDY 2005

POST-ELECTION WAVE

Project Instructions

Contents

1. BACKGROUND 3

2. OVERVIEW OF THE SAMPLE 4

3. NOTIFYING THE POLICE 4

4. RECONTACT RESPONDENTS 5

4.1. AIM 5
4.2. CONTACT PROCEDURES 5
4.3. ADDRESS RECORD FORMS (ARFS) 6
4.3.1 Re-contact ARF (white) 6
4.3.2. Mover ARF (blue) 10

5. TOP-UP ADDRESSES 11

5.1. AIM 11
5.2. CONTACT PROCEDURES 11
5.3 TOP-UP ARF (CREAM) 11

6. CONTACT PROCEDURES COMMON TO RECONTACT RESPONDENTS, MOVERS AND TOP-UP ADDRESSES 17

7. OVERVIEW OF PROCEDURES 18

8. MATERIALS FOR THE SURVEY 19

9. FIELD PROCEDURES 20

BACKUP 20
(A) ON DISK 20
(B) VIA THE MODEM 20
THE ADMIN BLOCK 20
PROJECT MANAGERS 20
RETURNING WORK 20

10. THE INTERVIEW 21

10.1 GENERAL GUIDELINES 21
10.2 THE FACE-TO-FACE INTERVIEW IN DETAIL 23
10.3 SELF-COMPLETION 26

11. REALLOCATIONS AND REISSUES 27

12. ANY QUERIES? 27

13. PRACTICE SERIAL NUMBERS AND CHECKLETTERS 27

1. BACKGROUND

The British Election Study (BES) has taken place around every general election since 1964 making 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 is the second stage of the BES – there has already been a 'pre-election' wave, conducted by NatCen in February to April 2005, and this is now the 'post-election' wave. Our sponsors for BES are a team of political scientists from the University of Essex, led by Professor David Sanders who has signed the advance letter. 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.

2. OVERVIEW OF THE SAMPLE

The sample covers England, Wales and all but the highlands and islands of Scotland, and it has boosters for people in Scotland and Wales. There are 256 sampling points. The sample for the pre-election wave was drawn from the postcode address file (PAF), and just under 3,500 people were interviewed.

This time the overall number of people interviewed will be about the same. You will be going to two types of respondents. The first are those people interviewed at the pre-election wave in Feburary to April and who said they didn't mind being re-contacted for this wave ('**re-contacts**'). This is a sample of named individuals and the size of the assignment will vary depending on how many people were interviewed on the pre-wave. If you worked on the pre-election wave you will already know them. The post-wave interview must take place with the person interviewed on the pre-wave and no substitution can be made. If the person interviewed on the pre-wave has moved, we'll be looking to trace them to their new address. Detailed procedures for dealing with the recontact sample are given in Section 4 of these project instructions.

But because not everyone agreed to be recontacted, in each point there are some fresh addresses ('**top-ups**') that have been selected from the PAF in the same way as the addresses were in the pre-election wave. English sample points all have 9 'top-ups', Scottish sample points have 10 and Welsh sample points have 11. All of them will be in the same electoral ward as the recontacts.

For the 'top-up' sample, the aim is to interview **one** person living at each address who is aged 18+. It is **not** necessary for this person to be on the electoral register, to have voted or even to be British. It is vital that this person is selected by strict random sampling principles. If we interviewed only those people who happened to be at home on 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 procedures for doing this selection are set out on the ARF and described in section 5 of these Project Instructions.

3. 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 **BES 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.

4. RECONTACT RESPONDENTS

These are the respondents who were interviewed on the pre-election wave in February – April 2005, and who agreed to be interviewed again at this wave. The number of issued recontact addresses will vary between different sample points depending on the response rate on the pre-election wave.

You cannot substitute anyone else for the named person.

You must never under **any circumstances** interview someone other than the pre-election respondent at a recontact address. This applies even if you discover that the wrong person was interviewed on the pre-election wave. (If this should happen, interview the pre-election wave respondent and make a note of the circumstances).

If the respondent has moved, we'll be seeking to interview them at their new address. (Procedures for this are described in more detail below).

4.1. Aim

The aim is to re-interview as many of these people as possible so we can see whether the attitudes they held before the election campaign actually affected the way they voted (or didn't vote). In addition, some of the questions asked on the pre-election wave are repeated to see whether they have changed their views during the election campaign.

4.2. Contact procedures

The office will be sending an advance letter with a gift voucher to each of your re-contact respondents. You may think it is slightly odd to send them the gift voucher in advance of them agreeing to take part, but research has shown that it is actually more effective to send the incentive in advance than to give it to them when they take part. The voucher is theirs of right – never suggest that they must give it back if they choose not to take part.

You will also have supplies of the advance letter in your pack so that, if the re-contact 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. If they haven't received their advance letter, they also won't have received their gift voucher. In exceptional circumstances where you feel that the letter has genuinely gone astray and that this is a major problem to getting the interview, then please use your discretion to give the pre-election wave respondent another gift voucher, make an appropriate note on the ARF and ask the respondent to counter-sign it.

Note that these letters are different to the ones which have been sent to 'top-up' addresses. Letters for recontact respondents have reference P2474/R/ES, P2474/R/W or P2474/R/L in the bottom righthand corner.

At the bottom of the righthand label on the front page of the ARF is any information that the pre-election wave interviewer typed into the admin block as being useful on recontact.

