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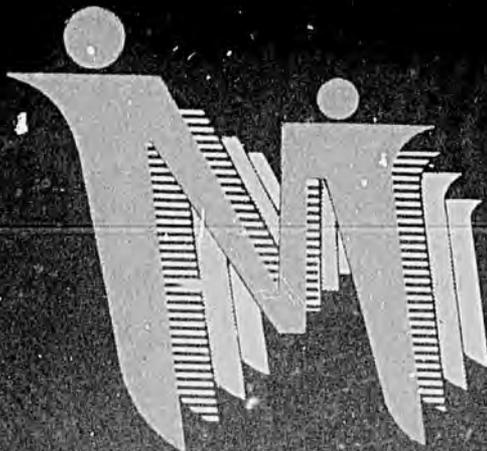
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ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC



**NATIONAL
MIGRATION
SURVEYS**

SURVEY MANUALS

VII. MANUAL FOR OFFICE EDITORS AND CODERS



UNITED NATIONS

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ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

Bangkok, Thailand

**Comparative study on migration,
urbanization and development
in the ESCAP region**

Survey manuals

NATIONAL MIGRATION SURVEYS

VII. MANUAL FOR OFFICE EDITORS AND CODERS



UNITED NATIONS
New York, 1980

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PREFACE

The materials presented here have been drafted for field surveys on migration in countries of the ESCAP region. The migration surveys were set up in response to the recommendations made in several population conferences held over the last ten years.¹

The migration surveys are components of a regional project, the "Comparative study on migration, urbanization and development in the ESCAP region". The first phase of this project consists of analyses of census materials on migration and urbanization in the participating countries. Although special tabulations from the 1970 round of censuses have been generated to focus specifically on migration and urbanization, these have limitations in providing information on the relationships between migration, urbanization and development. The main aim of the national migration surveys is to provide the kinds of detailed information that cannot be collected in national population censuses.

The data to be collected in the migration surveys will focus on the following four major issues:

- (a) Patterns and types of population mobility;
- (b) Demographic and socio-economic characteristics of migrants and non-migrants;
- (c) Motivations of people to move or not to move;
- (d) Demographic and socio-economic consequences of migration in areas of both origin and destination.

Preliminary versions of the questionnaire were circulated in 1978 to a large number of experts throughout the ESCAP region and in other parts of the world. Their comments were taken into consideration in the production of a questionnaire which was tested in Indonesia, Pakistan and Thailand in 1979. The results of these tests were discussed at the first session of the Advisory Committee on Migration and Urbanization, held at Bangkok from 29 October to 1 November 1979. The discussions and recommendations of this Committee are published in *Asian Population Studies Series*, No. 47, issued by ESCAP in 1980. The Advisory Committee recommended that a small working group should be set up to revise the questionnaire, taking into consideration the results of the pre-tests and the discussions of the Committee. A revised version of the questionnaire was further circulated among the Committee members for their comments and then tested in a pilot survey conducted in Thailand in May 1980. The results of this survey were used to modify the present document.

The materials presented here are regarded as a "core" and it is hoped that participating countries will follow them as closely as possible, allowing for minor modifications which may be required to meet local circumstances. ESCAP will welcome the opportunity to discuss any modifications which a participating country feels will be necessary. While priority is given to individual country requirements it is recommended that the information collected should be as uniform as possible to allow standardization of materials and procedures. The results should allow a comparison between countries which will maximize the understanding of a common problem affecting the majority of countries in the ESCAP region.

¹ Recommendations were made by the Second Asian Population Conference, held at Tokyo in 1972; the World Population Conference, held at Bucharest in 1974; Habitat: United Nations Conference on Human Settlements, held at Vancouver in 1976; the ESCAP Committee on Population at its first session, held at Bangkok in 1976; the Expert Group Meeting on Migration and Human Settlements, held at Bangkok in 1977; and ESCAP at its thirty-fourth session, held at Bangkok in 1978 and its thirty-fifth session, held at Manila in 1979.

The manual for office editors and coders is designed for the use of the Central Office personnel responsible for working with the questionnaires from the time they are returned from the field until they are ready for keypunching and computer processing. It is written from the point of view that hand editing in the office is of only marginal utility given the scope of the computer editing proposed for this survey, that is, the manual reflects the view that maximum use should be made of computer editing given its characteristics of greater consistency in editing, documentation of error rates and lower cost.

However, if a country finds that it is impossible to implement the computer editing, the data cleaning function associated with computer editing will have to be done by hand. If this is the case, this manual is not sufficient, and the computer editing manual developed on the prototype scale must be adapted for a hand edit, the function of which would be the same as the preferred computer edit.

I. CHECK-IN OF MATERIALS

The editing and coding process is the first function performed in the Central Office after the questionnaires have been received from the field. This means that, in addition to actually editing and coding the questionnaires, you will be responsible for checking in the work completed in each enumeration area (EA). The field supervisors will have been told to bind or box all the questionnaires for each EA separately and to attach the listing sheets and other control forms.

The separate packets you receive for each EA should consist of:

- (a) All the listing sheets for the EA;
- (b) All the questionnaires for the EA;
- (c) Other control forms completed by the supervisor or interviewer for the EA.

Your primary concerns are items (a) and (b): the listing sheets and questionnaires. All other documents should be given to your supervisor. The listing sheets and questionnaires will be used to check that all the materials for the EA are accounted for before beginning to edit and code. The specific procedures for checking the contents of the EA packet are:

(a) Order the listing sheets so that the "Sample selection" numbers (column g) are consecutive starting with 1.

