

**APPENDIX F**

**BRITISH SOCIAL ATTITUDES**

**and**

**NORTHERN IRELAND SOCIAL ATTITUDES**

**Standard Industrial Classification (SIC 1980)**

## APPENDIX F

### Standard Industrial Classification (SIC 1980)

Class (For BSA respondents position on system file = 798)  
(For BSA spouse/partner position on system file = 799)  
(For NISA respondents position on system file = 586)  
(For NISA spouse/partner position on system file = 587)

#### CODE      AGRICULTURE, FORESTRY & FISHING

01      Agriculture & Horticulture  
02      Forestry  
03      Fishing

#### ENERGY & WATER SUPPLY INDUSTRIES

11      Coal extraction & manufacture of solid fuels  
12      Coke ovens  
13      Extraction of mineral oil & natural gas  
14      Mineral oil processing  
15      Nuclear fuel production  
16      Production & distribution of electricity, gas and other forms of energy  
17      Water supply industry

#### EXTRACTION OF MINERALS & ORES OTHER THAN FUELS: MANUFACTURE OF METALS, MINERAL PRODUCTS AND CHEMICALS

21      Extraction & preparation of metalliferous ores  
22      Metal manufacturing  
23      Extraction of minerals N E S  
24      Manufacture of non-metallic mineral products  
25      Chemical industry  
26      Production of man-made fibres

#### METAL GOODS, ENGINEERING & VEHICLES INDUSTRIES

31      Manufacture of metal goods, N E S  
32      Mechanical engineering  
33      Manufacture of office machinery & data processing equipment  
34      Electrical & electronic engineering  
35      Manufacture of motor vehicles & parts  
36      Manufacture of transport equipment  
37      Instrument engineering

**CODE            OTHER MANUFACTURING INDUSTRIES**

- 41/42      Food, drink & tobacco manufacturing industries
- 43        Textile industry
- 44        Manufacture of leather & leather goods
- 45        Footwear & clothing industries
- 46        Timber & wooden furniture industries
- 47        Manufacturing of paper & paper products: printing & publishing
- 48        Processing of rubber & plastics
- 49        Other manufacturing industries

**CONSTRUCTION**

- 50        Construction

**DISTRIBUTION, HOTELS & CATERING, REPAIRS**

- 61        Wholesale distribution (except dealing in scrap & waste materials)
- 62        Dealing in scrap and waste materials
- 63        Commission agents
- 64/65    Retail distribution
- 66        Hotels & catering
- 67        Repair of consumer goods & vehicles

**TRANSPORT & COMMUNICATIONS**

- 71        Railways
- 72        Other inland transport
- 74        Sea transport
- 75        Air transport
- 76        Supporting services to transport
- 77        Miscellaneous transport services & storage, N.E.S
- 79        Postal services & telecommunications

**BANKING, FINANCE, INSURANCE, BUSINESS SERVICES & LEASING**

- 81        Banking & finance
- 82        Insurance except for compulsory social security
- 83        Business services
- 84        Renting of movables
- 85        Owning & dealing in real estate

<b>CODE</b>	<b>OTHER SERVICES</b>
91	Public administration, national defence & compulsory social service
92	Sanitary services
93	Education
94	Research & development
95	Medical & other health services veterinary services
96	Other services provided to the general public
97	Recreational services & other cultural services
98	Personal services
99	Domestic services
00	Diplomatic representation, international organisations, allied armed services
89	Insufficient information to classify

**APPENDIX G**

**BRITISH SOCIAL ATTITUDES**

**NORTHERN IRELAND SOCIAL ATTITUDES**

**Location of derived variables recoded on the SPSS system-file**

LOCATION OF DERIVED VARIABLES RECODED ON THE SPSS system-file\*

VARIABLE (SPSS NAME OF DERIVED VARIABLE)	ORIGINAL POSITION/ CODES	POSITION ON WHICH RECODED/ RECODES
1a) Weight (format xx xxxxx) [WTFACOR]	10 11 342-376	1
1b) Status of self-completion questionnaire [SELFCOMP]	12	757
Not returned	51	
Returned	61	
2a) Age (grouped) within gender [RSEXAGE]	342 351	759
Age 18-24		Male = 01 Female = 09
25-34		02 10
35-44		03 11
45-54		04 12
55-59		05 13
60-64		06 14
65+		07 15
Refused/not answered		08 16
2b) Age (grouped) [RAGECAT]	351	758
18-24		1
25-34		2
35-44		3
45-54		4
55-59		5
60-64		6
65+		7
Refused/not answered		8

\* indicates that the original variable used to derive the new variable is not on the system-file

Location of derived variables (cont'd)

	ORIGINAL POSITION/ CODES	POSITION ON WHICH RECODED/ RECODES
3. Marital status (summary) [MARRIED]	340	760
Married/living as married	1,2	1
Separated/divorced	3	2
Widowed	4	3
Never married	5	4
No information	8,9	9
4a) Standard region [STREGION]	•	761
Scotland	11	01
Northern	01	02
North West	02	03
Yorks & Humberside	03	04
West Midlands	04	05
East Midlands	05	06
East Anglia	06	07
South West	07	08
South East (excl. Greater London)	08	09
Greater London	09	10
Wales	10	11
4b) Standard region (compressed) [REGION]	761	762
Scotland	01	1
North, North West, Yorks & Humberside	02,03,04	2
Midlands (East and West)	05,06	3
Wales	11	4
South (East, West and East Anglia)	07,08,09	5
Greater London	10	6
5. Highest educational qualification obtained [PRIORITY CODE] [HEDQUAL]	382-386 387-399	763
Degree	398/1	1
Higher education below degree level	392/1,394-397/1, 399/1	2
'A' level (or equivalent)	385/1,391/1,393/1	3
'O' level (or equivalent)	384/1,390/1	4
CSE (or equivalent)	383/1,388/1,389/1	5
Foreign and other	386/1,399/1	6
No qualifications	382/2 AND 387/2	7
Don't know/not answered	residual	8

Location of derived variables (cont'd)

	ORIGINAL POSITION/ CODES	POSITION ON WHICH RECODED/ RECODES
6 Household members' attendance at fee-paying private schools [PRIORITY CODE] (Britain only) [PRIVED]	378-380	764
Respondent attended private school		1
Respondent has not, but spouse/ partner or children attended private school		2
No-one in household has attended private school		3
Missing information		8
7a) Whether respondent has sole, shared or no legal responsibility for accommodation [LEGALRES]	['Household grid'] 368-376	765
Sole		1
Shared		2
None		3
No information		9
7b) Accommodation tenure (summary) [TENURE2]	335	766
Owned/being bought	01,02	1
Rented (LA/New Town Development Corporation)	03,04	2
Rented (Housing Association, Housing Trust)	05,11	3
Rented (other)	06-10	4
Rent free, squatting, etc	12	5
No information	98,99	9
8a) Respondent's religion (summary) [RELIGSUM]	336	767
Church of England/Anglican	04	1
Roman Catholic	03	2
Other Christian	02,05-08,27	3
Non-Christian	09-14	4
No religion	01	5
Refused/don't know/not answered	97,98,99	8
8b) Religion respondent brought up in (summary) [RLFAMSUM]	337	768
Church of England/Anglican	04	1
Roman Catholic	03	2
Other Christian	02,05-08,27	3
Non-Christian	09-14	4
No religion	01	5
Refused/don't know/not answered	97,98,99	8



Location of derived variables (cont'd)

	ORIGINAL POSITION/ CODES	POSITION ON WHICH RECODED/ RECODES
9. Current economic position	Respondent:	Respondent:
[RECONPOS]	56; 57;	769
[SECONPOS]	61; 128	
	Spouse/partner:	Spouse/partner:
	414;	770
In paid work:	419; 422	
Employee (full-time)*		01
Employee (part-time)		02
Self-employed (full-time)*		03
Self-employed (part-time)		04
Status not known		05
Waiting to take up paid work		06
Unemployed		07
Looking after the home		08
Retired		09
In full-time education		10
Other		11
No information [SECONPOS]		-9
Not married/living as married		-1
* 30 or more hours a week		
10a) Party political identification (Britain only)	19-20	771
[PTYALLEG]		
Conservative:		
Partisan		01
Sympathiser		02
Residual identifier		03
Labour:		
Partisan		04
Sympathiser		05
Residual identifier		06
Liberal Democrat/ Alliance/SLD:		
Partisan		07
Sympathiser		08
Residual identifier		09
Other party		10
None		11
Green Party:		
Partisan		12
Sympathiser		13
Residual identifier		14
Other/don't know/not answered		98
No information		-99

Location of derived variables (cont'd)

	ORIGINAL POSITION/ CODES	POSITION ON WHICH RECODED/ RECODES
10b) Party political identification (compressed) (Britain only) [PARTYID2]	19-20	772
Conservative	01	1
Labour	02	2
Liberal Democrat	03	3
Other party	06-08	4
None	10	5
Green Party	95	6
Other/don't know/not answered	09,97	8
No information	-99	-99
11a) SOC Minor Groups [RMINGRP] [SMINGRP]	Respondent 796 Spouse/partner 797	Respondent 773 Spouse/partner 774
Not married/living as married [SMINGRP]		-1
Never had a job		-2
General Managers and administrators		10
Production managers in manufacturing, etc		11
Financial institution and office managers		12
Managers in transport and storing		13
Protective service officers		14
Managers in farming, etc		15
Managers in service industries		16
Managers and administrators NEC		17
Natural scientists		18
Engineers and technologists		19
Health professionals		20
Teaching professionals		21
Legal professionals		22
Business and financial professionals		23
Architects and surveyors, etc		24
Librarians and related professionals		25
Professional occupations NEC		26
Scientific technicians		27
Draughtpersons, quantity surveyors, etc		28
Computer analyst/programmers		29
Ship and aircraft officers, etc		30
Health associate professionals		31
Legal associated professionals		32
Business and financial associate professionals		33
Social welfare associate professionals		34
Literary, artistic and sports professionals		35

Location of derived variables (cont'd)

	ORIGINAL POSITION/ CODES	POSITION ON WHICH RECODED/ RECODES
[RMINGRP] [SMINGRP] (cont'd)	Respondent: 796	Respondent: 773
	Spouse/partner: 797	Spouse/partner: 774
Associate professionals and technical NEC		36
Administrative/clerical officers (Govt.)		37
Numerical clerks and cashiers		38
Filing and record clerks		39
Clerks (not otherwise specified)		40
Stores and despatch clerks, etc		41
Secretaries, personal assistants, typists, etc		42
Receptionists, telephonists, etc		43
Clerical and secretarial NEC		44
Construction trades		45
Metal machining, fitting and instrument making trades		46
Electrical/electronic trades		47
Metal forming, welding, etc. trades		48
Vehicle trades		49
Textiles, garments, etc. trades		50
Printing and related trades		51
Woodworking trades		52
Food preparation trades		53
Other craft NEC		54
NCOs and other ranks, armed forces Security and protective service occupations		55
Catering occupations		56
Travel attendants and related occupations		57
Health and related occupations		58
Childcare and related occupations		59
Hairdressers, beauticians, etc		60
Domestic staff, etc		61
Personal and protective service occupations NEC		62
Buyers, brokers, etc		63
Sales representatives		64
Sales assistants and check-out operators		65
Market and door-to-door salespersons		66
Sales occupations NEC		67
Food, drink and tobacco operatives		68
Textiles and tannery operatives		69
Chemicals, paper, plastics, etc. operatives		70
Metal making and trating operatives		71
Metal working operatives		72
Assemblers/lineworkers		73
Other routine process operatives		74
		75

Location of derived variables (cont'd)

	ORIGINAL POSITION/ CODES	POSITION ON WHICH RECODED/ RECODES
[RMINGRP] [SMINGRP] (cont'd)	Respondent 796	Respondent. 773
	Spouse/partner 797	Spouse/partner 774
Road transport operatives		76
Other transport and machinery operatives		77
Plant and machine operatives NEC		78
Other occupations in agriculture, etc		79
Other occupations in mining and manufacturing		80
Other occupations in construction		81
Other occupations in transport		82
Other occupations in communication		83
Other occupations in sales and services		84
Other occupations NEC		85
Other occupations (nothing else coded)		99
No information on marital status [SMINGRP]		-9
<b>11b) SOC Sub-major Groups</b>	<b>Respondent</b>	<b>Respondent</b>
[RSMJGRP]	796	775
[SSMAJGRP]	Spouse/partner 797	Spouse/partner 776
Not married/living as married [SSMAJGRP]		-1
Never had a job		-2
Corporate manager and administrators		01
Managers/proprietors in agriculture and services		02
Science and engineering professionals		03
Health professionals		04
Teaching professionals		05
Other professional occupations		06
Science and engineering associate professionals		07
Health associate professionals		08
Other associate professionals		09
Clerical occupations		10
Secretarial occupations		11
Skilled construction trades		12
Skilled engineering trades		13
Other skilled trades		14
Protective service occupations		15
Personal service occupations		16
Buyers, brokers and sales reps		17
Other sales occupations		18
Industrial plant and machine operators, assemblers		19
Drivers and mobile machine operators		20
Other occupations in agriculture, forestry and fishing		21
Other elementary occupations		22
No information on marital status [SSMAJGRP]		-9

Location of derived variables (cont'd)

	ORIGINAL POSITION/ CODES	POSITION ON WHICH RECODED/ RECODES
11c) SOC Major Groups	Respondent	Respondent
[RMAJGRP]	796	777
[SMAJGRP]	Spouse/partner	Spouse/partner
	797	778
Not married/living as married [SMAJGRP]		-1
Never had a job		-2
Managers and administrators		1
Professional occupations		2
Associate professional and technical		3
occupations		3
Clerical and secretarial occupations		4
Craft and related occupations		5
Personal and protective service		6
occupations		6
Sales occupations		7
Plant and machine operatives		8
Other occupations		9
No information on marital status [SMAJGRP]		-9
12a) Socio-economic Group (SEG) -	Respondent:	Respondent:
(based on current or last job)	*	410
[RSEG2] [SSEG2]	Spouse/partner:	Spouse/partner:
	•	424
Employer - large organisation		01
Employer - small organisation		02
Manager - large organisation		03
Manager - small organisation		04
Professional worker - self-employed		05
Professional worker - employee		06
Intermediate non-manual worker -		
ancillary		07
Intermediate non-manual worker -		
supervisor		08
Junior non-manual worker		09
Personal service worker		10
Foreman/supervisor - manual		11
Skilled manual worker		12
Semi-skilled manual worker		13
Unskilled manual worker		14
Own account worker (not professional)		15
Farmer - employer/manager		16
Farmer - own account		17
Agricultural worker		18
Member of the armed forces		19
Inadequately described/non stated		20
Not married/not living as married [SSEG2]		-1
Never had a job		-2
No information on marital status [SSEG2]		-9