The interview will last, on average, about 55 minutes. This is an average, or mean, time and so some of your interviews will be shorter while others may be longer. For example, older

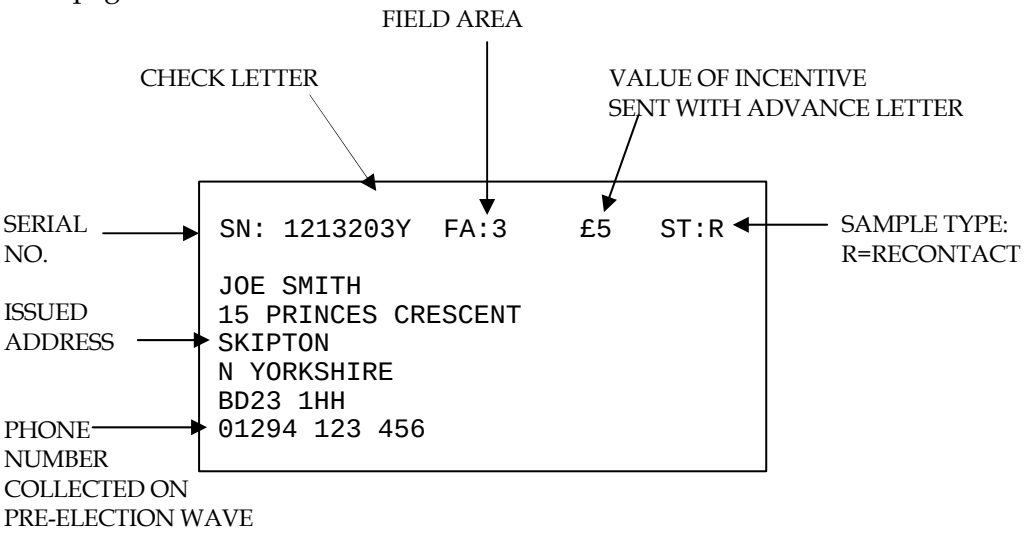
respondents may take a little longer to finish it. So please allow enough time between appointments.

4.3. Address Record Forms (ARFs)

There are potentially two ARFs for re-contact respondents, but in almost all cases only one will be used. There is the standard re-contact ARF which is white. This will have the name and address label and stable address label for each re-contact respondent on the front page. In addition there is a 'mover ARF' (which is blue) for situations where the person interviewed for the pre-election wave has moved from that address.

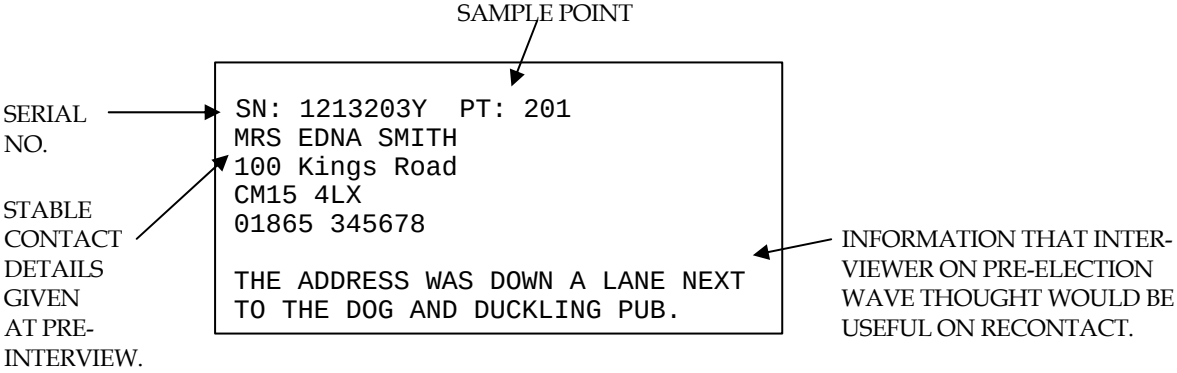
4.3.1 Re-contact ARF (white)

The name of the re-contact respondent and their address is given on the left-hand label on the front page of the ARF:



If a telephone number was given on the pre-election wave, this is given below the address. We would not normally expect you to make contact by telephone in the first instance as research shows it is easier to refuse on the phone, but there may be special reasons why you think a telephone approach would be appropriate, for example if you interviewed this person on the pre-election wave and they asked you to ring before coming next time. If you are not sure, you should discuss this with your team leader.

The right-hand label contains information about the stable contact given on the pre-election wave and information that the pre-election wave interviewer thought would be useful on recontact. It may look something like this:



Also on page 1 and 2, 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

In the top right hand corner of the front page is a box for you to fill in the final outcome code, slot name 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 slot name and 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, and their email address. This is collected at the end of the interview.

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

Q1 deals with whether the address is traceable and occupied. If it is not you are taken to **Q2** and asked to code what the situation is.

Q3 deals with the respondent and whether they are still at the address. There is a code for situations where you are unable to find out if the respondent is still there or not. If this is as result of a *non-contact*, you should attempt to trace the respondent via the stable contact (if one was given). The procedures for doing this are the same as those discussed below for movers, but if the attempt proves unsuccessful (and you still don't know whether respondent is a mover or not), you should code outcome code 311 at Q3b. Note that if you get a *refusal* to give information about the respondent at the issued address, you should use outcome code 422 at Q3b and *not* pursue the stable contact.

Q4 will only be used when the respondent is no longer at that address. You should try to find out why they are no longer at the address. If they have moved then you should try to find out where they have moved to and record it at **Q5**. You may be able to get this information from a resident or neighbour, but it may require getting in touch with the stable contact, where there is one.

Please note the following rules from the document on 'Data Protection and Confidentiality':

If you are unable to contact the current occupiers you can contact neighbours:

1. When explaining your presence, just say "I'm ____ _____ from NatCen". You can say you are conducting 'a survey' or research study but do not give the name of the survey, or other details. (However, always be prepared to identify yourself and NatCen to concerned neighbours or non resident family members, giving an explanation in general terms for your presence in the area, and offering office contact details if they want to verify what you have told them.)