(b) For each circled number in column (g), there must be a questionnaire with the corresponding data from columns (a), (c) and (d) entered on the top of the household schedule cover sheet and the same number in column (g) entered in the "Sample selection No." box on the household schedule cover sheet.

(c) If there are any questionnaires missing, immediately bring this to the attention of your supervisor. If all questionnaires are accounted for, the EA packet is checked as complete and editing and coding can begin.

II. OFFICE EDITING AND CODING

A. INTRODUCTION TO EDITING AND CODING

Editing and coding of the questionnaires is one activity, that is, you will go through the completed questionnaires once, both editing and coding as you proceed. This is the final operation prior to converting the data to a form readable by the computer and computer processing. If it is not done properly, the value of the survey could be jeopardized and, at the least, costly and time-consuming computer or hand corrections may have to be done. For this reason, you should realize that your job is an important part of the total survey process.

This section contains general rules on how to edit and code completed questionnaires. An important general point to keep in mind is that all entries you make in a questionnaire should be in red pen or pencil only. The only way to distinguish annotations in the questionnaires is by colour, and the only colour that editors and coders should use is red.

1. Editing rules

Hand editing of questionnaires will take place both in the field and in the office. In the field, editing is a function of interviewers and supervisors. In the office, editing is done by staff specially

trained in editing and coding. "Editing" refers to a review of the entries in the questionnaire. The purpose and objectives of hand editing change, depending on who is carrying out the editing and where it is being done. The primary purpose of the editing carried out by the interviewer is to discover mistakes when they can easily be corrected and to learn from these mistakes. Likewise, the objectives of the supervisor's editing are to check certain "critical items" in the questionnaire and to provide feedback to interviewers on the quality of their work.

The editing that you perform has four purposes:

- (a) To check identification information and determine the legitimacy of the interview;
- (b) To make sure that all entries are legible;
- (c) To check that all numerical fields are right-justified and zero-filled;
- (d) To check a few items which require human judgement for their correction.

While editing, you should remember two things. First, edit only those items mentioned in your question-by-question instructions and secondly, never change an answer or fill in a missing answer unless the instructions direct you to do so. Even if a question has been incorrectly skipped and the answer is "obvious", you should do nothing. Most errors will be detected and corrected during the computer editing of the questionnaire. The only exception to this is when you can code a "missing" question based upon a note from the interviewer. In this case, you must show the case to your supervisor before coding the response.

(a) *Identification information*

There are two types of identification information that you will check: identification of the household and identification of the selected respondent. The purpose of the former check is to guarantee that a sampled household was interviewed and the purpose of the latter is to make sure that an eligible respondent was chosen. The question-by-question instructions for editing the questionnaire and cover sheet deal with these checks in greater detail.

(b) *Legibility*

It is important that all questionnaire entries be clearly written. If an entry is not legible but you can determine the correct response with absolute certainty that you are right, you should draw a line through the illegible entry and write the correct one directly above it. If there is any doubt in your mind regarding the correct entry, consult your supervisor.

(c) *Right-justified and zero-filled numerical fields*

Throughout the questionnaire there are places where interviewers record respondents' answers by entering a number or numbers in boxes. If an item allows for a multi-digit response the interviewer should have right-justified the response and zero-filled the unused boxes to the left. For example, the only correct way to record the answer "9" if three cells are allowed for an answer is:

0	0	9
---	---	---

not

9		
---	--	--

not

	9	
--	---	--

and not

		9
--	--	---

If a response is not correctly entered, you should draw a line through the incorrect entry and write the correct one directly above it. For example:

0	0	9
9		

Places where you should check for right-justification and zero-filling of responses are noted in the question-by-question instructions.

(d) *Other items*

In addition, there are two other instances where you may be able to fill in a blank answer or change an incorrect response.

- (i) If the "sex" is blank (questions 003, 019, etc.) you can enter it if you can determine the person's sex from their name;
- (ii) If "Other (*Specify*)" is coded but the entry clearly corresponds to a precode, you can change the response.

In both of the above cases, you should fill in or change an answer only if you are absolutely certain that you are doing so correctly. If there is any doubt in your mind, consult your supervisor. The "other items" to be checked in this fashion are noted in the question-by-question instructions.

2. Coding rules

Coding is the process by which questionnaire entries are assigned a numerical code. In operational terms, coding refers primarily to the translation of "word" answers into numbers in order to facilitate computer processing of the data.

(a) *Types of questions*

The types of coding issues which will come up depend on the type of questions with which you are dealing. In this questionnaire, there are five distinct types of questions:

- (i) *Number (value) questions.* A number (value) question is a question in which the answer is not transformed into a code, because the answer itself can be keypunched in the same way as it has been recorded on the questionnaire during the interview. Examples of this type are questions 004, 008 and 013.
- (ii) *Fixed-alternative questions.* The number of alternatives to these questions can always be determined in advance, hence their name. Questions of this type are 002, 003, 006 and 007.
- (iii) *Semi open-ended questions.* These questions have a fixed number of alternatives plus an "Other" option. Normally, the fixed part should cover the great majority of answers, but where it does not, the "Other" category may have to be developed into more than one code. Questions of this type are 069, 070 and 072.
- (iv) *Open-ended questions.* These questions are left completely open for the interviewers and no alternatives are suggested in the questionnaire. The reason for this may be either of the following:
 - a. The alternatives are known, but there are too many to make it practicable to list them all. An example of this would be question 110 on type of skill.

b. The possible replies cannot be foreseen and, as a consequence, the answers are taken down verbatim and later classified in manageable groups. An example of this type would be occupation (question 123) or place of origin (question 005).