Location of derived variables (cont'd)

	ORIGINAL POSITION/ CODES	POSITION ON WHICH RECODED/ RECODES
12b) Socio-economic Group (SEG) - grouped from [RSEG2] [SSEG2] [RSEGGRP2] [SSEGGRP2]	Respondent 410 Spouse/Partner: 424	Respondent 779 Spouse/partner 780
Professional, employer and manager	01-06,16	1
Intermediate non-manual worker	07,08	2
Junior non-manual worker	09	3
Supervisor, skilled manual worker, own account professional	11,12,15,17	4
Personal service worker, semi-skilled manual worker, agricultural worker	10,13,18	5
Unskilled manual worker	14	6
Member of the armed forces	19	7
Inadequately described/not stated	20	8
Not living as married [SSEGGRP2]	-1	-1
Never had a job	-2	-2
No information on marital status [SSEGGRP2]	-9	-9
12c) Registrar General's Socio- economic Group (based on current or last job) [RSEG] [SSEG]	Respondent * Spouse/partner *	Respondent 781 Spouse/partner 782
Employer/manager - large organisation		01
Employer/manager - small organisation		02
Professional worker - self-employed		03
Professional worker - employee		04
Intermediate non-manual worker		05
Junior non-manual worker		06
Personal service worker		07
Foreman/supervisor - manual		08
Skilled manual worker		09
Semi-skilled manual worker		10
Unskilled manual worker		11
Own account worker (not professional)		12
Farmer - employer/manager		13
Farmer - own account		14
Agricultural worker		15
Member of the armed forces		16
Inadequately described/non stated		17
Not married/living as married [SSEG]		-1
Never had a job		-2
No information on marital status [SSEG]		-9

Location of derived variables (cont'd)

	ORIGINAL POSITION/ CODES	POSITION ON WHICH RECODED/ RECODES
12d) Socio-economic Group (SEG) - grouped from [RSEG2] [SSEG2] (based on current or last job) [RSEGGRP] [SSEGGRP]	Respondent: 410 Spouse/partner: 424	Respondent: 783 Spouse/partner: 784
Professional	03,04	1
Employers	01,02,13	2
Intermediate (non-manual)	05	3
Junior (non-manual)	06	4
Skilled (manual)	08,09,12,14	5
Semi-skilled (manual)	07,10,15	6
Unskilled (manual)	11	7
Other occupation	19	8
Occupation not classifiable	20	9
Not married/living as married [SSEGGRP]	-1	-1
Never had a job	-2	-2
No information on marital status [SSEGGRP]	-9	-9
13. Employment status (based on current or last job) [REMPSTAT] [SEMPSTAT]	Respondent: • Spouse/partner: *	Respondent: 409 Spouse/partner: 423
Self-employed - 25+ employees		01
Self-employed - 1-24 employees		02
Self-employed - no employees		03
Self-employed - DK how many employees		04
Manager - 25+ employees		05
Manager - 1-24 employees		06
Manager - no employees		07
Foreman/supervisor		08
Other employee		09
Employee - unclassified		10
Inadequately described/not stated		11
Not married/living as married [SEMPSTAT]		-1
Never had a job		-2
No information on marital status [SEMPSTAT]		-9
14a) Registrar General's Social Class (based on current or last job) [RRGCLASS] [SRGCLASS]	Respondent: • Spouse/partner: *	Respondent: 785 Spouse/partner: 786
I (SC=1)		1
II (SC=2)		2
III (non-manual) (SC=3)		3
III (manual) (SC=4)		4
IV (SC=5)		5
V (SC=6)		6
Not classifiable (SC=7,8)		9
Not married/living as married [SRGCLASS]		-1
Never had a job		-2
No information on marital status [SRGCLASS]		-9

Location of derived variables (cont'd)	ORIGINAL POSITION/ CODES	POSITION ON WHICH RECODED/ RECODES
14b) Whether in a manual or a non- manual job <sup>*</sup> [RMANUAL] [SMANUAL]	Respondent 796 409 Spouse/partner 797 423	Respondent 787  Spouse/partner 788
<b>Non-manual</b> SOC codes 100-142, 152-440, 450-491, 610-613, 640, 643, 651, 700-730, 732-792, 954		1
PLUS           SOC code 614 if ES = 8 SOC code 615 if ES = 8 SOC code 619 if ES = 8 SOC code 713 if ES = 5,6,7,8		
<b>Manual</b> SOC codes 441, 500-599, 620-631, 641, 642, 644, 650, 652-699, 800-953, 955-996 or 999		2
PLUS           SOC code 614 if ES = 9 SOC code 615 if ES = 1,2,3,4,9 SOC code 619 if ES = 1,2,3,4,9 SOC code 731 if ES = 1,2,3,4,9		
<b>Armed forces</b> SOC codes 150, 151, 600, 601		8
<b>Unable to classify</b> IF           SOC code = 614 and ES = 10,11 SOC code = 615 and ES = 10,11 SOC code = 619 and ES = 10,11 SOC code = 731 and ES = 10,11		9
PLUS           SOC codes 997, 998		
<b>Not married/living as married</b> [SMANUAL]		-1
Never had a job		-2
<b>No information on marital status</b> [SMANUAL]		-9

\* This used to emerge automatically from the programme that creates the Social Class variable. However, with the changeover to SOC this no longer happens. Instead, it is derived separately from a combination of SOC codes and Employment Status codes.



Location of derived variables (cont'd)

	ORIGINAL POSITION/ CODES	POSITION ON WHICH RECODED/ RECODES
15a) Goldthorpe-Heath class schema [RGHCLASS] [SGHCLASS]	Respondent: 796 Spouse/partner: 797	Respondent: 411 Spouse/partner: 425
I Service class, higher grade		01
II Service class, lower grade		02
IIIa Routine non-manual employees		03
IIIb Personal service workers		04
IVa Small proprietors with employees		05
IVb Small proprietors without employees		06
IVc Farmers and smallholders		07
V Foremen and technicians		08
VI Skilled manual workers		09
VIIa Semi- and unskilled manual workers		10
VIIb Agricultural workers		11
Insufficient information		99
Not married/living as married [SGHCLASS]		-1
Never had a job		-2
No information on marital status [SGHCLASS]		-9
15b) Goldthorpe-Heath class schema (compressed) (based on current or last job) [RGHGRP] [SGHGRP]	Respondent: 411 Spouse/partner: 425	Respondent: 789 Spouse/partner: 790
Salariat (professional and managerial)	01,02	1
Routine non-manual workers (office and sales)	03,04	2
Petty bourgeoisie (the self-employed incl. farmers, with and without employees)	05,06,07	3
Manual foremen and supervisors	08	4
Working class (skilled, semi-skilled and unskilled manual workers, personal service and agricultural workers)	09,10,11	5
Insufficient information	99	9
Not married/living as married [SGHGRP]	-1	-1
Never had a job	-2	-2
No information on marital status [SGHGRP]	-9	-9

Location of derived variables (cont'd)

	ORIGINAL COLUMNS/ CODES	COLUMNS ON WHICH RECODED/ RECODES
16a) Standard Industrial Classification (SIC) (compressed) (based on current or last job) [RINDDIV] [SINDDIV]	Respondent 798 Spouse/partner 799	Respondent 791 Spouse/partner 792
Agriculture, etc	01-03	01
Energy/water	11-17	02
Metal extraction and chemicals	21-26	03
Metal goods/engineering	31-37	04
Other manufacturing	41-49	05
Construction	50	06
Distribution	61-67	07
Transport/communication	71-79	08
Banking/finance	81-85	09
Other services	91-99,00	10
Not classifiable	89	98
Insufficient information		99
Not married/living as married [SINDDIV]	-1	-1
Never had a job	-2	-2
No information on marital status [SINDDIV]	-9	-9

16b) Sectoral location (based on current or last job) [RINDSECT] [SINDSECT]	Respondent SIC 798 SECTOR 405 Spouse/partner SIC 799 SECTOR 420	Respondent 793 Spouse/partner 794
Private sector manufacturing		1
Private sector non-manufacturing		2
Public sector service		3
Public sector manufacturing, transport and construction		4
Not classifiable		9
Not married/living as married [SINDDIV]		-1
Never had a job		-2
No information on marital status [SINDDIV]		-9

Code

N B IF SIC = 41-49 OR [(SECTOR = 01 OR 06) AND (SIC = 01-37)]	1
IF [(SECTOR = 01 OR 06) AND (SIC = 50-67, 79, 81-85, 92-99, 00)]	2
IF (SIC = 91 OR [(SECTOR = 02-05) AND (SIC = 61-67, 79, 81-85, 92-99, 00)])	3
IF [(SECTOR = 02-05) AND (SIC = 01-37, 50, 71-77)]	4

Location of derived variables (cont'd)

	ORIGINAL COLUMNS/ CODES	COLUMNS ON WHICH RECODED/ RECODES
17) Number of State Benefits Respondent or partner receives [NUMBEN]	427-439	795
None		0
One		1
Two		2
Three		3
Four or more		4
No information		9
18) Population density per square hectare (quartiles) [POPBAND]	*	807
0.1 to 4.4 persons per square hectare		1
4.7 to 21.4 persons per hectare		2
21.7 to 39.1 persons per hectare		3
39.3 to 176.2 persons per hectare		4

## NORTHERN IRELAND SOCIAL ATTITUDES

Location of derived variables recoded on the SPSS system-file

LOCATION OF DERIVED VARIABLES RECORDED ON THE SPSS system-file\*

VARIABLE (SPSS NAME OF DERIVED VARIABLE)		ORIGINAL POSITION/ CODES	POSITION ON WHICH RECORDED/ RECODES	
1a)	Weight (format xx xxxxx) [WTFACTOR]	•	547	
1b)	Status of self-completion questionnaire [SELFCOMP]	7	548	
	Not returned	51		
	Returned	61		
2a)	Age (grouped) within gender [RSEXAGE]	248 285	549	
	Age 18-24		Male - 01	Female = 09
	25-34		02	10
	35-44		03	11
	45-54		04	12
	55-59		05	13
	60-64		06	14
	65+		07	15
	Refused/not answered		08	16
2b)	Age (grouped) [RAGECAT]	285	550	
	18-24		1	
	25-34		2	
	35-44		3	
	45-54		4	
	55-59		5	
	60-64		6	
	65+		7	
	Refused/not answered		8	

\* indicates that the original variable used to derive the new variable is not on the system-file

Location of derived variables (cont'd)		ORIGINAL POSITION/ CODES	POSITION ON WHICH RECODED/ RECODES
3.	<b>Marital status (summary)</b> [MARRIED]	287	551
	Married/living as married	1,2	1
	Separated/divorced	3	2
	Widowed	4	3
	Never married	5	4
	No information	8,9	9
4.	<b>Highest educational qualification obtained [PRIORITY CODE]</b> [HEDQUAL]	327-331 332-344	552
	Degree	343/1	1
	Higher education below degree level	337/1,339-342/1, 344/1	2
	'A' level (or equivalent)	330/1,336/1,338/1	3
	'O' level (or equivalent)	329/1,335/1	4
	CSE (or equivalent)	328/1,333/1,334/1	5
	Foreign and other	331/1,344/1	6
	No qualifications	327/2 AND 332/2	7
	Don't know/not answered	residual	8
5a)	<b>Whether respondent has sole, shared or no legal responsibility for accommodation [LEGALRES]</b>	['Household grid'] 247; 258; 263; 268; 273; 283; 300	553
	Sole		1
	Shared		2
	None		3
	No information		9
5b)	<b>Accommodation tenure (summary)</b> [TENURE2]	242	554
	Owned/being bought	01,02	1
	Rented (Housing Executive)	03	2
	Rented (Housing Association, Housing Trust)	04,10	3
	Rented (other)	05-09	4
	Rent free, squatting, etc.	11	5
	No information	98,99	9

Location of derived variables (cont'd)

	ORIGINAL POSITION/ CODES	POSITION ON WHICH RECODED/ RECODES
6a) Respondent's religion (summary) [RELIGSUM]	342	555
Church of England/Anglican/ Church of Ireland	04	1
Roman Catholic	03	2
Other Christian	02, 05-08, 27	3
Non-Christian	09-14	4
No religion	01	5
Refused/don't know/not answered	97, 98, 99	8
6b) Religion respondent brought up in (summary) [RLFAMSUM]	343	556
Church of England/Anglican/ Church of Ireland	04	1
Roman Catholic	03	2
Other Christian	02, 05-08, 27	3
Non-Christian	09-14	4
No religion	01	5
Refused/don't know/not answered	97, 98, 99	8
7 Current economic position [RECONPOS] [SECONPOS]	Respondent 27; 28; 32; 64 Spouse/partner 359; 364; 367	Respondent 557 Spouse/partner 558
In paid work:		
Employee (full-time)*		01
Employee (part-time)		02
Self-employed (full-time)*		03
Self-employed (part-time)		04
Status not known		05
Waiting to take up paid work		06
Unemployed		07
Looking after the home		08
Retired		09
In full-time education		10
Other		11
Don't know/Not answered [SECONPOS]		98
Not married/living as married [SECONPOS]		-1
* 30 or more hours a week		

Location of derived variables (cont'd)