2. Ask for "a forwarding address".

3. When contacting the named person at their new address, explain the reason for your call, how and why their name was obtained, and who provided you with new contact details. Make sure they receive a copy of the survey letter.

The name and telephone number of the stable contact will be at the top of the right-hand label on the front page of the ARF. Remember that the stable contact may not know that the respondent has given their name. Follow rules (1) and (3) for contacting neighbours given in the box above.

It is normally most convenient to get in touch with the stable contact by telephone. For space reasons, only part of the address of the stable contact is printed on this label. If you think the full address would be helpful, contact the Green team in Brentwood who have a full list of the stable contact details and, if it is local, call round in person.

Once you have filled in Q5a, Q5b instructs you to fill in a blue 'mover ARF' – this is explained in more detail later.

If the respondent has moved locally then follow them up yourself. If you are not sure whether a new address counts as local or not, then please talk about it with your team leader.

If they have moved out of the area, complete the admin block and transmit and return the ARF to Brentwood as soon as possible. The respondent will then be allocated to another interviewer working near their new address. It is possible that you may receive some additional addresses during the fieldwork for people who have moved into your area.

However, for most re-contacts the respondent will still be there, in which case after Q3a you would have been taken to **Q6**.

If you interview the respondent then at **Q7** you enter the productive outcome code. The admin block will tell you whether it is a fully productive interview (outcome code 110) or a partially productive interviews (outcome code 210). Partial productives are interviews that have not finished but have reached question bq50 (whether anyone has asked the respondent to get involved in community affairs – just past showcard F3). An 'unproductive partial' is one that breaks off before this point and should be given outcome code 440 at Q8.

Then code the status of the self-completion questionnaire at **Q7b**. The normal procedure for the self-completion should be for the respondent to mail it back. The 'returned by interviewer' option is there for the rare occasion where this may be more appropriate.

If you do not interview the selected respondent then at **Q8** code the appropriate unproductive outcome code. **Q9** gives you space to write in details of why there was no interview (or no full interview). Information about refusals will inform the decision on whether to reissue refusals.

We need the following information for each unproductive respondent:

- 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.

At the end of the ARF are two interviewer observation questions (**Q10**) which are to be filled in for all outcome codes except office refusals and deadwood.

Note that there is no gift voucher for recontact respondents – they had a gift voucher sent to them in the advance letter.

4.3.2. Mover ARF (blue)

This is to be used whenever the re-contact respondent is no longer at the address issued on the label of the main re-contact ARF and the move is local so that you are following it up yourself. If the respondent has moved several times since the pre-election interview, you will need to fill in one movers ARF ***for each address*** that you trace.

The two boxes on the front page are empty, and you should copy the respondent's name and new address from the main ARF to the box on the left. You should also copy the stable contact details from the main ARF to the box on the right.

The printed content of the ARF is identical to that of the main re-contact ARF (see section 4.3.1). The only exception is that the mover ARF allows for the new address being deadwood or of unknown eligibility (**Q2a and b**).

Movers may not have had the advance letter (unless their mail is being redirected), so please make sure you give them a copy either before or after the interview. (If they haven't received their advance letter, they also won't have received their gift voucher. In exceptional circumstance where you feel that this is a major problem to getting the interview, then please use your discretion to give them a gift voucher, make an appropriate note on the ARF and ask the respondent to counter-sign it).

5. TOP-UP ADDRESSES

This is a fresh sample of PAF addresses. They are located in the sample points as the recontact addresses. For each address you may have to follow the procedures on the ARF to select one adult for interview. (Procedures for this are described in more detail below).

5.1. Aim

The aim of the 'top-up' addresses is to keep the sample size of the post-election wave the same as the pre-election wave and to make sure that the sample remains representative of the adult population living in Britain.

There are 9 top-up addresses per sample point in England, 10 in Scotland and 11 in Wales. For each top-up address, the aim is to interview **one** adult living at that address. This person must be aged 18+ but note that it is **not** necessary for this person to be on the electoral register, to have voted or even to be British (so long as they are living at the address).

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. But you will be able to deal with all possible circumstances by following the instructions on the ARF. (This is described in more detail below).

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.

5.2. Contact procedures

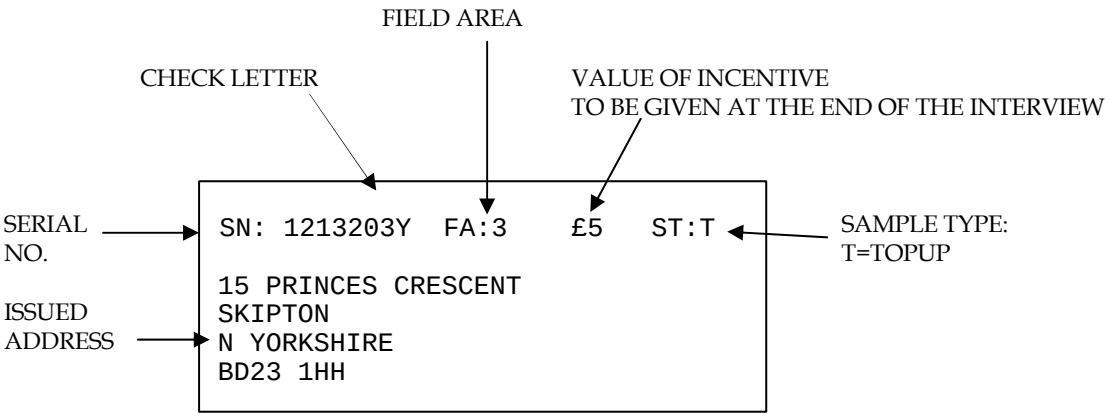
The office will be sending an advance letter plus a book of stamps to each of your top-up addresses. The advance letter has a number of advantages but you should bear in mind that, because we do not know in advance who will be selected for interview, the letter and stamps do not always reach the selected person. You will have supplies of the advance letter 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. Note that these letters are different to the ones which have been sent to 'recontact' respondents. Letters for 'top-up' respondents have reference P2474/T/E, P2474/T/S, P2474/T/W or P2474/T/L in the bottom righthand corner.