(v) *Multi-coded questions.* Multi-coded questions belong to the group of "fixed-alternative" questions, as the number of possible replies is fixed. However, in multi-coded questions the answers are not necessarily mutually exclusive, so that two or more answers are allowed for the same respondent. An example of this type is question 118. The code for these questions is developed differently from the other types, as will be explained below.

(b) *How to code*

You are responsible for the coding of question types (iv) and (v), open-ended and multi-coded questions.

(i) *Open-ended questions.* Open-ended questions are all coded according to a list of codes that you will be provided with.¹ The following two illustrations are examples of open-ended questions.

Illustration A

110. In what type of skill have you been trained?					
Type of skill	CAR MECHANIC	46	47	48	49

Illustration B

108. What was your main field of study?					
Main field of study	ECONOMICS	42	43	44	

(ii) *Multi-coded questions.* For this type of question a binary system of codes is used, rather than consecutive order. The idea is that all the categories circled can be added together to form one code without any loss of information, as each "sum" represents a unique combination of answers.

Example

In question 061, the following codes are used in the questionnaire: 1, 2, 4 and 8. (If more categories had been required, the next codes would have been 16, 32, etc., that is, the next code selected is always twice the value of the preceding code.) The categories circled can be added together to form a code that is unique for any combination circled, e.g., a code 7 would mean that categories 1, 2 and 4 had been circled. No other combination of codes will yield the same value.

¹ The code lists will be developed by each country.

It is important to realize that only the above sequence will work properly for these questions, i.e., 1, 2, 4 and 8. If, in lieu of this selection of codes, the series 1, 2, 3 and 4 had been used, the principle would not have worked. A resulting code 7 could mean that codes 3 and 4 had been circled or that codes 1, 2 and 4 had been circled.

Multi-coded questions are coded by adding the numbers for all applicable categories and entering the total in the code cells if more than one was circled.

In the first example shown below, assume that the number "4" for "Lying fallow or not used" was circled. What you must do in order to code the answer is simply transcribe "4" to the code cell. Since this is a one-digit number, remember to right-justify and zero-fill.

061. How is this ... (Type) land being used? Is it -				CODES FOR 061	
1-cultivated/used for livestock by yourself					
2-rented to others					
4-lying fallow or not used					
8-given free or on loan to others					
<u>INTERVIEWER:</u> Circle all that apply.					
1	2	④	8	40	41
				○	4
1	2	4	8	42	43
1	2	4	8	44	45
1	2	4	8	46	47

Right-justified
and zero-filled

In the next example, let us say that categories for "Spouse or children", "Parents" and "Employers" were circled. The code you will enter in the code cells for this example is the sum of "2" for "Spouse or children", "4" for "Parents", and "64" for "Employers". The total of the sum, "70" in this case, is then entered in the code cells. Since "70" is a two-digit number, you have to right-justify and zero-fill.

118. Who was mainly responsible for making the decision for you to move from ... (Place in question 114), that is, your first move after the age of 15?	68	69	70
<u>INTERVIEWER:</u> Circle all that apply			
1 Himself or herself	32 Other relatives or friends		
② Spouse or children	⑥4 Employers		
④ Parents	128 Other (Specify) →		
8 Brothers or sisters	○	7
16 Parents, brothers or sisters-in-law		○	

(c) Other possible responses

So far, we have only been dealing with cases where there is actually an answer to code, but quite frequently there will be no values to code where there should have been. This will be the case when a question was not asked, or the respondent refused to answer the question, or the question applied but the respondent did not know the answer. As no value has been entered for the question, it is considered to be "missing".

The other large group consists of those questions which were "Not applicable", that is, questions that are correctly omitted. Whether a question belongs to this group or not can be determined by looking at the answer to a preceding question, used as a filter, or by looking at specific filter questions used by the interviewer to make a choice of paths in the questionnaire suitable for the respondent being interviewed.

These two general groups then are those questions that should have been answered but, for some reason, are not, and those questions that have been correctly left blank. Whether a question is correctly or incorrectly blank will usually be obvious to you. However, your action in both cases is to do nothing, that is, you should leave the coding cells empty irrespective of the reason a question has been omitted. The computer editing phase of questionnaire processing will differentiate between the "Missing" and "Not applicable" questions and systematically deal with the "missing" questions.

(d) Special coding

There is one code that needs special treatment and that is the occupation code. In order to make international comparison possible (without massive recording), the codes used should always be, at least, a subset of the ISCO (International Standard Classification of Occupations) system.

(e) Code boxes

In the layout of the migration questionnaire, provision has been made for coding the data onto the questionnaire itself in shaded coding columns. These columns appear either in the body of the questionnaire (see pages 2a and 3a) or in the right-hand margin (see pages 14 and 15).

**B. QUESTION-BY-QUESTION EDITING AND CODING INSTRUCTIONS
HOUSEHOLD SCHEDULE**

The following instructions should be used when editing and coding the household schedule. Follow the instructions exactly and remember to use red pen or pencil when making entries in the questionnaire.

Cover sheet

Check that the information entered in the section on "Identification of the household" (name of head of household, housing unit No. and sample selection No.) is complete and accurate.

Compare the information on the listing sheet for the sample address with the identification information in the questionnaire. If the identification information does not correspond to a related sample address, return the schedule to your supervisor with a note at the top saying: "Not a sample address".