	ORIGINAL POSITION/ CODES	POSITION ON WHICH RECODED/ RECODES
8a) Party political identification: Northern Ireland only (including mainland parties) [NIPYALG1]	155-158	559
Conservative: Partisan		01
Sympathiser		02
Residual identifier		03
Labour: Partisan		04
Sympathiser		05
Residual identifier		06
Liberal Democrat: Partisan		07
Sympathiser		08
Residual identifier		09
Northern Ireland		
Alliance: Partisan		20
Sympathiser		21
Residual identifier		22
Democratic Unionist: Partisan		23
Sympathiser		24
Residual identifier		25
Official Unionist: Partisan		26
Sympathiser		27
Residual identifier		28
Other Unionist		
party: Partisan		29
Sympathiser		30
Residual identifier		31
Sinn Fein: Partisan		32
Sympathiser		33
Residual identifier		34
SDLP: Partisan		35
Sympathiser		36
Residual identifier		37
Workers' Party		38
Campaign for Equal Citizenship		39
Green Party: Partisan		40
Sympathiser		41
Residual identifier		42
Other party		97
None		98
Other/don't know/not answered		99



Location of derived variables (cont'd)

	ORIGINAL POSITION/ CODES	POSITION ON WHICH RECODED/ RECODES
8b) Party political identification - Northern Ireland only (compressed) (including mainland parties) [NIPTYID2]	158	560
Conservative	01	01
Labour	02	02
Liberal Democrat/Alliance/SLD	03	03
Northern Ireland Alliance	20	20
Democratic Unionist	21	30
Official Unionist	22	31
Sinn Fein	24	40
SDLP	25	50
Green Party	95	60
Other party (incl other unionist)	23,26,27,08	97
None	10	98
Other/don't know/not answered	09,97-99	99

8c) Party political identification - (Northern Ireland parties only) [NIPYALG2]	157	561
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N B If respondent chose a British party (position 155, codes 01-05) he or she is categorised as a residual identifier

**Northern Ireland**

<b>Alliance:</b>	Partisan	20
	Sympathiser	21
	Residual identifier	22

**Democratic Unionist:**

	Partisan	23
	Sympathiser	24
	Residual identifier	25

<b>Official Unionist:</b>	Partisan	26
	Sympathiser	27
	Residual identifier	28

**Other Unionist**

<b>party:</b>	Partisan	29
	Sympathiser	30
	Residual identifier	31

<b>Sinn Fein:</b>	Partisan	32
	Sympathiser	33
	Residual identifier	34

<b>SDLP:</b>	Partisan	35
	Sympathiser	36
	Residual identifier	37

<b>Workers' Party</b>		38
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<b>Campaign for Equal Citizenship</b>		39
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Location of derived variables (cont'd)

	ORIGINAL POSITION/ CODES	POSITION ON WHICH RECODED/ RECODES
[NIPYALG2] (cont'd)	157	561
Green Party:		
Partisan		40
Sympathiser		41
Residual identifier		42
Other party		97
None		98
Other/don't know/not answered		99
8d) Party political identification - Northern Ireland only (compressed) (Northern Ireland parties only) [NIPTYID4]	158	562
Northern Ireland Alliance	20	20
Democratic Unionist	21	31
Official Unionist	22	32
Other Unionist party	23	80
Sinn Fein	24	40
SDLP	25	50
Workers' Party	26	60
Campaign for Equal Citizenship	27	70
Green Party	95	75
Other party	08	97
None	10	98
Other/don't know/not answered	09, 97-99	99
9a) SOC Minor Groups [RMINGRP] [SMINGRP]	Respondent: 584 Spouse/partner: 585	Respondent: 563 Spouse/partner: 564
Never had a job [RMINGRP]		-1
Error [RMINGRP]		-2
No information [RMINGRP]		-9
Not married/living as married [SMINGRP]		-1
Never had a job [SMINGRP]		-2
General Managers and administrators		10
Production managers in manufacturing, etc		11
Financial institution and office managers		12
Managers in transport and storing		13
Protective service officers		14
Managers in farming, etc		15
Managers in service industries		16
Managers and administrators NEC		17
Natural scientists		18
Engineers and technologists		19
Health professionals		20
Teaching professionals		21

Location of derived variables (cont'd)

	ORIGINAL POSITION/ CODES	POSITION ON WHICH RECODED/ RECODES
[RMINGRP] [SMINGRP] (cont'd)	Respondent: 584	Respondent: 563
	Spouse/partner 585	Spouse/partner 564
Legal professionals		22
Business and financial professionals		23
Architects and surveyors, etc		24
Librarians and related professionals		25
Professional occupations NEC		26
Scientific technicians		27
Draughtpersons, quantity surveyors, etc		28
Computer analyst/programmers		29
Ship and aircraft officers, etc		30
Health associate professionals		31
Legal associated professionals		32
Business and financial associate professionals		33
Social welfare associate professionals		34
Literary, artistic and sports professionals		35
Associate professionals and technical NEC		36
Administrative/clerical officers (Govt )		37
Numerical clerks and cashiers		38
Filing and record clerks		39
Clerks (not otherwise specified)		40
Stores and despatch clerks, etc		41
Secretaries, personal assistants, typists, etc		42
Receptionists, telephonists, etc		43
Clerical and secretarial NEC		44
Construction trades		45
Metal machining, fitting and instrument making trades		46
Electrical/electronic trades		47
Metal forming, welding, etc trades		48
Vehicle trades		49
Textiles, garments, etc trades		50
Printing and related trades		51
Woodworking trades		52
Food preparation trades		53
Other craft NEC		54
NCOs and other ranks, armed forces Security and protective service occupations		55
Catering occupations		56
Travel attendants and related occupations		57
Health and related occupations		58
Childcare and related occupations		59
		60

Location of derived variables (cont'd)

	ORIGINAL POSITION/ CODES	POSITION ON WHICH RECODED/ RECODES
<b>[RMINGRP] [SMINGRP] (cont'd)</b>	<b>Respondent:</b> <b>584</b>	<b>Respondent:</b> <b>563</b>
	<b>Spouse/partner:</b> <b>585</b>	<b>Spouse/partner:</b> <b>564</b>
Hairdressers, beauticians, etc		61
Domestic staff, etc		62
Personal and protective service occupations NEC		63
Buyers, brokers, etc		64
Sales representatives		65
Sales assistants and check-out operators		66
Market and door-to-door salespersons Sales occupations NEC		67
Food, drink and tobacco operatives		68
Textiles and tannery operatives		69
Chemicals, paper, plastics, etc. operatives		70
Metal making and trating operatives		71
Metal working operatives		72
Assemblers/lineworkers		73
Other routine process operatives		74
Road transport operatives		75
Other transport and machinery operatives		76
Plant and machine operatives NEC		77
Other occupations in agriculture, etc		78
Other occupations in mining and manufacturing		79
Other occupations in construction		80
Other occupations in transport		81
Other occupations in communication		82
Other occupations in sales and services		83
Other occupations NEC		84
Other occupations (nothing else coded)		85
		99
<b>9b) SOC Sub-major Groups</b>	<b>Respondent:</b>	<b>Respondent:</b>
<b>[RSMAJGRP]</b>	<b>584</b>	<b>565</b>
<b>[SSMAJGRP]</b>	<b>Spouse/partner:</b>	<b>Spouse/partner:</b>
	<b>585</b>	<b>566</b>
Never had a job [RSMAJGRP]		-1
Error [RSMAJGRP]		-2
No information [RSMAJGRP]		-9
Not married/living as married [SSMAJGRP]		-1
Never had a job [SSMAJGRP]		-2
Corporate manager and administrators		01
Managers/proprietors in agriculture and services		02
Science and engineering professionals		03

Location of derived variables (cont'd)

	ORIGINAL POSITION/ CODES	POSITION ON WHICH RECODED/ RECODES
<b>[RMAJGRP][SMAJGRP] (cont'd)</b>	<b>Respondent:</b>	<b>Respondent:</b>
	584	565
	Spouse/partner	Spouse/partner
	585	566
Health professionals		04
Teaching professionals		05
Other professional occupations		06
Science and engineering associate professionals		07
Health associate professionals		08
Other associate professionals		09
Clerical occupations		10
Secretarial occupations		11
Skilled construction trades		12
Skilled engineering trades		13
Other skilled trades		14
Protective service occupations		15
Personal service occupations		16
Buyers, brokers and sales reps		17
Other sales occupations		18
Industrial plant and machine operators, assemblers		19
Drivers and mobile machine operators		20
Other occupations in agriculture, forestry and fishing		21
Other elementary occupations		22
9c) <b>SOC Major Groups</b>	<b>Respondent</b>	<b>Respondent</b>
<b>[RMAJGRP]</b>	<b>584</b>	<b>567</b>
<b>[SMAJGRP]</b>	<b>Spouse/partner</b>	<b>Spouse/partner</b>
	<b>585</b>	<b>568</b>
Never had a job [RMAJGRP]		-1
Error [RMAJGRP]		-2
No information [RMAJGRP]		-9
Not married/living as married [SMAJGRP]		-1
Never had a job [SMAJGRP]		-2
Managers and administrators		1
Professional occupations		2
Associate professional and technical occupations		3
Clerical and secretarial occupations		4
Craft and related occupations		5
Personal and protective service occupations		6
Sales occupations		7
Plant and machine operatives		8
Other occupations		9

Location of derived variables (cont'd)

	ORIGINAL POSITION/ CODES	POSITION ON WHICH RECODED/ RECODES
10a) Socio-economic Group (SEG) - (based on current or last job) [RSEG2] [SSEG2]	Respondent: * Spouse/partner: *	Respondent: 355 Spouse/partner: 369
Employer - large organisation		01
Employer - small organisation		02
Manager - large organisation		03
Manager - small organisation		04
Professional worker - self-employed		05
Professional worker - employee		06
Intermediate non-manual worker - ancillary		07
Intermediate non-manual worker - supervisor		08
Junior non-manual worker		09
Personal service worker		10
Foreman/supervisor - manual		11
Skilled manual worker		12
Semi-skilled manual worker		13
Unskilled manual worker		14
Own account worker (not professional)		15
Farmer - employer/manager		16
Farmer - own account		17
Agricultural worker		18
Member of the armed forces		19
Inadequately described/non stated		20
Never had a job [RSEG2]		-1
Error [RSEG2]		-2
No information [RSEG2]		-9
Not married/living as married [SSEG2]		-1
Never had a job [SSEG2]		-2
10b) Socio-economic Group (SEG) - grouped from [RSEG2] [SSEG2] [RSEGGRP2] [SSEGGRP2]	Respondent: 355 Spouse/Partner: 369	Respondent: 569 Spouse/partner: 570
Professional, employer and manager	01-06,16	1
Intermediate non-manual worker	07,08	2
Junior non-manual worker	09	3
Supervisor, skilled manual worker, own account professional	11,12,15,17	4
Personal service worker, semi-skilled manual worker, agricultural worker	10,13,18	5
Unskilled manual worker	14	6
Member of the armed forces	19	7
Inadequately described/not stated	20	8
Never had a job [RSEG2]		-1
Error [RSEG2]		-2
No information [RSEG2]		-9
Not married/living as married [SSEG2]		-1
Never had a job [SSEG2]		-2

Location of derived variables (cont'd)

	ORIGINAL POSITION/ CODES	POSITION ON WHICH RECODED/ RECODES
10c) Registrar General's Socio-economic Group (based on current or last job) [RSEG] [SSEG]	Respondent • Spouse/partner •	Respondent 571 Spouse/partner 572
Employer/manager - large organisation		01
Employer/manager - small organisation		02
Professional worker - self-employed		03
Professional worker - employee		04
Intermediate non-manual worker		05
Junior non-manual worker		06
Personal service worker		07
Foreman/supervisor - manual		08
Skilled manual worker		09
Semi-skilled manual worker		10
Unskilled manual worker		11
Own account worker (not professional)		12
Farmer - employer/manager		13
Farmer - own account		14
Agricultural worker		15
Member of the armed forces		16
Inadequately described/non stated		17
Never had a job [RSEG]		-1
Error [RSEG]		-2
No information [RSEG]		-9
Not married/living as married [SSEG]		-1
Never had a job [SSEG]		-2
10d) Socio-economic Group (SEG) - grouped from [RSEG2] [SSEG2] (based on current or last job) [RSEGGRP] [SSEGGRP]	Respondent 355 Spouse/partner 369	Respondent 573 Spouse/partner 574
Professional	03, 04	1
Employers	01, 02, 13	2
Intermediate (non-manual)	05	3
Junior (non-manual)	06	4
Skilled (manual)	08, 09, 12, 14	5
Semi-skilled (manual)	07, 10, 15	6
Unskilled (manual)	11	7
Other occupation	19	8
Occupation not classifiable	20	9
Never had a job [RSEGGRP]		-1
Error [RSEGGRP]		-2
No information [RSEGGRP]		-9
Not married/living as married [SSEGGRP]		-1
Never had a job [SSEGGRP]		-2

Location of derived variables (cont'd)

	ORIGINAL POSITION/ CODES	POSITION ON WHICH RECODED/ RECODES
11. Employment status (based on current or last job) [REMPSTAT] [SEMPSTAT]	Respondent: •	Respondent: 354
	Spouse/partner: *	Spouse/partner: 368
Self-employed - 25+ employees		01
Self-employed - 1-24 employees		02
Self-employed - no employees		03
Self-employed - DK how many employees		04
Manager - 25+ employees		05
Manager - 1-24 employees		06
Manager - no employees		07
Foreman/supervisor		08
Other employee		09
Employee - unclassified		10
Inadequately described/not stated		11
Never had a job [REMPSTAT]		-1
Error [REMPSTAT]		-2
No information [REMPSTAT]		-9
Not married/living as married [SEMPSTAT]		-1
Never had a job [SEMPSTAT]		-2
12a) Registrar General's Social Class (based on current or last job) [RRGCLASS] [SRGCLASS]	Respondent: •	Respondent: 575
	Spouse/partner: •	Spouse/partner: 576
I (SC=1)		1
II (SC=2)		2
III (non-manual) (SC=3)		3
III (manual) (SC=4)		4
IV (SC=5)		5
V (SC=6)		6
Not classifiable (SC=7,8)		9
Never had a job [RRGCLASS]		-1
Error [RRGCLASS]		-2
No information [RRGCLASS]		-9
Not married/living as married [SRGCLASS]		-1
Never had a job [SRGCLASS]		-2



Location of derived variables (cont'd)

	ORIGINAL POSITION/ CODES	POSITION ON WHICH RECODED/ RECODES
12b) Whether in a manual or a non-manual job <sup>*</sup>		
[RMANUAL] [SMANUAL]	Respondent 584 354	Respondent 577
	Spouse/partner 585 368	Spouse/partner 578
<b>Non-manual</b>		
SOC codes 100-142, 152-440, 450-491, 610-613, 640, 643, 651, 700-730, 732-792, 954		1
PLUS	SOC code 614 if ES = 8 SOC code 615 if ES = 8 SOC code 619 if ES = 8 SOC code 713 if ES = 5,6,7,8	
<b>Manual</b>		
SOC codes 441, 500-599, 620-631, 641, 642, 644, 650, 652-699, 800-953, 955-996 or 999		2
PLUS	SOC code 614 if ES = 9 SOC code 615 if ES = 1,2,3,4,9 SOC code 619 if ES = 1,2,3,4,9 SOC code 731 if ES = 1,2,3,4,9	
<b>Armed forces</b>		
SOC codes 150, 151, 600, 601		8
<b>Unable to classify</b>		9
IF	SOC code = 614 and ES = 10,11 SOC code = 615 and ES = 10,11 SOC code = 619 and ES = 10,11 SOC code = 731 and ES = 10,11	
PLUS	SOC codes 997, 998	
	Never had a job [RMANUAL]	-1
	Error [RMANUAL]	-2
	No information [RMANUAL]	-9
Not married/living as married [SMANUAL]		-1
	Never had a job [SMANUAL]	-2

\* This used to emerge automatically from the programme that creates the Social Class variable. However, with the changeover to SOC this no longer happens. Instead, it is derived separately from a combination of SOC codes and Employment Status codes.