The interview will last, on average, about 60 minutes. 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.

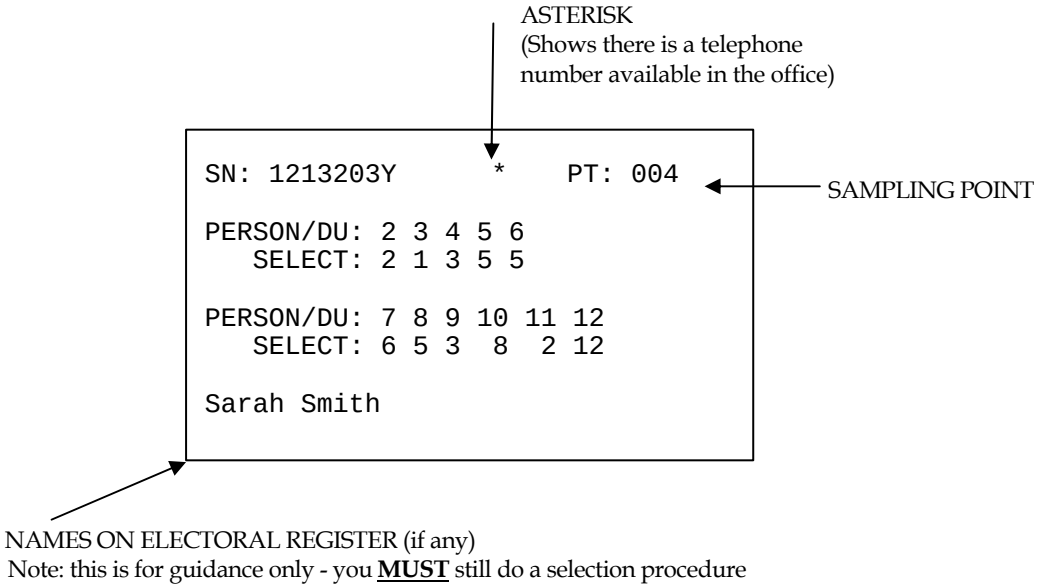
5.3 Top-up ARF (cream)

You will have one ARF for each address in your sample. 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:



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



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. We would not normally expect you to make contact by telephone in the first instance (as research shows it is easier to refuse on the phone), but if there are special reasons why you think a telephone approach would be appropriate you should discuss this with your team leader.

There may or may not be one or several names at the bottom of the label. These are the first few names to appear for this address on the electoral register. These are for guidance only in tracing the address. (This may be especially helpful in rural areas where addresses are sometimes fragmentary). They are **not** the name(s) of the people to interview. You must always list all eligible adults and do a selection procedure at every address.

Also on page 1 and 2, 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, slot name 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 slot name and 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, and their e-mail address. This is collected at the end of the interview.

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 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 in order 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.

At **Q6a** you list all occupied dwelling units in flat/room number order or from bottom to top, left to right, front to back. Look at the selection label on the front page of the ARF. Follow the

row marked 'Person/DU' until you come to the number of occupied dwelling units that there are. Read off the number underneath it in the row marked 'Select'. This is the DU code of the selected flat. (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 DU code of the **selected** dwelling unit, 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 co-operation.

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. All persons aged 18+ who are resident in the dwelling unit under normal NatCen residence rules are eligible. Hence include people who normally live at the address but are away for less than 6 months, people away at work for whom this is the main address, and boarders and lodgers. Exclude people aged 18+ who live elsewhere to work or study, spouses who are separated and no longer resident, and people away for 6 months or more. **Note** that it is **not** a requirement that the person should be on the electoral register, or even British – it is everyone resident at the address that we are after.

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:

Name/Initial	Person Code
B.	01
J.	02
M.	03
P.	04
	05
	06

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'.

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) For top-up addresses, 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.

If you interview the respondent then at **Q11** you enter the productive outcome code. The

admin block will tell you whether it is a fully productive interview (outcome code 110) or a partially productive interviews (outcome code 210). Partial productives are interviews that have not finished but have reached question bq50 (whether anyone has asked the respondent to get involved in community affairs – just past showcard F3). An 'unproductive partial' is one that breaks off before this point and should be given outcome code 440 at Q12.

Then code the status of the self-completion questionnaire at **Q11**. The normal procedure for the self-completion should be for the respondent to mail it back. The 'returned by interviewer' option is there for the rare occasion where this may be more appropriate.

If you do not interview the selected respondent then at **Q12** code the appropriate unproductive outcome code. **Q13** gives you space to write in details of why there was no interview (or no full interview). Information about refusals will inform the decision on whether to reissue refusals.

We need the following information for each unproductive respondent:

- 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.

At the end of the ARF are two interviewer observation questions (**Q14**) which are to be filled in for all outcome codes except office refusals and deadwood.

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. The label on the front page tells you the value of the gift vouchers that you are meant to give to the respondent. There is also a section where the respondent must sign to confirm receipt of the voucher(s).

If you do not present the voucher(s) you should explain why in the box underneath.

6. CONTACT PROCEDURES COMMON TO RECONTACT RESPONDENTS, MOVERS AND TOP-UP ADDRESSES

You must attempt to make contact at every address in your assignment, except any 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.