However, if there is a sample address for which no household schedule has been completed, a schedule must be assigned to that household. All the identification information should be filled in on the cover sheet and a result code entered, even if no attempt is made to return to the field to complete it. In such a case, write a note on top of the

cover sheet stating: "Interview not attempted". Always consult your supervisor before doing this.

Identification codes

The province, district, place, V/T/C, cluster and sample selection No. must be coded using the list of codes provided. The information to be coded is found under "Identification of the household". You must also complete the "Number of eligible individuals" cells, number 17 and 18 on the cover sheet. This information is taken from sections 1 and 2 of the questionnaire. Eligible individuals are those that meet the following requirements:

- (i) For section 1, all persons listed in question 001, aged 15 to 64 inclusive (see question 004 for age), who slept in the household the night before (question 009, code 1) or that were "away last night" (question 009, code 2) if code 1 "for a visit" or code 5 "other" was entered in question 010.
- (ii) For section 2, all persons listed in question 017 who were aged 15 to 64 inclusive (see question 020 for age) and whose purpose for visiting (question 026) was for work, to look for work or to study (codes 2, 3 or 4).

If the number is less than 10, it should be right-justified and zero-filled.

Results of interview

"Interviewer calls" 1, 2 and 3 correspond to code cells 21, 22 and 23 respectively. The value of the code entered in each cell (21, 22 or 23) is determined by the "Results of interview", that is, 1 for "completed," 2 for "not at home," 3 for "refused," 4 for "vacant" and 5 for "appointment." For each column that is not marked with a "X", leave the corresponding cell blank (21, 22 or 23).

Let us take as an example the case where the interviewer marked the box for "not at home" during his first call and the box for "completed" during his second call to the household. The code that must be entered by the coder is then "21"; 2 for "not at home," 1 for "completed," and the third cell should be blank (cell 23), since the interview was completed in two calls.

Hours and minutes

The code for cells 24, 25 and 26 is obtained from the difference between the starting and ending time of the interview. For example, the code for "hours and minutes" of an interview that started at 1220 hours and ended at 1350 hours is 130 (i.e., one hour and 30 minutes).

Question 001

Make sure that the names are recorded legibly. If they are not, cross them out and rewrite them above the original entry.

Question 003

For each person listed in question 001, there must be one code (1 or 2) recorded in question 003. If the question was left blank, check the name of the person in question 002. If you are absolutely sure that you can determine the sex from the name, enter the code.

Question 004

Check to make sure that the age of the person listed is properly filled, i.e., one digit per cell. If the person is less than 10 years old, the entry must be right-justified and zero-filled.

- Question 005** **Check for legibility. If an entry is not legible and you can decipher it without guessing, draw a line through it and write the corrected entry directly above it. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know." Then, match the answer to this question with the corresponding province or country, district (if applicable), village, town or city in your list of codes. Enter the corresponding codes from your list in the proper cells in the questionnaire.**
- Question 008** **Where applicable, entries must be right-justified and zero-filled.**
- Question 010** **If code 5 was entered, make sure that the interviewer specified the reason for this person being away. The specified entry must be legible and must not correspond to one of the codes 1 to 4. If it does, draw a horizontal line through code 5 and write the appropriate code directly above it.**
- Question 011** **Make sure that, where applicable, the answer given is right-justified and zero-filled.**
- Question 012** **Check for legibility. If an entry is not legible and you can decipher it without guessing, draw a line through it and write the corrected entry directly above it. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know." Then, match the answer to this question with the corresponding province or country, district (if applicable), village, town or city in your list of codes. Enter the corresponding codes from your list in the proper cells in the questionnaire.**
- Question 013** **The answer recorded, if less than 10 school years completed, must be right-justified and zero-filled.**
- Question 017** **Make sure that the names are recorded legibly. If they are not, cross them out and rewrite them above the original entry.**
- Question 019** **Either code 1 or code 2 must be entered for each person listed in question 017. If the question was left blank, check the name of the person in question 017. If you are absolutely sure that you can determine the sex from the name, enter the code in question 019.**
- Question 020** **Check to make sure that the age of the person listed is properly filled, i.e., one digit per cell. If the person is less than 10 years old, the entry must be right-justified and zero-filled.**
- Question 021** **Check for legibility. If an entry is not legible and you can decipher it without guessing, draw a line through it and write the corrected entry directly above it. Also make sure that the name of the province (or country, district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know." Then, match the answer to this question with the corresponding province or country, district (if applicable), village, town or city in your list of codes. Enter the corresponding codes from your list in the proper cells in the questionnaire.**

- Question 024** Where applicable, entries must be right-justified and zero-filled.
- Question 025** Check for legibility. If an entry is not legible and you can decipher it without guessing, draw a line through it and write the corrected entry directly above it. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know." Then, match the answer to this question with the corresponding province or country, district (if applicable), village, town or city in your list of codes. Enter the corresponding codes from your list in the proper cells in the questionnaire.
- Question 026** If code 5 was entered, check to see that the interviewer wrote the reason for this person being in the household. Make sure that the reason is written legibly and that it does not correspond to one of the codes 1 to 4. If it does, draw a horizontal line through code 5 and write the appropriate code directly above it.
- Question 027** The answer recorded, if less than 10 school years completed, must be right-justified and zero-filled.
- Question 031** Make sure that the names are recorded legibly. If they are not, cross them out and rewrite them above the original entry.
- Question 033** This question must be answered for each person listed in question 031. Either code 1 or code 2 must be entered. If the question was left blank, check the name of the person in question 031. If you are absolutely sure that you can determine the sex from the name, enter the code in question 033.
- Question 034** Check for legibility. If an entry is not legible and you can decipher it without guessing, draw a line through it and write the corrected entry directly above it. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know." Then, match the answer to this question with the corresponding province or country, district (if applicable), village, town or city in your list of codes. Enter the corresponding codes from your list in the proper cells in the questionnaire.
- Question 035** Check for legibility. If an entry is not legible and you can decipher it without guessing, draw a line through it and write the corrected entry directly above it. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know." Then, match the answer to this question with the corresponding province or country, district (if applicable), village, town or city in your list of codes. Enter the corresponding codes from your list in the proper cells in the questionnaire.
- Question 036** Make sure that the answer is legible. If it is not, cross it out and rewrite it. Match the "main reason for moving" with the list of codes. Enter the appropriate code from your list into the two cells provided in the questionnaire.
- Question 037** Where applicable, entries must be right-justified and zero-filled.