Location of derived variables (cont'd)

	ORIGINAL POSITION/ CODES	POSITION ON WHICH RECODED/ RECODES
13a) <b>Goldthorpe-Heath class schema</b> [RGHCLASS] [SGHCLASS]	Respondent: 584 Spouse/partner: 585	Respondent: 356 Spouse/partner: 370
I Service class, higher grade		01
II Service class, lower grade		02
IIIa Routine non-manual employees		03
IIIb Personal service workers		04
IVa Small proprietors with employees		05
IVb Small proprietors without employees		06
IVc Farmers and smallholders		07
V Foremen and technicians		08
VI Skilled manual workers		09
VIIa Semi- and unskilled manual workers		10
VIIb Agricultural workers		11
Insufficient information		99
Not married/living as married [SGHCLASS]		-1
Never had a job		-2
No information on marital status [SGHCLASS]		-9
13b) <b>Goldthorpe-Heath class schema</b> (compressed) (based on current or last job) [RGHGRP] [SGHGRP]	Respondent: 356 Spouse/partner: 370	Respondent: 588 Spouse/partner: 589
Salariat (professional and managerial)	01,02	1
Routine non-manual workers (office and sales)	03,04	2
Petty bourgeoisie (the self-employed incl. farmers, with and without employees)	05,06,07	3
Manual foremen and supervisors	08	4
Working class (skilled, semi-skilled and unskilled manual workers, personal service and agricultural workers)	09,10,11	5
Insufficient information	99	9
Never had a job [RGHGRP]		-1
Error [RGHGRP]		-2
No information [RGHGRP]		-9
Not married/living as married [SGHGRP]		-1
Never had a job [SGHGRP]		-2

Location of derived variables (cont'd)

	ORIGINAL POSITION/ CODES	POSITION ON WHICH RECODED/ RECODES
14a) Standard Industrial Classification (SIC) (compressed) (based on current or last job) [RINDDIV] [SINDDIV]	Respondent 586 Spouse/partner 587	Respondent 579 Spouse/partner 580
Agriculture, etc	01-03	01
Energy/water	11-17	02
Metal extraction and chemicals	21-26	03
Metal goods/engineering	31-37	04
Other manufacturing	41-49	05
Construction	50	06
Distribution	61-67	07
Transport/communication	71-79	08
Banking/finance	81-85	09
Other services	91-99,00	10
Not classifiable	89	98
Insufficient information		99
Never had a job [RINDDIV]		-1
Error [RINDDIV]		-2
No information [RINDDIV]		-9
Not married/living as married [SINDDIV]		-1
Never had a job [SINDDIV]		-2
14b) Sectoral location (based on current or last job) [RINDSECT] [SINDSECT]	Respondent SIC 586 SECTOR 350 Spouse/partner SIC 587 SECTOR 365	Respondent 793 Spouse/partner 794
Private sector manufacturing		1
Private sector non-manufacturing		2
Public sector service		3
Public sector manufacturing, transport and construction		4
Not classifiable		9
Never had a job [RINDSECT]		-1
Error [RINDSECT]		-2
No information [RINDSECT]		-9
Not married/living as married [SINDSECT]		-1
Never had a job [SINDSECT]		-2
		Code
N B IF SIC = 41-49 OR [(SECTOR = 01 OR 06) AND (SIC = 01-37)]		1
IF [(SECTOR = 01 OR 06) AND (SIC = 50-67, 79, 81-85, 92-99, 00)]		2
IF (SIC = 91 OR [(SECTOR = 02-05) AND (SIC = 61-67, 79, 81-85, 92-99, 00)]		3
IF [(SECTOR = 02-05) AND (SIC = 01-37, 50, 71-77)]		4

Location of derived variables (cont'd)

	ORIGINAL POSITION/ CODES	POSITION ON WHICH RECODED/ RECODES
15) <b>Number of State Benefits Respondent or partner receives</b> <i>[NUMBEN]</i>	373-384	583
None		0
One		1
Two		2
Three		3
Four or more		4
No information		9

## **APPENDIX H**

### **Other survey documents**

#### **BRITISH SOCIAL ATTITUDES**

- (1) Advance letter to respondents
- (2) Introductory letter to respondents
- (3) Self-completion questionnaire reminder letters (3)
- (4) Project Instructions
- (5) CAPI Project Instructions
- (6) Book information form

#### **NORTHERN IRELAND SOCIAL ATTITUDES**

- (1) Advance letter to respondents
- (2) Introductory letter to respondents
- (3) Self-completion questionnaire reminder letters (2)
- (4) Project instructions
- (5) Book information form



Our Ref P 1235/GB/ADV  
Spring 1993

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## BRITISH SOCIAL ATTITUDES SURVEY

Dear Resident

You may have read about the Social Attitudes survey in the newspapers, or heard about it on the radio or television. It is a widely-reported annual survey carried out by a leading research institute, whose findings are also used by government as a way of finding out about changing public attitudes.

No special knowledge is needed to answer any of the questions. The questionnaire covers a whole range of topics, from views about the National Health Service to public transport and roads, from education to the environment. Each year we publish a book on the results. All replies are treated in confidence and are never linked to names or addresses.

Your address has been selected at random from the Post Office's central list of addresses. Within the next few weeks one of our interviewers will call on you, show you an identification card, and ask you for your co-operation in choosing a person at random from your household to take part in the survey. If you happen to be busy when the interviewer calls, he or she will be happy to call again at a more convenient time.

We very much hope you will take part in the survey, and are sure that you will find it interesting and enjoyable. Even if you are unsure about it, please allow the interview to start and see how you get along. You are free to stop at any time.

Yours sincerely,

Roger Jowell  
Director

P S We would be grateful if you would show this letter to other members of your household, in case you are out when we call.



35 NORTHAMPTON SQUARE

LONDON EC1V 0AX

TELEPHONE 071-250 1866

FAX 071-250 1524

E-mail (Jowell) scpr@uk.ac.city

Our Ref P 1235/GB/INT  
Spring 1993

### BRITISH SOCIAL ATTITUDES 1993

We are asking for your help in an important survey of social attitudes. Its aim is to discover what people think and feel about all sorts of questions on which everyone has views. For instance, we will ask what you think about the National Health Service, education, and the environment.

The addresses we contact and the person to be interviewed are selected at random from the Post Office's central list of addresses by statistical techniques, and the interviewer may not take substitutes. So we need to interview everyone we approach, not just those with strong views, the co-operation of every selected person is important.

SCPR is an independent research institute registered as a charity, and all our interviewers carry an identity card they can show you. As with all our surveys, the questionnaires are anonymous and no-one will be named or identifiable in any way. The statistical results will be published in a book. A summary of the results is also given to various government departments, to newspapers and to radio and television, to describe what the British public really feels about important issues.

The study is funded mainly by one of the Sainsbury Family's Charitable Trusts, but also has support from several government departments and charities.

We hope you will enjoy the interview. Even if you are unsure about it, do please allow us to start the interview and see how you get along. If you have any questions about the survey which the interviewer cannot answer, please contact me or my colleagues at the telephone number above.

Thank you very much for your help.

Roger Jowell  
Director

Our Ref P.1235/GB/R1  
Spring 1993



35 NORTHAMPTON SQUARE  
LONDON EC1V 0AX  
TELEPHONE 071-250 1866  
FAX 071-250 1524  
E-mail (jmsd) scpr@uh.ac.uk

## BRITISH SOCIAL ATTITUDES SURVEY

### 1993 STUDY

Dear Sir or Madam,

Within the last month or so you very kindly agreed to be interviewed as part of our annual British Social Attitudes survey. At the same time we asked you to fill in a self-completion questionnaire and return it to us by post in a pre-paid envelope.

As we have not yet received the self-completion questionnaire from you, I wonder if I could ask you to spare a little more of your time? The self-completion questionnaire is an important part of the survey. It contains questions on topics not covered in the main interview, and we hope you will find it interesting and enjoyable. We need to get the views of everyone in our sample, not just those with strong opinions or particular viewpoints.

Thank you very much for your help, and for taking part in the survey. I look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Roger Jowell', is written over a light blue horizontal line.

Roger Jowell  
Director

P S If this letter has crossed in the post with your completed questionnaire, please accept our thanks for sending it off and forgive us for writing to you again.





Our Ref. P 1235/GB/R2  
Spring/summer 1993

35 NORTHAMPTON SQUARE  
LONDON EC1V 0AX  
TELEPHONE 071-250 1866  
FAX 071-250 1524  
E-mail (internet) scpr@uk.ac.city

**BRITISH SOCIAL ATTITUDES SURVEY**  
**1993 STUDY**

Dear Sir or Madam,

About two weeks ago we sent you a letter about the questionnaire that our interviewer left with you. The self-completion questionnaire is a very important part of our British Social Attitudes survey on which you kindly agreed to be interviewed.

As we have no record of having received your questionnaire, we are enclosing another copy, in case the first copy was mislaid, and a pre-paid envelope. We hope you will find the questionnaire both interesting and enjoyable. We need to hear from as many people as possible, so that the information we collect represents the views of a true cross-section of the public in England, Wales and Scotland.

We do greatly appreciate your co-operation in this study, and hope you will find time to fill in the questionnaire and return it to us. Without it an important part of the picture will be missing.

Thank you again for all your help.

Yours sincerely,

Roger Jowell  
Director

P.S. If this letter has crossed in the post with your completed questionnaire, please accept our thanks for sending it off and forgive us for writing to you again.



Our Ref P.1235/GB/R3  
Spring/summer 1993

35 NORTHAMPTON SQUARE  
LONDON EC1V 0AX  
TELEPHONE 071-250 1866  
FAX 071-250 1524  
E-mail (internet) scpr@uk.ec.city

## BRITISH SOCIAL ATTITUDES SURVEY

### 1993 STUDY

Dear Sir or Madam,

Thank you very much for agreeing to be interviewed on the British Social Attitudes survey. We depend on the voluntary co-operation of the people we contact to make sure that our survey accurately represents the views of all people living in Britain, not just those who like surveys. So, I hope you will forgive me for troubling you again.

A short while ago we sent you a reminder about the self-completion questionnaire that our interviewer left with you. Our records show that we still have not received your self-completion questionnaire. Without it, we are missing vital information about your views on the important issues of today. We are keen to have a complete picture so that public confidence in our surveys remains high.

I am therefore enclosing a copy of the self-completion questionnaire, as well as another pre-paid envelope. If you should have time to fill it in and post it back to us, I would be very grateful. It should not take more than twenty minutes or so.

We are very grateful for the time that you have already given us, and hope you will help us to complete the picture.

Thank you again for all your help.

Yours sincerely,

Roger Jowell  
Director, SCPR

P S If this letter has crossed in the post with your completed questionnaire, please accept my thanks and my apologies for writing to you again.

Director Roger Jowell Deputy Director Colin Airey  
Department Heads Stephen Elder (Data Processing) Jane Ritchie (Qualitative Research) Marian Stringer (Fieldwork) Roger Thomas (Methods)  
Research Directors Lindsay Brook Pam Campanelli Paddy Cosugan Gillian Courtenay Bob Erens Julia Field Helen Finch Jon Hales  
Peter Lynn Patricia Prescott-Clarke Patten Smith Andrew Thomas  
Director of Development Barry Hedges  
Registered as a Charity No 258538

P 1235/GB

Spring 1993

**BRITISH SOCIAL ATTITUDES  
1993 SURVEY  
Project Instructions**

**Contents**

	<b>Page</b>
1 Background . . . . .	1
2 Notifying the police . . . . .	2
3. The sample . . . . .	2
4 Overview of procedures . . . . .	3
5 Contact procedures . . . . .	4
6 Suggested introduction . . . . .	5
7 Questions you may be asked . . . . .	5
8 Materials for the survey . . . . .	7
9 Address Record Forms . . . . .	7
10 The self-completion questionnaire . . . . .	11
11 The interview questionnaire general guidelines . . . . .	12
12 The interview questionnaire in detail . . . . .	15

## 1. Background

Since 1983, Social and Community Planning Research has fielded a large national survey in England, Scotland and Wales. This series, called British Social Attitudes, has become an important and much quoted source of information about contemporary Britain.