To help you find the address, you will have been provided with an A3 map with the addresses plotted onto it. If you still 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. If it is a recontact address, they may also have more information from the pre-election wave.

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.

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.

7. OVERVIEW OF PROCEDURES

In summary, the survey involves the following procedures:

Re-contacts	Top-ups
1) Notifying the police that you are working in the area	1) Notifying the police that you are working in the area
2) Making contact with all re-contact respondents, tracing them if they have moved where necessary	2) Finding all issued top-up addresses, making contact at all (apart from deadwood and office refusals)
3) Completing a paper ARF for each re-contact respondent	3) Completing a paper ARF for each address
4) Conduct the BES interview	4) Where there is more than one dwelling unit at an address, selecting one at random using the ARF
5) Handing over self-completion and asking the respondent to post it back	5) Where there is more than one person aged 18+ at the (selected) dwelling unit, select one at random using the ARF
6) Putting basic ARF information for **every** allocated address into the Admin block	6) Conduct the BES interview
	7) Handing over self-completion and asking the respondent to post it back
	8) Putting basic ARF information for **every** allocated address into the Admin block

8. MATERIALS FOR THE SURVEY

- ◊ 3 types of Address Record Forms (ARFs) - re-contacts (white), 'top-ups' (cream), movers (blue)
- ◊ Copies of the re-contact advance letter for use on the doorstep
- ◊ Copies of the top-up advance letter for use on the doorstep
- ◊ Leaflets about the National Centre for Social Research - leave one with each respondent
- ◊ 1 set of BES show cards
- ◊ Project Instructions
- ◊ High Street Gift vouchers for giving to 'top-up' respondents

Please check the showcards. They should run as follows:
A1 – A3
B1 – B11
C1 - C6
D1 – D4
E1 – E8
F1 – F5
G1 – G9
H1 – H5
J1 – J9

Interviewers in England can remove showcards G4 and G5.
Interviewers in Scotland can remove showcards G3 and G5.
Interviewers in Wales can remove showcards G3 and G4.

9. 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.

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. 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

10.1 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, like 'people like me' 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.

Fifth, 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.

Sixth, there are a number of questions where the answer options consist of a list of political parties. As instructed on the screen, you must **not** prompt at these.

> **Special note about UKIP/ Veritas/ Robert Kilroy Silk:** Since the start of this research project, Robert Kilroy Silk has taken a splinter party called Veritas out of UKIP. If respondents say "Veritas" or "Robert Kilroy Silk's party" at any of these questions, this should be coded 'Other' and the answer written in – **not** UKIP.

Seventh, 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 questions turn up in a different order in different interviews.