- Question 038 Where applicable, entries must be right-justified and zero-filled.
- Question 039 Check to make sure that the age of the person listed is properly filled, i.e., one digit per cell. If the person is less than 10 years old, the entry must be right-justified and zero-filled.
- Question 040 The answer recorded, if less than 10 school years completed, must be right-justified and zero-filled.
- Question 046 Check for legibility. If an entry is not legible and you can decipher it without guessing, draw a line through it and write the corrected entry directly above it. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know." Then, match the answer to this question with the corresponding province or country, district (if applicable), village, town or city in your list of codes. Enter the corresponding codes from your list in the proper cells in the questionnaire.
- Question 047 Only one amount should be recorded for this question. If you find more than one amount recorded in each line, add them up, enter the total and cross out the other amounts that were originally recorded by the interviewer. The amount recorded must be right-justified and zero-filled. Note that "0000" is an acceptable answer.
- Question 048 Check for legibility, then match the purpose money was sent or given with your list of codes. Enter the appropriate code from your list into the cell provided in the questionnaire.
- Question 049 Check for legibility and then match the kind of goods given or sent with your list of codes. Enter the appropriate code from your list into the cells provided in the questionnaire.
- Question 050 Only one amount should be recorded for this question. If you find more than one amount recorded in each line, add them up, enter the total and cross out the other amounts that were originally recorded by the interviewer. The amount recorded must be right-justified and zero-filled. Note that "0000" is an acceptable answer.
- Question 053 Check for legibility. If an entry is not legible and you can decipher it without guessing, draw a line through it and write the corrected entry directly above it. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know." Then, match the answer to this question with the corresponding province or country, district (if applicable), village, town or city in your list of codes. Enter the corresponding codes from your list in the proper cells in the questionnaire.
- Question 054 Only one amount should be recorded for this question. If you find more than one amount recorded in each line, add them up, enter the total and cross out the other amounts that were originally recorded by the interviewer. The amount recorded must be right-justified and zero-filled. Note that "0000" is an acceptable answer.

- Question 055** Check for legibility and match the answer recorded with your list of codes. Enter the appropriate code from your list into the cell provided.
- Question 056** Check for legibility and then match the kind of goods received with your list of codes. Enter the appropriate code from your list into the two cells provided in the questionnaire.
- Question 057** Only one amount should be recorded for this question. If you find more than one amount recorded in each line, add them up, enter the total and cross out the other amounts that were originally recorded by the interviewer. The amount recorded must be right-justified and zero-filled. Note that "0000" is an acceptable answer.
- Question 059** Check for legibility. If an entry is not legible and you can decipher it without guessing, draw a line through it and write the corrected entry directly above it. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know." Then, match the answer to this question with the corresponding province or country, district (if applicable), village, town or city in your list of codes. Enter the corresponding codes from your list in the proper cells in the questionnaire.
- Question 060** Entries must be right-justified and zero-filled.
- Question 061** Add the numbers circled in the first line and enter this sum in the two corresponding cells. For example, if 1, 4 and 8 were circled, enter "13" in the cells. Add the numbers circled in the second line and enter this sum in the two corresponding cells. Continue this process for the third and following lines. If the sum of the numbers circled is less than 10, be sure to right-justify and zero-fill when entering the code.
- Question 062** The number under both "regular" and "temporary" must be right-justified and zero-filled.
- Question 064** Check for legibility. If an entry is not legible and you can decipher it without guessing, draw a line through it and write the corrected entry directly above it. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know." Then, match the answer to this question with the corresponding province or country, district (if applicable), village, town or city in your list of codes. Enter the corresponding codes from your list in the proper cells in the questionnaire.
- Question 065** Check for legibility and then match the type of business recorded with your list of codes. Enter the appropriate code from your list into the two cells provided in the questionnaire.
- Question 066** The number under both "regular" and "temporary" must be right-justified and zero-filled.
- Question 067** If "Other" was coded, check the written answer for legibility. If the written answer clearly corresponds to a precode, change the answer.

- Question 069 If "Other" was coded, check the written answer for legibility. If the written answer clearly corresponds to a precode, change the answer.
- Question 070 If "Other" was coded, check the written answer for legibility. If the written answer clearly corresponds to a precode, change the answer.
- Question 072 If "Other" was coded, check the written answer for legibility. If the written answer clearly corresponds to a precode, change the answer.