The study has three main outcomes:

- a. A book published each autumn by Dartmouth Press, reporting on some of the previous year's results and commenting on changes in attitudes over time. There is a copy of the cover of The 9th Report in your survey materials. (We tell all respondents who are interested where they can get hold of a copy.)

The findings of this report are widely known and discussed on radio and TV programmes, in articles and features in newspapers and magazines.

- b. The data from the survey are deposited in the Economic and Social Research Council (ESRC) Data Archive, and made available for analysis by the academic community, or any other interested data user.
- c. Various government departments get summary reports, or tables based on the findings, and use them in their policy planning.

The British Social Attitudes (BSA) survey is designed to measure contemporary social attitudes and how they change over time. Such findings are of interest to government departments anxious to have more information about people's own assessments of, for example, their work or their housing circumstances. But the data are also contributions to social history, to allow analysts in the future to discover what people thought and felt about the major social issues of today.

As in earlier years there are two versions of the questionnaire - A (green) and B (blue). Many of the questions will be asked of all respondents, but some will be only asked of half our sample. This means that we can cover more topic areas, and help meet many requests we have had to include questions of interest to government departments and other bodies.

Topics covered this year include some asked about in all previous years - for example employment, the National Health Service and welfare benefits; and others asked less often: for example, about the environment and the disease AIDS. Some questions are new. For example, most of the questions on education and all of the questions on transport and the environment have not been asked before.

This year's questionnaire includes questions on Northern Ireland, which are also being asked there for the fourth time as part of the Northern Ireland Social Attitudes survey. By asking these and other questions in Britain and Northern Ireland, we are able to compare directly attitudes of UK citizens living on both sides of the Irish Sea. Funding for the extension of the British Social Attitudes Survey to Northern Ireland comes from all the government departments in Northern Ireland.

The BSA survey series is funded mainly by one of the Sainsbury Family Charitable Trusts, with contributions also from several government departments, quangos and other grant-giving bodies. You may find it useful to say that SCPR is a non-profit making, research institute, registered as an educational charity and independent from government. Funding has been secured until 1995

Each annual survey consists of two elements - an interview questionnaire of which half will for the first time be conducted using computer assisted personal interviewing (CAPI) and half will be conducted in the usual way by paper questionnaires (you will be conducting the interviews in the usual way), and (as in earlier years) a self-completion supplement for each respondent to fill in after the interview. It contains further questions on topics covered in the main questionnaire. The supplement also has some questions on the global environment asked in twenty other countries (including the Republic of Ireland, the United States, and Australia) as part of an international survey of social attitudes

## 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. This explains, among other things, how long you will be working in the area and how they can contact you, it includes a space for you to enter your car registration number. Attach a copy of the **explanatory letter for respondents** to the form and hand it in to the police. (You might try to see if it is possible to record these details in the book kept at the station desk.) Make a note of the name of the officer to whom you speak and the date of your call so that, in the event of any query or complaint to the police you are fully covered. It is reassuring for elderly or suspicious respondents to be told that the police know about you and the survey, and that they can check with the police station

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

## 3. The sample

The sample covers England, Wales and all but the highlands and islands of Scotland, there are 176 sampling points. This year, the sample is drawn from the Postcode Address File. Until 1990 the sample was drawn from the Electoral Registers. In 1991 we experimented with PAF sampling (half of the addresses were drawn from the ER and half from PAF) to see what differences, if any, in the overall distributions of answers there might be between the two sampling methods. In the event, there were no significant differences and therefore we have decided to switch entirely to PAF

Because the sample is taken from the PAF, strictly it is a sample of 'delivery points' (ie letter boxes). This has two important implications (i) that we are able to supply you with a sample of addresses but not of named individuals living at these addresses, (ii) that there may be no households, or conversely, two or more households living at any selected address, (in other words, there is not necessarily a one to one correspondence

between delivery points and households). You will be able to deal with all such circumstances by following the instructions on the ARF.

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.

Only people aged 18 or over when you first make contact are eligible for interview. Addresses are issued to interviewers in assignments of 28. They are in the form of addresses on labels attached to the Address Record Form (ARF) and on allocation disks containing the corresponding 28 serial numbers (but no addresses).

There are two versions of the questionnaire:

Version A (GREEN questionnaires, cards, ARFs and self-completion questionnaires) which are used for **odd** serial numbers

Version B (BLUE questionnaires, cards, ARFs and self-completion questionnaires) which are used for **even** serial numbers

Depending on the address assigned, you will have been given either an A version or a B version of the ARF. You must make sure that you use the correct version of the questionnaire and that after the interviewing you give the respondent the correct version of the self-completion questionnaire.

A full description of how to use the ARF and how to select respondents is given in Section 8 below.

#### 4. Overview of procedures

In summary, the survey involves the following procedures:

- i) tracing all issued addresses, making contact at all apart from deadwood and completing an ARF for each address.
- ii) where there is more than one dwelling unit at an address, selecting one at random.
- iii) conducting an interview with one adult selected at random at that address.
- iv) giving a self-completion questionnaire to the selected respondent.

## 5. Contact procedures

You must attempt to make contact at every address in your assignment (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 day and spread across the fieldwork period before you classify the address as unproductive. If necessary, at least one of these calls should be in the evening and one at the weekend

A letter is being sent to all the sample addresses in advance of your visit (although it may not necessarily be read by the person you select for interview) Many interviewers find that an advance letter helps gain people's co-operation and most respondents welcome it There are copies of the letter in your briefing pack in case you need to remind people about it

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 at SCPR be confident that the answers you get are representative of the views of everyone

To help achieve a good response rate, we are asking you to

- call the Field Office 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,
- return all completed paper ARFs for other deadwood addresses (vacant premises, etc ) to the Field Office as soon as possible We would like to know about any deadwoods as early as possible in the fieldwork period,
- return the completed paper ARF work for each definite refusal to the Field Office as soon as possible,
- if you manage to select a person for interview who proves hard to contact, breaks an appointment, etc, keep on trying 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 for any non-contacts, and return them to the Field Office with your final work

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 explanatory letter, or the newspaper leaflet describing the study, or the SCPR leaflet, or all three, as part of your introduction. In any case, you must leave a copy of the explanatory letter and the SCPR leaflet with each respondent after the interview.

The interview will last, on average, about one hour, though it will be quite a bit shorter for those not in paid work. Older respondents may take a little longer. So please allow enough time between appointments.

## 6. Suggested introduction

The best introduction for interviewers is the one they feel most comfortable with. Start at the beginning and explain the purpose of the survey to each person you see at an address; don't assume that a husband, wife or parent of the selected person has passed information on.

These are some of the kinds of things you might say when you introduce yourself and explain about the survey. We are not suggesting that you use this suggested introduction word-for-word; it is for you to adapt as you think best in each situation.

*"Good morning/afternoon/evening. I'm from . . . . We're doing a survey funded by most government departments, about how people feel about a wide range of important issues and problems - for instance the health service around here, schools, transport and the environment."*

At this point, you can show the explanatory letter, the newspaper leaflet or the BSA Report cover.

## 7. Questions you may be asked

**Q.** *How did you get my address?*

**A.** The addresses in the survey were selected from the Postcode Address File which is publicly available. From this file a certain number of addresses were selected 'at random' - such as taking every 50th or 60th address on the list. Your address came up purely by chance - but once it comes up, I cannot go to another address instead. No one else can be interviewed. This is how we make sure that we fairly represent the views of everyone in Britain.

**Q.** *How do I know that what I tell you will be treated in confidence?*

**A.** SCPR makes all efforts to keep the information you give us confidential. Your rights as a respondent, and the way in which we honour those rights, are set out in this leaflet about SCPR (SHOW AND HAND OVER). Also, SCPR is registered under the Data Protection Act.



In addition, there is no way that your name or address can be linked with the answers that you give us. The interview data are returned to the office in a coded form and never with your name and address attached, and neither your name nor the information you give us is passed to anyone outside SCPR. The findings are written up as statistical summaries only.

Q. *Why should I take part?*

A. Surveys are voluntary, but it is very important that a true cross-section of the public takes part in the studies like this one if we are to understand what people think about the social issues of the day. This means that we want to know the views of everyone in our sample. If a lot of people refuse to take part, then we cannot be sure that our results really reflect everyone's views. No special knowledge is needed, and we need to know the views of everyone, not just those with strong opinions or particular viewpoints.

Q. *I'm not sure.*

A. Even if you're not sure, do please let me start the interview and then see how you get along. You can stop at any stage if you wish to.

Q. *How do I know you are a genuine researcher/research organisation?*

A. First, you have a letter from the research team at SCPR. The letter describes the survey and explains why your co-operation is important. There are telephone numbers at which you can contact the researchers at SCPR if you have any further questions to ask. Secondly, I am leaving a leaflet about SCPR, which is an independent non-profit making institute for survey research.

Q. *What happens to the results?*

A. The statistical results are published each year in a book, available in libraries and bookshops (AT THIS POINT YOU CAN SHOW THE COVER OF THE NINTH BSA REPORT). Each year there is a lot of newspaper publicity when the book comes out, and the survey is widely agreed to be an impartial and fair account of what people think about important issues.

## 8. Materials for the survey

1. Address Record Forms (ARFs) - see Section 8  
- Green (A) + Blue (B) versions (14 of each per assignment)
2. Copies of the advance letter - use as necessary
3. Explanatory letters for respondents - leave one with each respondent
4. Leaflets about SCPR - leave one with each respondent
5. 'Newspaper' leaflets about the survey - use as necessary
6. Cover of *The 9th Report*
7. Book information forms
8. Interview questionnaires (A and B)
9. Set of show cards (A and B)  
A version: (A-W, X1, X2, M, X3-X9, Y2)  
B version: (A-L, L2, M-V, X3-X9, Y2)
10. Self-completion questionnaires (A and B)
11. Pre-paid A5 envelopes. These are for respondents to use in returning the self-completion questionnaires in those cases where they cannot be picked up
12. Project instructions (this document)
13. Pre-paid A4 envelopes (for the return of your work)

We think you will find it helpful to check both the show cards (that they are a complete set and in the right order - see above) AND the self-completion questionnaire in your pack. The printers have been known to make mistakes and it is better to discover them at home, before you begin your assignment, than later, in the field.

You will also have your Field Admin. Note and other Field documents and forms. Please make sure you have adequate supplies of all these materials before you start interviewing, and before going out each day. Your Admin. note gives details of how to order extra supplies.

## 9. Address Record Form (ARF)

These are the forms on which your assignment of addresses is issued. You will have one for each address in your sample. **You will get two different ARFs: a green version for the A sample (odd serial nos.); and a blue versions for the B sample (even serial nos.).**

Besides giving the selected address, the ARF has three 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)
- and - in a case you do not achieve an interview - you use it to give the reason

It works just like a normal 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:

SAMPLE TYPE (CAPI OR PAPER)

SERIAL No	SN 0003D	ST P	V A	VERSION (A OR B)
	15 BRIAR AVENUE BRANDON DURHAM DH7 8AL			
SAMPLING POINT	POINT 001	AREA 3		FIELD AREA

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

SN 0003D						
PERSON/DU	1	2	3	4	5	6
SELECT	1	2	3	1	1	4
PERSON/DU	7	8	9	10	11	12
SELECT	7	4	6	5	8	10

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

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. (There are spaces for you to fill in the exact time of each call, if it helps.)

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

Qs 1-9 deal with the address. If you find that the address contains two or more dwelling units (eg flats, bedsitting rooms), Qs 5 to 8 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. But remember it is **exact** address as given that 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, telephone your Field Controller who 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 Q.8, write in the number of the **selected** dwelling unit, (the "DU" code), that is the number printed on the grid at Q.5 - **not** the flat or room number of the unit itself.

At Q.9, record the flat number or other details of the location of the selected unit.

Qs. 10-16 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.

At Q.11 you must find out how many adults (aged 18 or over) there are living at the address (or dwelling unit). On each occasion where there is more than one adult living at the address, you must use a random selection procedure to choose one for interview, as follows:

At Q. 13a, list all resident adults in alphabetical order of their first name or initial. For example:

FIRST NAME OR INITIAL	PERSON NUMBER
B.	01
J.	02
M.	03
P.	04
	05
	06

if there are 4 adults in this household. By referring to the selection label, you will see that person number 1 is to be interviewed, as this is the number printed under '4'. At Q.15, write in the person number that is printed in the grid at Q.13a. So in the example,

person number 1 (initial B) has been selected, and you will write '01' in the boxes at Q 15 **Once a random selection has been made, no substitute can be taken**, even if there is someone else living there who is available and willing to be interviewed

Please note two other 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: this is part of the way that backchecks can be carried out in your work, to reassure us that the correct person has been selected

If there are 13 or more adults living at the selected address, telephone your Field Controller who will tell you which one to select for interview

We need the following information for each person successfully interviewed

- the **name** of the selected person, if you can obtain it (You may find out the name only at the end of the interview) Write this in the box at Q 16. If someone refuses to give their name, write in 'Refused'
- whether a **full** or **partial** interview was carried out - Q 17. A 'partial' but 'productive' interview is one where half or more of the questionnaire is completed, **plus most or all of the classification section**. On the 'A' Version, this will be at least up to the end of the questions on education. On the 'B' Version, it will be at least up to the end of the questions on transport. An 'unproductive' partial is where less than this but at least some attitude questions are completed
- details about the self-completion questionnaire (Q 18) - see Section 12 following
- interview length (Q 19)

On page 1 of the ARF, there is a box for you to write in the respondent's telephone number, if given. If it is not, write in 'Refused'. If he/she has no telephone, write in 'No phone'

For all cases where you have not achieved an interview, please write in the reason in the box at the top of page 5 to tell us why. Then return the ARF to the Field Office

A few last points before we turn to the questionnaires

- (1) 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 listed addresses. Never follow anyone to a different address, although you could of course interview a person somewhere else (eg. 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.