Eighth, 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:

```
[bq116]
RESPONDENT'S COOPERATION WAS:
Very good
Good
Fair
Poor
Very poor

[bq117]
RESPONDENT'S GENERAL LEVEL OF INFORMATION ABOUT POLITICS AND PUBLIC
AFFAIRS SEEMED
Very high
Fairly high
Moderate
Fairly low
Very low

[bq118]
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 question bq50 (whether anyone has asked the respondent to get involved in community affairs – just past showcard F3). 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
- Vote choice, different ways of voting
- Views on political parties and leaders
- Views on the economy
- Party stance on various issues
- Recall of voting in past elections (topup only)
- Local election vote (England only)
- Community involvement and social trust
- Views on voting
- Political knowledge
- The election campaign
- Classification (shortened version for recontact respondents)

10.2 The face-to-face interview 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.

ElecOutc — At the start of the questionnaire, you are asked to code the outcome of the election. This is so that we can textfill appropriate wording for various situations. Come 6 May it should be clear if Labour or Conservatives have won a majority of the seats in Parliament. If the situation is in any way unclear, you will be issued with guidance as to how to code this question.

Bq2 — This asks respondents what is the most important issue facing the country. You must **not** prompt, but should code to the code frame provided where possible; otherwise enter their answer under 'Other'. Note that there is an additional code for "Immigration/ People coming to Britain" **after** the "Other" code.

Bq2b — 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. See note above about coding "Veritas" / "Robert Kilroy Silk's party" as 'Other'.

Bq3,4 — 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).
Note that Bq3 is about the 'present' government (or 'the Labour government' if Labour did not win whereas Bq4 is about how the Conservatives would have done (will do if they have just won). Please don't miss this switch from Labour to Conservatives in the otherwise rather similar string of questions.

Bq5,6,7,8 — Do not prompt at these questions, other than to ask 'Any others' if the respondent has given an answer.

bq9a,b,c,d/ — At this point half of respondents will be asked this bq9, and half will be asked

bq63a,b	bq63. This is deliberate, and towards the end of the interview the other question will be asked (ie, if bq9 is asked here, bq63 will be asked later; if bq63 is asked here, bq9 will be asked later).
Bq12b	You must **not** prompt any party when asking who respondents voted for. If the respondent refuses to tell you, you should respect this and code refusal, using Ctrl+R.
Bq13a	If people voted by post then they are asked why at bq13b – note that it is code all that apply.
Bq15	Again, the questions will appear in a random order.
Bq16	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.
Bq17,18,19,20	The order of the party leaders will be randomly rotated.
Bq20b/c	These two items are randomly rotated so about half should get 'Parliament at Westminster' followed by 'British politicians generally', and half the other way around. The 'present government' always comes first, 'the Police' last.
Bq21	Order of parties rotates.
Bq22	This is a series of agree-disagree statements, the order of 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.
bq27	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.
Bq34	These are deliberately vague – leave it up to the respondent to answer in their own terms.
Bq38,39,40	Parties and 'yourself' rotate.
bq42	'Britain's involvement in Iraq' is quite vague so again leave it up to the respondent to interpret it for themselves.
Bq49	You should leave it up to respondents to interpret any of the statements if they are unsure about the meaning.
Bq50,51,52	We are not defining 'politics or community affairs' so let the respondent define anything in their own terms.

Bq53	Include people here who have temporarily not paid subscriptions but intend to. Also, include respondents who as trade union members, have paid a reduced fee for Labour Party membership.
Bq55	Do not try to explain to the respondents 'middle class' or 'working class' – let them use their own understanding.
Bq59	Allow respondents to interpret anything they are unclear of for themselves, for example 'people like me'.
Bq64	This is a series of questions trying to assess their political knowledge. If they don't know, that is fine just code 'Ctrl and K'.
Bq69-73	These questions ask about the election campaign and their contact with the various political parties.
Bq74	This asks about their views of the election campaigns, and is rotated.
Bq76	In the unlikely event that you interview someone older than 97, enter their age as 97.
Bq77-79	These are asked only of 'top-up' respondents.
Bq81-88	These are asked only of 'top-up' respondents.
Bq81b	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.
Bq83	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.
Bq86-87	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.
Bq90-97	There is then another series of questions about their job asked of all respondents.
Bq111a-b	We are asking for an email address and whether they would mind being re-contacted for a follow-up internet survey in about a year's time. The email address should be written on the ARF. Please be very careful when copying out the email address.

bq116, 117 118 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.