C. QUESTION-BY-QUESTION EDITING AND CODING INSTRUCTIONS INDIVIDUAL QUESTIONNAIRE

The following instructions should be followed when editing and coding the individual questionnaire:

- Cover sheet Check that the identification information has been provided, i.e., name of selected respondent and serial number. Check that the serial number of the household member on the cover sheet is the same as the serial number of the eligible person in section 1 or 2 of the household schedule. If the person interviewed is not eligible according to the household schedule, hand over this questionnaire to your supervisor with a note on top of the cover sheet stating: "Ineligible person selected".
- Serial No. Copy the serial code from the serial No. box into cells 17 and 18.
- Results of interview Code the results of the interview in the three code cells provided. Follow the same principles as those given for coding the "Results of interview" on the cover sheet of the household schedule.
- Hours and minutes The code for cells 4, 5 and 6 is obtained from the difference between the starting and ending time of the interview. For example, the code for "hours and minutes" of an interview that started at 1040 hours and ended at 1200 hours is 120 (i.e., one hour and 20 minutes).
- Question 101 Check for legibility. If an entry is not legible and you can decipher it without guessing, draw a line through it and write the corrected entry directly above it. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know." Then, match the answer to this question with the corresponding province or country, district (if applicable), village, town or city in your list of codes. Enter the corresponding codes from your list in the proper cells in the questionnaire.
- Question 102 If code 2 was circled, check for legibility. If an entry is not legible and you can decipher it without guessing, draw a line through it and write the corrected entry directly above it. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know." Then, match the answer to this question with the corresponding province or country, district (if applicable), village, town or city in your list of codes. Enter the corresponding codes from your list in the proper cells in the questionnaire.

- Question 103** Check the month the person was born for legibility. Match the recorded "month" with your list of codes and enter the appropriate code in cells 32 and 33.
- Question 104** The answer must be entered in complete years. If the interviewer entered, for example, 25 years and 11 months, cross it out and write 25.
- Question 107** If a "X" was entered for "Other" category (level 6), check the written answer for legibility. If the written answer clearly corresponds to a precode, change it. Code the answer according to the highest grade at the highest level that was marked with a "X". The highest level should go in cell 40 (levels 1 through 6), and the highest grade (grades 1 through 8) or completion status (1 for completed, 2 for not completed) should go in cell 41. For example, if at the general secondary level the third box under grade 3 was checked, the code that should be entered in cells 40 and 41 is "23".
- Question 108** Check for legibility. If the entry is not legible, cross it out and rewrite it. Match the "main field of study" with your list of codes and enter the appropriate code into the three cells (42, 43 and 44) provided in the questionnaire.
- Question 110** Check for legibility. Match the "type of skill" recorded in the questionnaire with your list of codes and enter the appropriate code into the four cells provided in the questionnaire.
- Question 111a, b or c** Check for legibility. Match the "language, religion or ethnic group" recorded with your list of codes and enter the appropriate code into the cell provided.
- Question 114** Check for legibility. If an entry is not legible and you can decipher it without guessing, draw a line through it and write the corrected entry directly above it. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know." Then, match the answer to this question with the corresponding province or country, district (if applicable), village, town or city in your list of codes. Enter the corresponding codes from your list in the proper cells in the questionnaire.
- Question 117a** Check for legibility. Match the "main reason" recorded with your list of codes for this question and enter the appropriate code into the two cells provided in the questionnaire.
- Question 117b** Check for legibility. For "other reasons" match the answer recorded on line (1) with your list of codes and enter the appropriate code into the two cells on the corresponding line in the questionnaire. Repeat the above procedure for line (2), if necessary.
- Question 118** If the code for the "Other" category was circled, check the written answer for legibility. If the written answer clearly corresponds to a precode, change the answer. Add the numbers circled in the question and enter the sum in the code cells provided. If only one number was circled or the sum of the numbers circled is less than 100, be sure to right-justify and zero-fill the cells.

Question 119

If the code for the "Other" category was circled, check the written answer for legibility. If the written answer clearly corresponds to a precode, change the answer. Add the numbers circled in the question and enter the sum in the code cells provided. If only one number was circled or the sum of the numbers circled is less than 100, be sure to right-justify and zero-fill the cells.

Question 120

If the code for the "Other" category was circled, check the written answer for legibility. If the written answer clearly corresponds to a precode, change the answer. Add the numbers circled in the question and enter the sum in the code cells provided. If only one number was circled or the sum of the numbers circled is less than 100, be sure to right-justify and zero-fill the cells.

Life history

The codes should be entered in the code boxes that are immediately adjacent to the questionnaire entries. For example, if the respondent moved from a rural town to the capital at the age of 27, the codes entered should be on the same line as the age of the respondent when this happened.

Question 121

Check for legibility of the entries in each line 15 through 64. Make sure that the names of the provinces (or countries), districts, etc. have not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know." Continuity of place of residence across years should be indicated by a vertical line down column 121. Match the answer to this question with the corresponding province or country, district (if applicable), village, town or city in your list of codes. Enter the corresponding codes from your list in the appropriate code boxes in the table. For example, the two-digit code for the province should be entered in cell codes 21 and 22. In the case where two locations were reported in one year, the two-digit code for the province in the second location should be entered in cell codes 40 and 41.

Question 123

Check for legibility.

Occupation

Match the answer recorded for this question with your list of codes. Enter the appropriate three-digit code for occupation into cell codes 31, 32 and 33. If two activities were reported for one year, enter the second one in cell codes 50, 51 and 52.

Education

Match the answer recorded for this question with your list of codes. Enter the appropriate one-digit code for education into cell code 30. If two education levels were reported in the same year, enter the second one in cell code 49.

Question 124

Check for legibility. Match the answer recorded for this question with your list of codes. Enter the appropriate three-digit code for type of industry into cells 34, 35 and 36. If two types of industry were reported in the same year, enter the second code in cells 53, 54 and 55.