## 10. The self-completion questionnaire

Respondents may fill in the self-completion questionnaire either:

- **Immediately after the interview**, before you leave. Ideally, we would prefer it to be filled in then. You could use the time to write in the admin. details and 'tidying up' any other answers or notes.
- **In the respondent's own time**, after the interview. In this case you will need **either** to call back to pick up the questionnaire, **or** to arrange for the respondent to post it back to Brentwood, in which case you must leave one of the A5 prepaid addressed envelopes.

**Under no circumstances should you give the self-completion questionnaire to the respondent to fill in before the interview.**

Before handing over the self-completion questionnaire, there are some important things to remember:

1. You should write the Sampling Point number, the respondent's Serial Number and your Interviewer Number in the boxes provided, before you hand over the questionnaire. **We strongly advise you to enter the Sampling Point number and your Interviewer Number on all questionnaires before your first day in the field.**

**Without these identifying numbers, the self-completion questionnaire cannot be used - and we will not be able to pay you for a completed questionnaire!**

Please also remember to fill in Q18 on the ARF, to tell us what your plans for returning the questionnaire are:

### *Code*

- 1 if you yourself are sending the self-completion questionnaire and the interview questionnaire back to the office **together**.

- 2 if you yourself are sending back the self-completion questionnaire **separately** (after the main questionnaire)
  - 3 if you leave the questionnaire with the respondent for him or her to return direct to the office
- 2 If you leave the self-completion questionnaire at an address after the interview, leave it only with the **selected respondent** - the person you interviewed. The self-completion questionnaire (like the interview) may be filled in only by the selected respondent. Please tell the respondent that we cannot use questionnaires filled in by anyone else. **No substitute is acceptable**
  - 3 If the respondent cannot fill in the questionnaire by the end of the visit at which you carry out the interview, please arrange to call back for it - provided you are still interviewing in that area (you could use one of your appointment cards to remind the respondent of when you are calling for the questionnaire). This helps remind the respondent how important the self-completion questionnaire is. If this is not possible, you should leave a prepaid A5 envelope and ask the respondent to post the self-completion questionnaire back to the office. **If you do this please remember to ring code '3' at Q.18 on the ARF.** (We will then know whether or not to send out reminders to respondents whose questionnaires have not arrived.) Always leave the A5 envelope for respondents, and use the A4 envelopes yourself, as this gives us a final check as to who actually returned the self-completion questionnaire
  - 4 Never leave the respondent in any doubt as to how he or she should return the questionnaire. If you have arranged to call back for it, make sure that your respondent realises this and that you keep your appointment. If you cannot arrange to call back, make sure that the respondent knows it is to be posted back, and stress the need for (reasonable) speed
  - 5 If you do wait for the questionnaire or call to collect it later, please try to spend a minute checking through to see that it has all been filled in. Any gaps can then be tactfully pointed out to the respondent and he or she should be asked to fill them in, even if it means writing in 'don't know' where appropriate
  - 6 On rare occasions, it might be clear that a willing respondent needs your help to complete the questionnaire, because of, say, poor eye-sight or illiteracy. In such cases treat the questionnaire as if it were an extension of the interview, and tick the boxes accordingly, with the respondent at your side. You may make a claim for time spent with the respondent, but please give full details of the circumstances

## 11 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! If some respondents have no particular viewpoint on a topic, or 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.

Second, throughout the questionnaire we will be using a number of general phrases that may cause the respondent to ask for further explanation. Examples might be:

"Closer links with the European Community"

"Britain's general industrial performance"

In these and many similar cases we do not wish to give the respondent any further explanation. The phrases used are intended as general ones. Simply read the question or statement out, and tell respondents that they should answer in terms of whatever *they* understand by the phrase.

Third, at questions where a space has been provided for 'other answer', they should be recorded verbatim when an 'other answer' is entered. Unless specifically stated, 'other answer' should be ringed only when one of the pre-coded answers cannot be ringed after probing.

In the questions where there is no specific provision for 'other answers', none is anticipated, although should they occur, they should be entered somewhere near the question. But, as a general rule for questions where no 'other answer' space is provided, first repeat the question with appropriate emphasis before accepting an 'other answer'. You can also use phrases like "Generally", "In general", etc., as probes, before repeating the question wording exactly.

Fourth, the interview questionnaire is divided into blocks of question topics (see below for details). Sometimes these are introduced by (e.g.) "And now some questions on ..." but often they are not. Respondents do not need to be made aware of the various blocks or sections of the questionnaire during the course of the interview; the questionnaire is designed to be administered as a single unit with a reasonably smooth transition between groups of questions and different topics.



## LAYOUT OF THE INTERVIEW QUESTIONNAIRE

### VERSION A:

Block	Pages	Topics
ONE	1-2	Newspaper readership and party identification
TWO	3-7	Government spending and the NHS
THREE	7-26	Labour market and the workplace (employment)
FOUR	26-27	AIDS
FIVE	27-31	Education
SIX	31-33	Northern Ireland
SEVEN	34-35	Charitable giving
EIGHT	35-37	Drugs
NINE	37-38	Sexual relations
TEN	39	Housing
ELEVEN	40-42	Religion and race
TWELVE	43-54	Classification

### VERSION B:

ONE	1-2	Newspaper readership and party identification
TWO	3-7	Government spending and the NHS
THREE	7-26	Labour market and the workplace (employment)
FOUR	26-28	The countryside
FIVE	29-31	Transport
SIX	31-33	International relations
SEVEN	33-37	Economic prospects
EIGHT	37-39	Welfare state and social security
NINE	39-40	Housing
TEN	40-42	Religion and race
ELEVEN	43-54	Classification

If a respondent does break off the interview part way through (this happens very rarely), try to complete the Classification section in order to obtain a 'partial productive' that we can still use (see section 9)

## 12. The interview questionnaire: in detail.

- Q.1** A single newspaper is the preferred answer here. If the respondent maintains, in spite of probing, that he or she reads more than one daily morning paper equally frequently, ring 95 for 'Other' and list the relevant papers at the write-in.
- Q.3** If 'No overall control' by any one party, ring 09 and write in which parties (if known). If 'Independent', ring 08 and write in answer.
- Q.4** In most cases people will be able to choose between the two statements. In some cases, however, people may feel the two statements are related. In these cases write in the answer next to *the question*.
- Q.10** We are asking these questions about schemes (eg. BUPA and PPP) which provide for, and cover the cost of, private medical treatment and facilities. Do not include simple insurance schemes where the insured person receives a cash benefit when sick.
- Q.19** The respondent may well choose several items on Card E showing various types of economic activity undertaken 'last week' - that is the seven days ending last Sunday. These should all be rung on Column I. The highest on the list (or the first that applies) or the one category, if there is only one, should then be transferred to Column II (ECONOMIC POSITION). If you interview on a Sunday, the seven days are the ones ending the previous Sunday.

The ECONOMIC POSITION of the respondent determines which group of questions will be asked in the remainder of Block Three (ie up to Q. 66).

**Those in paid work (Code 03) are asked:**

- (if employees) Qs 20-42
- (if self-employed) Q.20, then Qs 43-50

<b>Those in full-time education (01)</b>	}	ask Q.51 only
<b>Those permanently sick or disabled (08)</b>		
<b>Those doing something else (11)</b>		
<b>Those on a government training programme (02)</b>	}	ask Qs.51, 65 and 66
<b>Those waiting to take up paid work (04)</b>		

**All the unemployed (05, 06, or 07) are asked Q.51, then Qs. 53 to 59.**

**Those wholly retired from work (06) are asked Q.51, then Qs. 60 to 62.**

Those who look after the home (10) are asked Q 51, then Qs 63 and 64

The following notes explain the items on CARD E a little more fully

*Code*

- 01 **In full-time education** (not paid for by employer, including on vacation)
- All students, even those doing vacation jobs during the last week, are to be coded in this category. If the student is on vacation and will continue to be a student only if he or she passes an exam, assume that the exam will be passed and still treat the respondent as in full-time education. People on government training programmes (ET, etc) are EXCLUDED from this category. They should be counted as 02.
- 02 **On government training/employment programme**
- People on government-sponsored training or employment programmes should be coded here. They should not be coded as 'In paid work' or 'In full-time education' (even if they are doing the educational part of the programme).
- 03 **In paid work for at least 10 hours in the week** (or away temporarily from that work)
- This category includes all types of paid work, whether for an employer, or on the respondent's own account as self-employed. It includes casual, part-time and temporary work provided that it amounts to at least 10 hours in the week.
- Voluntary work, or work carried out where only expenses are reimbursed or work paid for in kind (e.g., receiving board and lodgings only) where there is no financial transaction, are EXCLUDED from this category.
- People temporarily away would include those who were absent from work last week because of sickness or injury, holiday, compassionate leave, or maternity leave, provided that they have a job to go back to with the same employer or as self-employed in the same field. It would also include people who were temporarily laid off, or on strike, or locked out, again provided that they have a job with the same employer to go back to, or to the same self-employed status, e.g., an actor 'resting' between jobs.
- People whose contract of employment incorporates regular but intermittent work (e.g., some staff in educational institutions, or professional sportsmen, whose wages are paid only during term-time or in the season, and who therefore may not have worked last week) are included in this category.
- 04 **Waiting to take up paid work already accepted**
- This category covers people not in work last week but who have a definite agreement to start work on a set date. It does not include people who have been given a vague promise of a job if and when a vacancy occurs.
- 05 **Unemployed and registered** at a benefit office

This category covers those who are both unemployed and registered as unemployed for benefit purposes. It does not cover those unemployed and registered only through the government employment service (e.g., Jobcentre, local government careers offices).

**06 Unemployed, not registered but actively looking for a job**

This category includes all unemployed, not registered for benefit, but who are actively looking for a job. This would include people seeking work through central or local government employment services (Jobcentres, local authority careers offices, etc.), people registered with private employment agencies, people answering advertisements for work, advertising for work or even people just actively looking around for opportunities.

**07 Unemployed, wanting a job but not actively looking for a job**

Include here any unemployed (again not registered for benefit), but who are not actively looking for a job at the moment. People who, for instance, have given up looking for work would be included here, or those who are ill and temporarily unable to look for work. Respondents should normally be left to decide for themselves whether an illness in this case is temporary or not. If in doubt, include it if it has lasted less than six months.

The remaining four categories cover those members of the population who are generally considered to be economically inactive.

**08 Permanently sick or disabled covers people out of work and not seeking work because of permanent (or indefinite) sickness or disability. People who have never worked because of disability are included. Do not include retired people in poor health who would not be seeking work even if they were healthy. In cases of doubt over whether an illness or disability is permanent, treat it as permanent if it has lasted continuously for six months or more.**

**09 Wholly retired from work covers people who have retired from their occupation at approximately the normal retirement age or who have taken 'early retirement', and are not seeking further employment of any sort. Retired people who are permanently sick or have become disabled still count as retired.**

Women who leave work on marriage to look after the home or to raise a family and who have not worked for many years, should be classified as 'looking after the home' rather than retired. But it is difficult to define retirement exactly. Apart from the proviso made about women, the respondent's description from the card should generally be accepted.

**10 Looking after the home covers anyone more or less wholly involved in domestic duties when classifying economic position. There can be more than one person in a household in this category, here we are concerned only with the respondent's position.**

**11 Doing something else is not on the show card. It covers anyone who does not fit into any of the ten categories on the card. But remember that people who are in**

any kind of paid work (including casual self-employed jobs) of more than 10 hours in the week should not be included here

*Q 20* 'Self-employed' refers to work done on the person's own account, not being taxed through PAYE. Some self-employed persons will have their own businesses, some will simply be involved with casual or intermittent work. A person in a one-man business is not necessarily self-employed, if the business is a company, he or she may well be an employee of the company, drawing a salary and being taxed through PAYE.

*Q.21* Answers to several questions in this section, including these, can be recorded either in months or years. Record whatever figure is given and then record whether that is months or years. You should round up the answers to the nearest whole month. Two weeks or over is the highest month, under two weeks is the next lowest. **Probe for best estimates in all cases.**

*Q.22* Here we want the respondent's own definition of whether they work full-time or part-time.

*Q.22b* The number of hours worked per week excludes travel time, meal times and irregular overtime. If the respondent's job has no regular hours, then take the hours worked during the seven days ending the previous Sunday.

*Q.23b* At this question and elsewhere, the place of work is the establishment where or from which the respondent works. This will ordinarily have a single address. The employer of the respondent may of course have several establishments but it is only the respondent's workplace that is being asked about. Several questions refer to the workplace so it must be clearly established at this question.

*Q 32a* The 'system for reviewing or reporting on work performance' refers to oral reports, as well as written ones. If asked, please make this clear.

*Q 43* Again, the number of hours worked excludes travel time, meal times and irregular overtime. For a job without regular hours, take the hours worked over the seven days ending the previous Sunday.

*Q 46a* These questions are asked about the respondent's main self-employed occupation. "Business" may not always be the best or most appropriate description, and you may therefore need to explain that this question refers to the paid job, whatever it is.

*Q 47b* Note that family members can be employees, **BUT ONLY IF THEY RECEIVE A REGULAR WAGE OR SALARY**. Please check if unsure.

*Q.63* If the respondent then says that (s)he has never worked, (e.g., (s)he has interpreted 'retired from work' as meaning simply 'retired'), ring 00. Do not recode any other data.

*Q.64* Full-time or part-time job refers to all paid work whether as an employee or self-employed. Full-time is 30 hours or more a week, part-time is 10-29 hours.

## THESE INSTRUCTIONS COVER THE A VERSION

### 'EDUCATION'

*Q.71b* Here we are asking about fees to cover teaching, not maintenance to cover accommodation, meals, etc.

### 'CHARITIES'

*Q.86* Here we are asking about 'raising money' from all sources for various causes. This could, of course include government, business, etc., as well as charities.

## THESE INSTRUCTIONS COVER THE B VERSION

### 'COUNTRYSIDE'

*Q.76* If the respondent says he/she cannot do any of these things (e.g. never shops, cannot use public transport), ring '3' (No). These sorts of answers would not be 'other answers'.