10.3 Self-completion

At the end of the interview **all** fully productive respondents should be presented with a self-completion and a franked addressed envelope. You are prompted to do this at the end of the interview.

Before handing over the self-completion, please make sure that you copy out the following information on the front page:

- serial number and checkletter
- sampling point
- interviewer number.

If a self-completion comes back without this information, we can't match it up with the main interview and it becomes unusable. You may want to fill in your sampling point and interviewer number on all your self-completions before you go out in the field.

In explaining why you are handing over a self-completion, you may want to say something along these lines:

> *The final set of questions are in this booklet. They will probably be easier to answer if you read them for yourself. All of them can be answered just by ticking a box. You don't necessarily have to do them right now, so I'll give you an envelope so that you can return them to my office.*

Try to impress the following points on the respondent:

- Only the person who has completed the main interview should fill out the self-completion.
- It would be helpful if they could do it reasonably quickly. (We will be writing to remind people who do not return it).
- It shouldn't take very long.
- If they fill it in, they will be entered into a free prize draw. The first prize is £500, there are three prizes of £100, ten of £10 and twenty of £5. Some further details are given on the last page. If they want to know more, they can contact Brentwood, quoting reference P2474.

The prize draw is a new departure for us, and we would welcome feedback on how you felt it worked in practice.

Fill in what is happening to the self-completion at **Q7b** on the recontact/mover ARF or **Q11b** on the 'top-up' ARF.

Note that on this survey, you are **not** expected to call back for the self-completion. The normal method of return will be mail-back by respondents. However, there may be particular situations where you might send the self-completion in yourself (for example, if the respondent insists on doing it there and then). If so, use code 2 at Q7b/11b and remember to return the self-completion in a separate envelope to the ARF.

11. 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.

12. 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.

13. PRACTICE SERIAL NUMBERS AND CHECKLETTERS

These are as follows (with their check letters and the version):

England: recontact	1999901F
England: 'top-up'	1999951K
Scotland: recontact	2999901M
Scotland: 'top-up'	2999951R
Wales: recontact	3999901T
Wales: 'top-up'	3999951Y

The 'issued address' for practice serial numbers is '35 Northampton Square'.

14. LOOK-UP CHART

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

NUMBER OF HOUSEHOLDS:	SELECT NUMBER:
13	12
14	8
15	11
16	7
17	13
18	3
19	14
20	2
21	14
22	8
23	13
24	5
25	12
26	6
27	17
28	17
29	2
30	21
31	10
32	26
33	8
34	22
35	8
36	3
37	28
38	19
39	25
40	16
41	41
42	32
43	9
44	40
45	7
46	35
47	8
48	36
49	15
50	44
51	35
52	2
53	24
54	17

NUMBER OF HOUSEHOLDS: (cont.)	**SELECT NUMBER:** (cont.)
55	49
56	27
57	39
58	3
59	48
60	35
61	22
62	10
63	51
64	37
65	64
66	65
67	66
68	28
69	45
70	53
71	25
72	48
73	50
74	39
75	51
76	11
77	12
78	74
79	42
80	9
81	33
82	51
83	69
84	78
85	53
86	19
87	66
88	23
89	17
90	19
91	40
92	11
93	35
94	12
95	41
96	3
97	10
98	25
99	61
100	99

APPENDIX C QUESTIONNAIRES AND SHOWCARDS - SEE USER GUIDE PART 1

- Pre-election wave face-to-face questionnaire
- Pre-election wave showcards

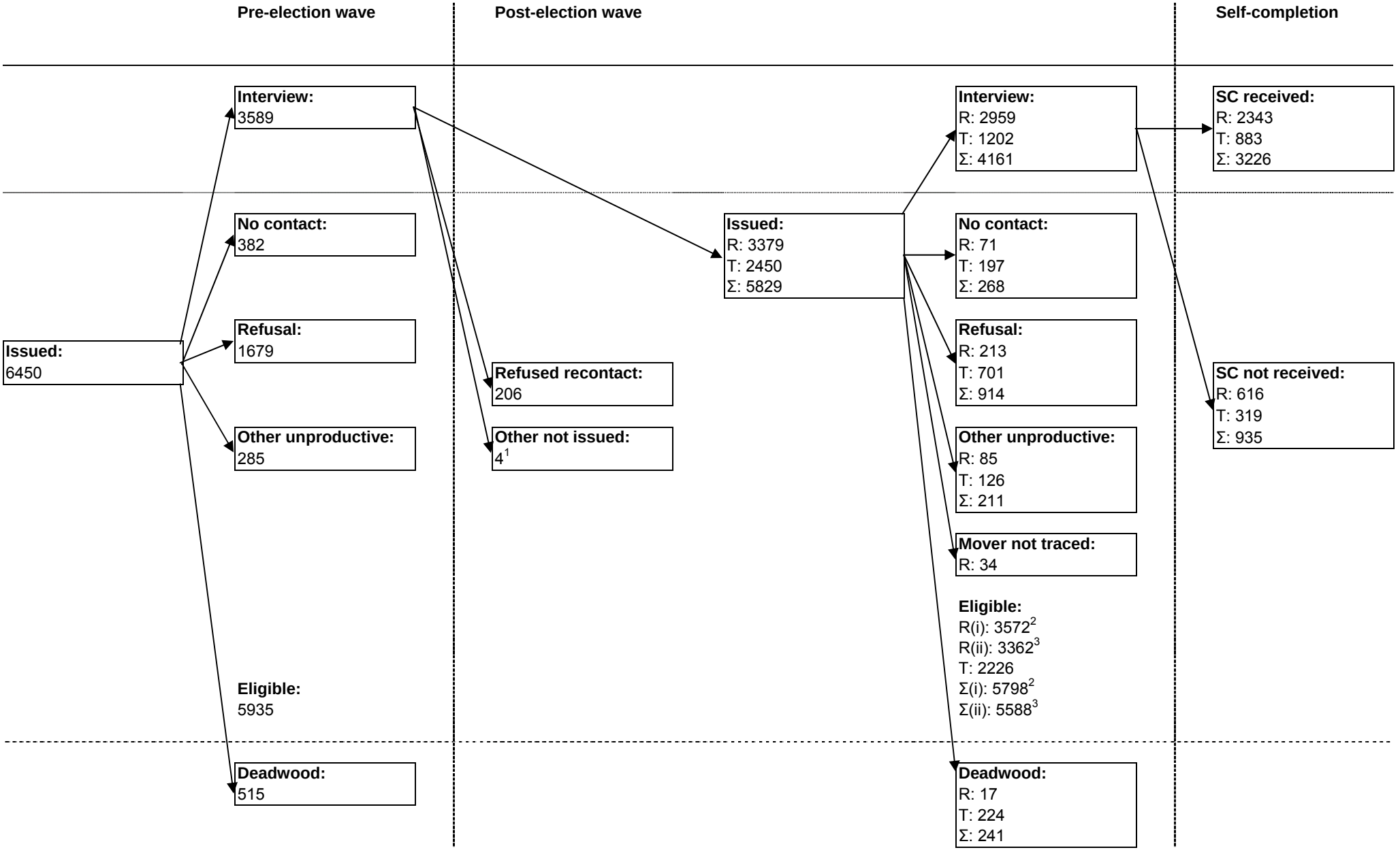
- Post-election wave face-to-face questionnaire
- Post-election wave showcards

- Self-completion: England
- Self-completion: Scotland
- Self-completion: Wales

- Telephone questionnaire for [bq2b]

APPENDIX D DETAILED BREAKDOWN OF RESPONSE

British Election Study 2005: Pre-election wave, post-election wave, self-completion response



R= recontact from pre-election wave; T= top-up (fresh sample at post-election wave); Σ= total (R+T);

Notes: 1. Deemed unsuitable for reissue in light of interview comments; 2. Of all interviewed at pre-wave; 3. Of those issued for post-wa

Detailed breakdown on response on pre-election and post-election waves

	Pre	Post – recontact	Post – topup
PRODUCTIVE			
Full productive	3587	2955	1198
Partial productive	2	4	4
NO CONTACT			
No contact with anyone at address	54	0	26
No contact with dwelling unit at address	52	24	32
Contact but not with selected dwelling unit	2	0	3
Contact but not with responsible adult	9	0	6
Contact but not with selected respondent	121	46	53
Unknown whether residential (no contact)	38	0	24
Unknown whether occupied (no contact)	106	0	53
REFUSAL			
Office refusal	209	14	50
Refused information on number of dwelling units at address	75	0	43
Refused information on number of persons in selected dwelling unit	231	1	103
Refusal by selected person	842	96	347
Proxy refusal on behalf of selected person	123	11	69
Refusal during interview (partial unproductive)	3	1	1
Broken appointment	166	90	76
Unknown whether residential (information refused)	7	0	2
Residential but unknown eligibility (refusal)	23	0	10
OTHER UNPRODUCTIVE			
Ill at home during survey period	70	15	29
Away/in hospital during survey period	59	30	27
Physically/mentally incompetent	75	4	30
Language difficulties	31	1	19
Lost productive	0	0	2
Other non-productive	50	35	19
Issued but not attempted	0	1	0
OUT OF SCOPE			
Not yet built/under construction	12	0	2
Demolished/derelict	37	0	19