Question 125

Check for legibility. For cell codes 37, 38 and 39, enter the important event recorded for this question according to your list of codes. If the important event relates to marital status, record the appropriate one-

digit code in cell code 37. If the important event corresponds to the birth of a child, enter the appropriate one-digit code in cell code 38. If the important event refers to the death of a child, enter the appropriate one-digit code in cell 39. If a second marriage, birth of a child or death of a child was reported in the same year, enter the code in the appropriate cell (56, 57 or 58).

Interviewer's box
(Page 20 of the
questionnaire)

Check for legibility. If an entry is not legible and you can decipher it without guessing, draw a line through it and write the corrected entry directly above it. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know." Then, match the answer to this question with the corresponding province or country, district (if applicable), village, town or city in your list of codes. Enter the corresponding codes from your list in the proper cells in the questionnaire.

Question 126a

Check for legibility. Match the "main reason" recorded with your list of codes for this question and enter the appropriate code into the two cells provided in the questionnaire.

Question 126b

Check for legibility. For "other reasons", match the answer recorded on line (1) with your list of codes and enter the appropriate code into the two cells on the corresponding line in the questionnaire. Repeat the above procedure for line (2), if necessary.

Question 127a

Check for legibility. Match the "main reason" recorded with your list of codes for this question and enter the appropriate code into the two cells provided in the questionnaire.

Question 127b

Check for legibility. For "other reasons", match the answer recorded on line (1) with your list of codes and enter the appropriate code into the two cells on the corresponding line in the questionnaire. Repeat the above procedure for line (2), if necessary.

Question 128

If the code for the "Other" category was circled, check the written answer for legibility. If the written answer clearly corresponds to a precode, change the answer. Add the numbers circled in the question and enter the sum in the code cells provided. If only one number was circled or the sum of the numbers circled is less than 100, be sure to right-justify and zero-fill the cells.

Question 129

If the code for the "Other" category was circled, check the written answer for legibility. If the written answer clearly corresponds to a precode, change the answer. Add the numbers circled in the question and enter the sum in the code cells provided. If only one number was circled or the sum of the numbers circled is less than 100, be sure to right-justify and zero-fill the cells.

Question 130

If the code of the "Other" category was circled, check the written answer for legibility. If the written answer clearly corresponds to a precode, change the answer. Add the numbers circled in the question and enter the sum in the code cells provided. If only one number was circled or the sum of the numbers circled is less than 100, be sure to right-justify and zero-fill the cells.

Question 133a

Check for legibility. Match the "main reason" recorded with your list of codes for this question and enter the appropriate code into the two

cells provided in the questionnaire.

- Question 133b** Check for legibility. For "other reasons", match the answer recorded on line (1) with your list of codes and enter the appropriate code into the two cells on the corresponding line in the questionnaire. Repeat the above procedure for line (2), if necessary.
- Question 134a** Check for legibility. Match the "main difficulty" recorded with your list of codes for this question and enter the appropriate code into the two cells provided in the questionnaire.
- Question 134b** Check for legibility. For "other difficulties", match the answer recorded on line (1) with your list of codes and enter the appropriate code into the two cells of the corresponding line in the questionnaire. Repeat the above procedure for line (2), if necessary.
- Question 135a** Check for legibility. Match the "main difficulty" recorded with your list of codes for this question and enter the appropriate code into the two cells provided in the questionnaire.
- Question 135b** Check for legibility. For "other difficulties", match the answer recorded on line (1) with your list of codes and enter the appropriate code into the two cells of the corresponding line in the questionnaire. Repeat the above procedure for line (2), if necessary.
- Question 137** If the code for "Other" was circled, check the legibility of the written answer. If the written answer clearly corresponds to a precode, change the answer. Add the numbers circled in the question and enter the sum in the code cells provided. If only one number was circled or the sum of the numbers circled is less than 10, be sure to right-justify and zero-fill the coded cells.
- Question 138** If the code for the "Other" category was circled, check the written answer for legibility. If the written answer clearly corresponds to a precode, change the answer. Add the numbers circled in the question and enter the sum in the code cells provided. If only one number was circled or the sum of the numbers circled is less than 100, be sure to right-justify and zero-fill the cells.
- Question 140** If the code for "Other" was circled, check the legibility of the written answer. If the written answer clearly corresponds to a precode, change the answer. Add the numbers circled in the question and enter the sum in the code cells provided. If only one number was circled or the sum of the numbers circled is less than 10, be sure to right-justify and zero-fill the coded cells.
- Question 142** Check for legibility. Match the "type of assistance" with your list of codes and enter the appropriate code into the cells provided in the questionnaire.
- Question 144** If the code for "Other" was circled, check the legibility of the written answer. If the written answer clearly corresponds to a precode, change the answer. Add the numbers circled in the question and enter the sum in the code cells provided. If only one number was circled or the sum of the numbers circled is less than 10, be sure to right-justify and zero-fill the coded cells.