## HOUSING, RELIGION AND CLASSIFICATION BLOCKS ARE IDENTICAL ON BOTH VERSIONS

### 'HOUSING'

*Q.100* Ring number corresponding to type of accommodation from observation and check with respondent.

*Q.101* Note that this question on tenure applies to the whole accommodation that the respondent's household occupies, not just to the part of the accommodation that the respondent may occupy. For instance, if the respondent was renting a room from a relative who owned the property outright, you would ring 1, not 9.

Please note the following definitions:

**Own (leasehold/freehold) outright** those whose accommodation is wholly owned, i.e., they are not buying on a mortgage or with a loan. To own a leasehold property, the occupier must have a lease of 21 years or more

**Buying (leasehold/freehold) on mortgage** those buying with a mortgage or loan, from a bank, building society or other organisation. This category also includes those buying as part of a co-ownership scheme, or those buying leasehold property when the lease is 21 years or more

**Rented property** includes those where the lease is fewer than 21 years. Note that the rent need not be paid by a household member: it could be paid by another member of the family (e.g., son on behalf of mother) or by income support

#### 'RELIGION'

*Q 102a* Please note that the first set of codes (02-07, 21-22, 27, 08) all relate to different Christian denominations. Codes 09-14 relate to other (non-Christian) religions. If none of the pre-coded categories exactly corresponds with the respondent's religion, the answer should be written in as 'Other Protestant', 'Other Christian' or 'Other non-Christian' as appropriate

#### 'CLASSIFICATION'

*Q 901c* 'Son/daughter' includes step-children, adopted children and foster children

*Q 905b* The main types of exams and qualifications are included here. Ring ALL that apply. You should write in under 'other' any that the respondent mentions that are not on the list, but we are interested only in educational or vocational exams and qualifications, not leisure activities, St John's Ambulance, etc

*Q 908a* We wish to collect occupational details of almost all respondents, excluding only those who have never had a job

Ask everyone else about their current, future or last job, changing the tense as necessary. Please probe fully for all relevant details. If any are missing, we may be unable to code occupation accurately

*Q 908g* If the respondent is in any doubt about how to classify his or her employer's organisation, write in a description at code 07 (Other)

*Q 908h* If the respondent works from premises (e.g., a travelling salesperson) rather than at a workplace, adapt the question wording accordingly

For self-employed persons, change 'your employer' to 'you'

*Q 909* 'Staff association' referred to at this question is an organisation of employees recognised, like a union, by management for the negotiation of

(e.g.) pay and other conditions of employment. In certain professions (e.g. banking) staff associations exist alongside or instead of trade unions.

*Q.910* We need to collect details of occupation for the respondent's spouse or partner. The same principles apply as for **Q.908a**.

*Q.914* If you are in any doubt about which benefit(s) the respondent or his/her spouse or partner is receiving, write in the answer verbatim under '*Other state benefit(s)*'.

*Q.915a*  
*Q.915c* 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. For respondents in paid work in the last 7 days you should also obtain their own earnings.

In each case - for both income and earnings - we want the 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.

*Q.919* Ring 1 or 2 as appropriate, to let us know how you plan for the self-completion questionnaire to be returned. If the respondent refused to take the supplement, enter the reason why (if known).

**IF THE RESPONDENT ACCEPTS A SELF-COMPLETION QUESTIONNAIRE, PLEASE REMEMBER TO ENTER THE SAMPLING POINT NUMBER, RESPONDENT'S SERIAL NUMBER, AND YOUR INTERVIEWER NUMBER ON THE FRONT OF THE QUESTIONNAIRE BEFORE YOU HAND IT OVER.**

If you have any queries or problems about how to complete the questionnaire, please do not hesitate to telephone a member of the British Social Attitudes team at the Head Office in London (071 250 1866).

**When you have finished, please:**

- Check the self-completion questionnaire (if you are collecting it)
- Double-check that you have entered the respondent's Serial Number and your Interviewer Number on the self-completion questionnaire.

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



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Spring 1993

## BRITISH SOCIAL ATTITUDES

### 1993 SURVEY

#### CAPI

#### Project Instructions

#### Contents

	<b>Page</b>
1 Background . . . . .	1
2 Notifying the police . . . . .	2
3 The sample . . . . .	2
4 Overview of procedures . . . . .	3
5 Contact procedures . . . . .	4
6 Suggested introduction . . . . .	5
7 Questions you may be asked . . . . .	5
8 Materials for the survey . . . . .	7
9. Address Record Forms . . . . .	7
10 Computer Assisted Personal Interviewing (CAPI) . . . . .	11
11 Field procedures . . . . .	14
12. The self-completion questionnaire	15
13 The interview questionnaire general guidelines . . . . .	16
14 The interview questionnaire in detail . . . . .	19

## 1. Background

Since 1983, Social and Community Planning Research has fielded a large national survey in England, Scotland and Wales. This series, called British Social Attitudes, has become an important and much quoted source of information about contemporary Britain.

The study has three main outcomes:

- a. A book published each autumn by Dartmouth Press, reporting on some of the previous year's results and commenting on changes in attitudes over time. There is a copy of the cover of The 9th Report in your survey materials. (We tell all respondents who are interested where they can get hold of a copy.)

The findings of this report are widely known and discussed on radio and TV programmes, in articles and features in newspapers and magazines.

- b. The data from the survey are deposited in the Economic and Social Research Council (ESRC) Data Archive, and made available for analysis by the academic community, or any other interested data user.
- c. Various government departments get summary reports, or tables based on the findings, and use them in their policy planning.

The British Social Attitudes (BSA) survey is designed to measure contemporary social attitudes and how they change over time. Such findings are of interest to government departments anxious to have more information about people's own assessments of, for example, their work or their housing circumstances. But the data are also contributions to social history, to allow analysts in the future to discover what people thought and felt about the major social issues of today.

As in earlier years there are two versions of the questionnaire - A (green) and B (blue). Many of the questions will be asked of all respondents, but some will be only asked of half our sample. This means that we can cover more topic areas, and help meet requests we have had to include questions of interest to government departments and other bodies.

Topics covered this year include some asked about in all previous years - for example employment, the National Health Service and welfare benefits; and others asked less often: for example, about the environment and the disease AIDS. Some questions are new. For example, most of the questions on education and all of the questions on transport and the environment have not been asked before.

This year's questionnaire includes questions on Northern Ireland, which are also being asked there for the fourth time as part of the Northern Ireland Social Attitudes survey. By asking these and other questions in Britain and Northern Ireland, we are able to compare directly attitudes of UK citizens living on both sides of the Irish Sea. Funding for the extension of the British Social Attitudes Survey to Northern Ireland comes from all the government departments in Northern Ireland.

The BSA survey series is funded mainly by one of the Sainsbury Family Charitable Trusts, with contributions also from several government departments, quangos and other grant-giving bodies. You may find it useful to say that SCPR is a non-profit making, research institute, registered as an educational charity and independent from government. Funding has been secured until 1995.

Each annual survey consists of two elements - an interview questionnaire of which half will for the first time be conducted using computer assisted personal interviewing (CAPI) and half will be conducted by in the usual way by paper questionnaires, and (as in earlier years) a self-completion supplement for each respondent to fill in after the interview. It contains further questions on topics covered in the main questionnaire. The supplement also has some questions on the global environment asked in twenty other countries (including the Republic of Ireland, the United States, and Australia) as part of an international survey of social attitudes.

## 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. This explains, among other things, how long you will be working in the area and how they can contact you, it includes a space for you to enter your car registration number. Attach a copy of the **explanatory letter for respondents** to the form and hand it in to the police. (You might try to see if it is possible to record these details in the book kept at the station desk.) Make a note of the name of the officer to whom you speak and the date of your call so that, in the event of any query or complaint to the police, you are fully covered. It is reassuring for elderly or suspicious respondents to be told that the police know about you and the survey, and that they can check with the police station.

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

## 3. The sample

The sample covers England, Wales and all but the highlands and islands of Scotland, there are 176 sampling points. This year, the sample is drawn from the Postcode Address File. Until 1990 the sample was drawn from the Electoral Registers. In 1991 we experimented with PAF sampling (half of the addresses were drawn from the ER and half from PAF) to see what differences, if any, in the overall distributions of answers there might be between the two sampling methods. In the event, there were no significant differences and therefore we have decided to switch entirely to PAF.

Because the sample is taken from the PAF, strictly it is a sample of 'delivery points' (ie letter boxes). This has two important implications: (i) that we are able to supply you with a sample of addresses but not of named individuals living at these addresses, (ii) that there may be no households, or conversely, two or more households living at any selected address, (in other words, there is not necessarily a one to one correspondence

between delivery points and households). You will be able to deal with all such circumstances by following the instructions on the ARF.

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.

Only people aged 18 or over when you first make contact are eligible for interview. Addresses are issued to interviewers in assignments of 28. They are in the form of addresses on labels attached to the Address Record Form (ARF) and on allocation disks containing the corresponding 28 serial numbers (but no addresses).

There are two versions of the questionnaire:

Version A (GREEN cards, ARFs and self-completion questionnaires) which are used for **odd** serial numbers

Version B (BLUE cards, ARFs and self-completion questionnaires) which are used for **even** serial numbers

The CAPI program will automatically select which version to use according to whether you select an odd or an even serial number. Depending on the address assigned, you will also have been given either an A version or a B version of the ARF. You must then make sure that you give the respondent the correct version of the self-completion questionnaire.

A full description of how to use the ARF and how to select respondents is given in Section 8 below.

#### **4. Overview of procedures**

In summary, the survey involves the following procedures:

- i) tracing all issued addresses, making contact at all apart from deadwood and completing a paper ARF for each address.
- ii) where there is more than one dwelling unit at an address, selecting one at random.
- iii) conducting an interview with one adult selected at random at that address.
- iv) giving a self-completion questionnaire to the selected respondent.
- v) putting basic ARF information for every allocated address onto the computer (Admin).

## 5. Contact procedures

You must attempt to make contact at every address in your assignment (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 day and spread across the fieldwork period before you classify the address as unproductive. If necessary, at least one of these calls should be in the evening and one at the weekend

A letter is being sent to all the sample addresses in advance of your visit (although it may not necessarily be read by the person you select for interview) Many interviewers find that an advance letter helps gain people's co-operation and most respondents welcome it. There are copies of the letter in your briefing pack in case you need to remind people about it

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 at SCPR be confident that the answers you get are representative of the views of everyone

To help achieve a good response rate, we are asking you to

- call the Field Office 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,
- return all completed paper ARFs and computer admin work for other deadwood addresses (vacant premises, etc) to the Field Office as soon as possible. There should be little deadwood, and we would like to know what there is as early as possible in the fieldwork period,
- return the completed paper ARF and computer admin work for each definite refusal to the Field Office as soon as possible,
- if you manage to select a person for interview who proves hard to contact, breaks an appointment, etc, keep on trying 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 work for any non-contacts, and return them to the Field Office with your final work

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

explanatory letter, or the newspaper leaflet describing the study, or the SCPR leaflet, or all three, as part of your introduction. In any case, you must leave a copy of the explanatory letter and the SCPR leaflet with each respondent after the interview.

The interview will last, on average, about one hour, though it will be quite a bit shorter for those not in paid work. Older respondents may take a little longer. So please allow enough time between appointments.

## 6. Suggested introduction

The best introduction for interviewers is the one they feel most comfortable with. Start at the beginning and explain the purpose of the survey to each person you see at an address; don't assume that a husband, wife or parent of the selected person has passed information on.

These are some of the kinds of things you might say when you introduce yourself and explain about the survey. We are not suggesting that you use this suggested introduction word-for-word; it is for you to adapt as you think best in each situation.

*"Good morning/afternoon/evening. I'm from . . . . . We're doing a survey funded by most government departments, about how people feel about a wide range of important issues and problems - for instance the health service around here, schools, transport and the environment."*

At this point, you can show the explanatory letter, the newspaper leaflet or the BSA Report cover.

## 7. Questions you may be asked

**Q.** *How did you get my address?*

**A.** The addresses in the survey were selected from the Postcode Address File which is publicly available. From this file a certain number of addresses were selected 'at random' - such as taking every 50th or 60th address on the list. Your address came up purely by chance - but once it comes up, I cannot go to another address instead. No one else can be interviewed. This is how we make sure that we fairly represent the views of everyone in Britain.

**Q.** *How do I know that what I tell you will be treated in confidence?*

**A.** SCPR makes all efforts to keep the information you give us confidential. Your rights as a respondent, and the way in which we honour those rights, are set out in this leaflet about SCPR (SHOW AND HAND OVER). Also, SCPR is registered under the Data Protection Act.

In addition, there is no way that your name or address can be linked with the answers that you give us. The interview data are returned to the office in a coded form and never with your name and address attached; and neither your name nor

the information you give us is passed to anyone outside SCPR. The findings are written up as statistical summaries only.

Q. *Why should I take part?*

A. Surveys are voluntary, but it is very important that a true cross-section of the public takes part in the studies like this one if we are to understand what people think about the social issues of the day. This means that we want to know the views of everyone in our sample. If a lot of people refuse to take part, then we cannot be sure that our results really reflect everyone's views. No special knowledge is needed, and we need to know the views of everyone, not just those with strong opinions or particular viewpoints.

Q. *I'm not sure.*

A. Even if you're not sure, do please let me start the interview and then see how you get along. You can stop at any stage if you wish to.

Q. *How do I know you are a genuine researcher/research organisation?*

A. First, you have a letter from the research team at SCPR. The letter describes the survey and explains why your co-operation is important. There are telephone numbers at which you can contact the researchers at SCPR if you have any further questions to ask. Secondly, I am leaving a leaflet about SCPR, which is an independent non-profit making institute for survey research.

Q. *What happens to the results?*

A. The statistical results are published each year in a book, available in libraries and bookshops (AT THIS POINT YOU CAN SHOW THE COVER OF THE NINTH BSA REPORT). Each year there is a lot of newspaper publicity when the book comes out, and the survey is widely agreed to be an impartial and fair account of what people think about important issues.