Vacant/empty	296	0	129
Non-residential	67	0	17
Occupied, no resident household	44	0	21

	Pre	Post – recontact	Post – topup
Communal/institution	8	0	6
Residential, no eligible respondent	8	0	4
Respondent emigrated	-	9	-
Respondent dead	-	8	-
Other ineligible	24	1	16
Unable to locate address	14	1	7
Other unknown eligibility	5	0	3
MOVER NOT TRACED			
Mover – no contact at stable address	-	2	-
Mover – refusal or don't know at stable address	-	6	-
Mover – no stable address	-	20	-
Mover – out of area	-	4	-
	6450	3379	2450

APPENDIX E PROCEDURES FOR SELF-COMPLETION PRIZE DRAW

Blank page

British Election Study 2005
Procedures for self-completion prize draw

The British Election Study 2005 offered a prize draw to respondents who returned the self-completion questionnaire. All information regarding the prize draw was given on the front and back pages of the self-completion. Respondents were asked to do two things:

- To tick a box if they did **not** wish to be part of the draw (i.e. if the box is **not** ticked, this implies that they **do** want to be part of the draw)
- To write in a name for any prize cheque to be made out to. (If this is left blank, any prize will be sent as gift vouchers. This is to avoid the possibility of having to send cash through the post).

The procedures for the prize draw are as follows:

1. All self-completion received were coded as follows at booking-in:

   PRIZEDRAW:
   Box not ticked, no name given = 1
   Box not ticked, name given = 2
   Box ticked = 3

   All self-completions returned were coded to this scheme, whether the questionnaire itself was filled in or not. (I.e. if someone has returned a blank questionnaire, they were still eligible for the draw so long as they hadn't ticked the box on the back page).

2. All questionnaires returned by 15 August 2005 were eligible for the draw. After the post has been received on 15 August, the computer programmer produced a file of all serial numbers for which self-completions had been received. This file contained 3,197, of which 29 were coded 3 at PRIZEDRAW.

3. The winners were drawn from the 3,168 cases coded 1 or 2 at PrizeDraw. The draw was made in SPSS by the following strategy:

   For the first prize of £500: sample one from all cases

   For the three prizes of £100: Exclude the serial number of the person who has already won a prize, then sample 3 cases.

   For ten prizes of £10: Exclude the serial numbers of the 4 people who have already won prizes, then sample 10 cases.

   For 20 prizes of £5: Exclude the serial numbers of the 14 people who have already won prizes, then sample 20 cases.

4. If the respondent had filled in a name (PRIZEDRAW=2), the self-completion was checked and a cheque will be made out to that name. If the respondent had not filled in a name (PRIZEDRAW=1), gift vouchers were sent instead.

5. The prizes were sent by special delivery on 18 August 2005 (gift vouchers) and 6 September 2005 (cheques).

5. The independent adjudicator of the draw was Professor Roger Jowell, Centre for Comparative Social Surveys, City University.

APPENDIX F SAMPLED CONSTITUENCIES

Blank page

Aberdeen Central Burgh
Aberdeen North Burgh
Airdrie and Shotts Burgh
Aldridge-Brownhills Boro
Alyn and Deeside Co
Banff and Buchan Co
Basildon Boro
Beverley and Holderness Co
Bexleyheath and Crayford Boro
Birmingham, Hall Green Boro
Blackpool North and Fleetwood Boro
Bournemouth East Boro
Bradford North Boro
Bradford South Boro
Brentford and Isleworth Boro
Buckingham Co
Burton Co
Caernarfon Co
Caerphilly Co
Calder Valley Co
Cardiff Central Boro
Cardiff South and Penarth Boro
Cardiff West Boro
Cities of London and Westminster Boro
City of Chester Co
Clwyd South Co
Clwyd West Co
Clydebank and Milngavie Co
Clydesdale Co
Cunninghame South Co
Dartford Co
Denton and Reddish Boro
Don Valley Co
Dover Co
Dudley North Boro
Dumbarton Co
Dumfries Co
Dundee East Burgh
Dunfermline West Co
Edinburgh East and Musselburgh Burgh
Edinburgh North and Leith Burgh
Enfield North Boro
Epsom and Ewell Boro
Falkirk West Co
Falmouth and Camborne Co
Forest of Dean Co
Fylde Co
Galloway and Upper Nithsdale Co
Gillingham Boro
Glasgow Baillieston Burgh
Glasgow Kelvin Burgh

Glasgow Pollok Burgh
Glasgow Shettleston Burgh
Glasgow Springburn Burgh
Gower Co
Guildford Co
Hamilton South Burgh
Hartlepool Boro
Harwich Co
Havant Boro
Hendon Boro
Ilford South Boro
Islington South and Finsbury Boro
Islwyn Co
Kilmarnock and Loudoun Co
Lancaster and Wyre Co
Liverpool, Riverside Boro
Livingston Co
Loughborough Co
Luton South Boro
Mole Valley Co
Montgomeryshire Co
Moray Co
Neath Co
New Forest East Co
Newark Co
Newport East Co
North Cornwall Co
North East Bedfordshire Co
North East Hertfordshire Co
North Southwark and Bermondsey Boro
North Swindon Co
North Tayside Co
North West Norfolk Co
Northampton South Boro
Nottingham South Boro
Ochil Co
Ogmore Co
Oxford East Boro
Penrith and the Border Co
Peterborough Boro
Plymouth, Devonport Boro
Pontypridd Co
Preseli Pembrokeshire Co
Pudsey Boro
Putney Boro
Reigate Boro
Sedgefield Co
Sherwood Co
Shipley Co
Shrewsbury and Atcham Co
Sleaford and North Hykeham Co

South West Norfolk Co
South West Surrey Co
Southend West Boro
Southport Boro
St. Helens North Boro
St. Helens South Boro
Stirling Co
Stoke-on-Trent North Boro
Stratford-on-Avon Co
Strathkelvin and Bearsden Co
Sutton and Cheam Boro
Swansea East Boro
Swansea West Boro
Teignbridge Co
Torfaen Co
Tyne Bridge Boro
Vale of Clwyd Co
Vale of Glamorgan Co
Wakefield Co
Walsall South Boro
Wantage Co
Waveney Co
West Aberdeenshire and Kincardine Co
West Dorset Co
Westbury Co
Ynys Mon Co