- Question 147a** Check for legibility. Match the answer recorded for this question with your list of codes. Enter the appropriate three-digit code for occupation into code cell 20, 21 and 22.
- Question 147b** Check for legibility. Match the answer recorded for this question with your list of codes. Enter the appropriate one-digit code for education into code cell 19.
- Question 148** Check for legibility. Match the "type of industry, agriculture or service" recorded in the questionnaire with your list of codes and enter the appropriate code into the cells provided in the questionnaire.
- Question 149** Check for legibility. If an entry is not legible and you can decipher it without guessing, draw a line through it and write the corrected entry directly above it. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know." Then, match the answer to this question with the corresponding province or country, district (if applicable), village, town or city in your list of codes. Enter the corresponding codes from your list in the proper cells in the questionnaire.
- Question 150** Check for legibility. If an entry is not legible and you can decipher it without guessing, draw a line through it and write the corrected entry directly above it. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know." Then, match the answer to this question with the corresponding province or country, district (if applicable), village, town or city in your list of codes. Enter the corresponding codes from your list in the proper cells in the questionnaire.
- Question 151** The number of minutes recorded must be right-justified and zero-filled.
- Question 152** If the code for the "Other" category was circled, check the written answer for legibility. If the written answer clearly corresponds to a precode, change the answer. Add the numbers circled in the question and enter the sum in the code cells provided. If only one number was circled or the sum of the numbers circled is less than 100, be sure to right-justify and zero-fill the cells.
- Question 154** If less than nine weeks, make sure that the answer is right-justified and zero-filled.
- Question 156** Check to make sure that the answer is right-justified and zero-filled.
- Question 158** Check for legibility. If an entry is not legible and you can decipher it without guessing, draw a line through it and write the corrected entry directly above it. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know." Then, match the answer to this question with the corresponding province or country, district (if applicable), village, town or city in your list of codes. Enter the corresponding codes from your list in the proper cells in the questionnaire.

- Question 160** Check for legibility. Match the "main reason" recorded with your list of codes for this question and enter the appropriate code into the two cells provided in the questionnaire.
- Question 162a** Check for legibility. Match the "main reason" recorded with your list of codes for this question and enter the appropriate code into the two cells provided in the questionnaire.
- Question 162b** Check for legibility. For "other reasons", match the answer recorded on line (1) with your list of codes and enter the appropriate code into the two cells on the corresponding line in the questionnaire. Repeat the above procedure for line (2), if necessary.
- Question 164a** Check for legibility. Match the "main reason" recorded with your list of codes for this question and enter the appropriate code into the two cells provided in the questionnaire.
- Question 164b** Check for legibility. For "other reasons", match the answer recorded on line (1) with your list of codes and enter the appropriate code into the two cells on the corresponding line in the questionnaire. Repeat the above procedure for line (2), if necessary.
- Question 165a** Check for legibility. Match the "main reason" recorded with your list of codes for this question and enter the appropriate code into the two cells provided in the questionnaire.
- Question 165b** Check for legibility. For "other reasons", match the answer recorded on line (1) with your list of codes and enter the appropriate code into the two cells on the corresponding line in the questionnaire. Repeat the above procedure for line (2), if necessary.
- Question 166** Check for legibility. If an entry is not legible and you can decipher it without guessing, draw a line through it and write the corrected entry directly above it. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know." Then, match the answer to this question with the corresponding province or country, district (if applicable), village, town or city in your list of codes. Enter the corresponding codes from your list in the proper cells in the questionnaire.
- Question 168** If the code for "Other" was circled, check the legibility of the written answer. If the written answer clearly corresponds to a precode, change the answer. Add the numbers circled in the question and enter the sum in the code cells provided. If only one number was circled or the sum of the numbers circled is less than 10, be sure to right-justify and zero-fill the coded cells.
- Question 169a** Check for legibility. Match the "main reason" recorded with your list of codes for this question and enter the appropriate code into the two cells provided in the questionnaire. Be sure you are using the list of codes for this question.
- Question 169b** Check for legibility. For "other reasons", match the answer recorded on line (1) with your list of codes and enter the appropriate code

into the two cells on the corresponding line in the questionnaire. Repeat the above procedure for line (2), if necessary. Be sure you are using the list of codes for this question.

Question 170

If code "Other" was circled, check the legibility of the recorded entry and verify that it does not correspond to one of the codes 01 to 09.

Question 174
(Live)

Add the codes circled for each relative type (1 for spouse, 2 for sons, 4 for daughters, 8 for parents and 16 for other relatives) that correspond to the boxes marked with a "X" in each location (capital city, another big city, etc.) and enter the sum into the corresponding code cells under the "Live" heading. If the sum of the numbers is less than 10, be sure to right-justify and zero-fill the code cell.

(Visited)

For the code cells under the "visited" heading, repeat the above procedure except that this time you have to add the relative type codes for each location where a "Yes" box was marked with a "X". For example, if "capital city" is marked for sons, daughters and other relatives, then "22" should be entered in cells 18 and 19 ("Live" column in "capital city" row). Likewise, if the "yes" box is marked for the sons and daughters in the capital city and the "No" box for the other relatives, "06" should be entered in cells 20 and 21.

Comparative study on migration, urbanization and development in the ESCAP region

Survey manuals

- I. Survey organization and monitoring
- II. The core questionnaire
- III. Manual for interviewers
- IV. Manual for supervisors
- V. Manual for interviewer trainers
- VI. Sample design manual
- VII. Manual for office editors and coders

Country reports

- No. 1. *Migration, Urbanization and Development in the Republic of Korea* (Bangkok, ESCAP, 1980).
- No. 2. *Migration, Urbanization and Development in Sri Lanka* (in press)
- No. 3. *Migration, Urbanization and Development in Indonesia* (forthcoming)

In preparation

- Tabulation plan
Data processing system manual

In preparation

- Philippines
Pakistan
Malaysia
Thailand
South Pacific

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For publications from the project and other Population Division publications, contact: The Clearing-house, Population Division, ESCAP, United Nations Building, Rajdamnern Avenue, Bangkok 2, Thailand.