## 8. Materials for the survey

1. Address Record Forms (ARFs) - see Section 8  
- Green (A) + Blue (B) versions (14 of each per assignment)
2. Copies of the advance letter - use as necessary
3. Explanatory letters for respondents - leave one with each respondent
4. Leaflets about SCPR - leave one with each respondent
5. 'Newspaper' leaflets about the survey - use as necessary
6. Cover of *The 9th Report*
7. Book information forms
8. Set of show cards (A and B)  
A version: (A-W, X1, X2, M, X3-X9, Y2)  
B version: (A-L, L2, M-V, X3-X9, Y2)
9. One paper copy of classification section of the main questionnaire (see Section 13 below)
10. Self-completion questionnaires (A and B)
11. Pre-paid A5 envelopes. These are for respondents to use in returning the self-completion questionnaires in those cases where they cannot be picked up
12. Project instructions (this document)
13. 1 allocation disk of address serial numbers  
1 blank back-up disk  
6 blank disks for returning work

... and of course a lap-top computer with a rechargeable battery pack and shoulder bag.

We think you will find it helpful to check both the show cards (that they are a complete set and in the right order - see above) AND the self-completion questionnaire in your pack. The printers have been known to make mistakes and it is better to discover them at home, before you begin your assignment, than later, in the field.

You will also have your Field Admin. Note and other Field documents and forms. Please make sure you have adequate supplies of all these materials before you start interviewing, and before going out each day. Your Admin. note gives details of how to order extra supplies.

## 9. Address Record Form (ARF)

These are the forms on which your assignment of addresses is issued. You will have one for each address in your sample. **You will get two different ARFs: a green version for the A sample (odd serial nos.); and a blue versions for the B sample (even serial nos.).**



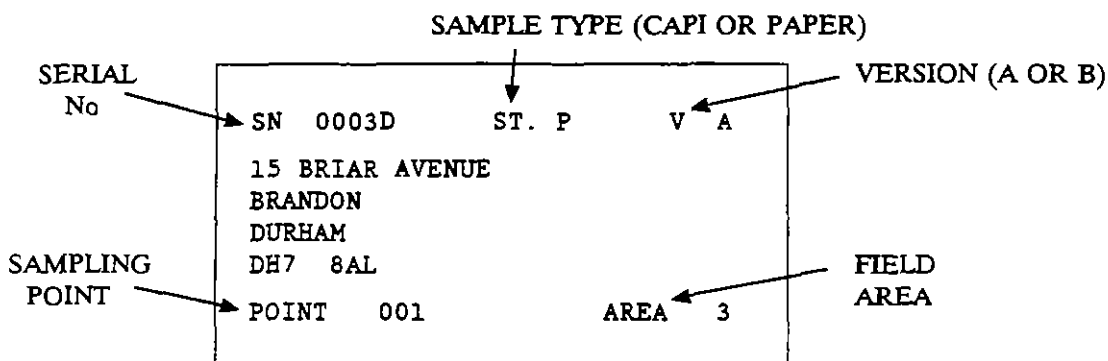
Besides giving the selected address, the ARF has three other purposes

- 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)
- and - in a case you do not achieve an interview - you use it to give the reason

It works just like a normal 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

SN 0003D						
PERSON/DU	1	2	3	4	5	6
SELECT	1	2	3	1	1	4
PERSON/DU	7	8	9	10	11	12
SELECT	7	4	6	5	8	10

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

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. (There are spaces for you to fill in the **exact** time of each call, if it helps.)

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

Qs.1-9 deal with the **address**. If you find that the address contains two or more dwelling units (eg. flats, bedsitting rooms), Qs. 5 to 8 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. But remember it is **exact** address as given that 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, telephone your Field Controller who 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 Q.8, write in the number of the **selected** dwelling unit, (the "DU" code), that is the number printed on the grid at Q.5 - **not** the flat or room number of the unit itself.

At Q.9, record the flat number or other details of the location of the selected unit.

Qs. 10-16 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.

At Q.11 you must find out how many adults (aged 18 or over) there are living at the address (or dwelling unit). On each occasion where there is more than one adult living at the address, you must use a random selection procedure to choose one for interview, as follows:

At Q. 13a, list all resident adults in alphabetical order of their first name or initial. For example:

FIRST NAME OR INITIAL	PERSON NUMBER
B.	01
J.	02
M.	03
P.	04
	05
	06

if there are 4 adults in this household By referring to the selection label, you will see that person number 1 is to be interviewed, as this is the number printed under '4' At Q 15, write in the person number that is printed in the grid at Q 13a So in the example, person number 1 (initial B) has been selected, and you will write '01' in the boxes at Q.15 **Once a random selection has been made, no substitute can be taken**, even if there is someone else living there who is available and willing to be interviewed

Please note two other 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 this is part of the way that backchecks can be carried out in your work, to reassure us that the correct person has been selected

If there are 13 or more adults living at the selected address, telephone your Field Controller who will tell you which one to select for interview

We need the following information for each person successfully interviewed

- the **name** of the selected person, if you can obtain it (You may find out the name only at the end of the interview ) Write this in the box at Q 16 If someone refuses to give their name, write in 'Refused'
- whether a **full** or **partial** interview was carried out - Q 17 A 'partial' but 'productive' interview is one where half or more of the questionnaire is completed, **plus most or all of the classification section** On the 'A' Version, this will be at least up to the end of the questions on education On the 'B' Version, it will be at least up to the end of the questions on transport An 'unproductive' partial is where less than this but at least some attitude questions are completed
- details about the self-completion questionnaire (Q.18) - see Section 12 following.
- interview length (Q 19)

On page 1 of the ARF, there is a box for you to write in the respondent's telephone number, if given If it is not, write in 'Refused' If he/she has no telephone, write in 'No 'phone'

For all cases where you have not achieved an interview, please write in the reason in the box at the top of page 5 to tell us why Then return the ARF to the Field Office

A few last points before we turn to the questionnaires

- (1) 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 listed addresses. Never follow anyone to a different address, although you could of course interview a person somewhere else (eg. 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.

## 10. Computer Assisted Personal Interviewing (CAPI)

This year half of the interviews for the British Social Attitudes Survey will be administered on laptop computers. The term for this kind of interviewing is **CAPI** which stands for **Computer Assisted Personal Interviewing**. Many other surveys (for example the FRS) have already switched to CAPI, and within the next three years the bulk of SCPR interviewing is likely to go over to CAPI. There are many advantages to CAPI over traditional methods like pencil and paper interviewing:

- It is **more accurate**, since entering wrong codes is more difficult;
- It is **simpler for interviewers** because the computer assures correct routing. So it is impossible to go wrong on a complicated skip;
- Questions can not be missed out;
- **Grids** are simplified to a series of consecutive questions;
- It offers the possibility of building in checks for inconsistent answers.

Although some interviewers (and researchers!) find it quite challenging to operate the laptop in the beginning, after some practice it is actually quite simple. Before starting the actual interviews, interviewers will have gone through a training session and a briefing session where CAPI is explained. We recommend as well that interviewers practice at home at their own pace, prior to interviewing. A special practice session has been set up on all the laptops for this.

There is no need to worry about appearing on the doorstep with a laptop. Evidence from pilots and surveys so far is that people like it and are interested in the machines. Interviewers appear more professional in the eyes of the public.

### i) **Getting on to the computer**

For BSA you will be using Compaq machines, which are designed to have a power-on password. This means that when you switch on, a small diagram of a key appears on the top left hand side of the screen. Once you have typed in the correct password, you will have access to the project menu.

The project menu contains two BSA options. One of these is to go into the BSA practice session which was set up at the briefing, and the other is to go into your real BSA allocation. When you receive your allocation disk in the post, you should select the second option and follow the instructions for installing your address serial numbers.

Once your address serial numbers are installed, you can proceed to the MAIN MENU (or ACTION MENU). The options for action here are:

- I to interview, view cases or put in ARF information
- B to backup your data. Please do this on each day that you have done any interviewing or admin.
- T to put work on disk to be returned to the Field Office
- R to read in new addresses from reissues or reallocations
- E to clear out your addresses once all your work has been returned
- P to read in a new questionnaire program if we update it
- Q to leave this menu and return to the project menu

When you enter I for interviewing, you will be asked for another password in order to gain access to the BSA questionnaires. This will then take you to the ADDRESS MENU.

The address menu shows your particular 28 address serial numbers and your mission is to carry out an interview with one randomly selected adult at each address.

#### ii) Starting an interview with the selected adult

Assuming that you have made contact at an address, completed the selection procedure according to the paper ARF and are ready to interview, the procedure is as follows:

Select the appropriate address serial number by using the arrow keys to highlight the correct number and then press <enter>

First, you will be asked to enter the check letter (as on the address label on the ARF). Then you will be asked for your interviewer number and should only need to press <enter> here as your number is already linked with those addresses and should appear automatically in the lower half of the screen.

You will then be asked to record the 'current interview status' of that address. It should help you remember what still needs to be done at that address. Here - as you are just about to start an actual interview - you select option 3.

You may then write a short note to remind yourself about that address. But don't enter any information that could identify the whereabouts of the address to any third party.

You now have the option of returning to the MAIN MENU (you might want to do this if you only wanted to note an appointment time in the address notes), or open a

questionnaire, or do the admin. Select option 2 to open the questionnaire. This takes you to the first question on BSA.

**iii) Exiting the questionnaire having reached the end**

If you have reached the end of the questionnaire, you will be asked 'Do you wish to leave the questionnaire?'.  
Press <enter> on the highlighted 'Y' and you will be returned to the ADDRESS MENU. Press <esc> and you will get to the MAIN MENU. Press 'Q' and you will get to the project menu. You have now backed out of each level of the program and can switch off the laptop if you wish.

**iv) Exiting a questionnaire part-way through**

If you need to exit a questionnaire part-way through, hold the <ctrl> key and press <enter> key once. You will then get a box with options to stay in or leave the questionnaire. Highlight 'Leave q're' and press <enter>. You will then be asked 'Do you wish to leave the questionnaire?'.  
Press <enter> on the highlighted 'Y' and you will be returned to the ADDRESS MENU. Press <esc> and you will get to the MAIN MENU. Press 'Q' and you will get to the project menu. You have now backed out of each level of the program and can switch off the laptop if you wish.

Press <enter> on the highlighted 'Y' and you will be returned to the ADDRESS MENU. Press <esc> and you will get to the MAIN MENU. Press 'Q' and you will get to the project menu. You have now backed out of each level of the program and can switch off the laptop if you wish.

**v) Admin: Putting ARF information on the laptop**

You must record some basic ARF information on the laptop for every one of your addresses. As you have already completed the paper ARF, it is very quick and easy to copy some of that information on to the laptop for deadwood/refusals/non-contacts and only takes slightly longer for addresses where you completed an interview.

The procedure is the same as for starting an interview except that you select the option for completing admin. details rather than opening a questionnaire:

First, select the address serial number at the address menu by moving the highlight bar and pressing <enter>.

Press <enter> at interviewer number

Select the appropriate option and press <enter>

Add reminder note (if you wish)

Select option 3 - FILL IN THE Admin. DETAILS - and prepare this interview for return to Head Office.

You will then be asked (at a maximum) the following questions - though only the first six if there is no completed interview

Total number of calls

Date of **first** call

Month of **first** call

Date of **last** call

Month of **last** call

Final outcome code

Number of occupied units

Dwelling unit code (if more than one)

Number of people aged 18+

Person number of selected person (if more than one eligible)

How self-completion questionnaire is to be returned

Length of interview (in minutes)

Time spent at home on Admin

## 11. Field procedures

### i) Disks

Apart from the allocation disk containing your address serial numbers, you will be sent 7 blank disks, one is your backup disk and the other six are for returning work

### ii) Backup disks

It is essential that each day's work is backed up onto the backup disk so that there is always a spare copy (in case of disasters!) of the work you have carried out (Admin as well as interviews) Always keep your backup disk at home - separate from your computer and other disks Use the Backup option in the MAIN MENU to do your backups

### iii) Returning work

For those of you that have worked on FRS, please note that the procedure on BSA for sending back completed interviews is different You will not be transmitting your interviews back to Brentwood, but will be copying the interviews and admin you have completed on to blank disks and posting them back to Brentwood

We want you to send back a disk with your first three completed interviews on it (for early work checks) and whatever other deadwoods or refusals you have picked up at this point After that first disk, you should send back work about twice a week

Use the Transmit/return work option in the MAIN MENU to copy your work on to the disks.

\* You must always use blank disks when returning work.

\* ARFS must be returned separately from disks

## 12. The self-completion questionnaire

Respondents may fill in the self-completion questionnaire either:

- **Immediately after the interview**, before you leave. Ideally, we would prefer it to be filled in then. You could use the time to key in the admin. details and 'tidying up' any other answers or notes.
- **In the respondent's own time, after** the interview. In this case you will need either to call back to pick up the questionnaire, or to arrange for the respondent to post it back to Brentwood, in which case you must leave one of the A5 prepaid addressed envelopes.

**Under no circumstances should you give the self-completion questionnaire to the respondent to fill in before the interview.**

Before handing over the self-completion questionnaire, there are some important things to remember:

1. You should write the Sampling Point number, the respondent's Serial Number and your Interviewer Number in the boxes provided, **before** you hand over the questionnaire. **We strongly advise you to enter the Sampling Point number and your Interviewer Number on all questionnaires before your first day in the field.**

<p><b>Without these identifying numbers, the self-completion questionnaire cannot be used - and we will not be able to pay you for a completed questionnaire!</b></p>
---

Please also remember to fill in Q18 on the ARF, to tell us what your plans for returning the questionnaire are:

### ***Code***

- 1 if you yourself are sending the self-completion questionnaire and the interview questionnaire back to the office **together**.
- 2 if you yourself are sending back the self-completion questionnaire **separately** (after the main questionnaire).
- 3 if you leave the questionnaire with the respondent for him or her to return direct to the office.



- 2 If you leave the self-completion questionnaire at an address after the interview, leave it only with the **selected respondent** - the person you interviewed. The self-completion questionnaire (like the interview) may be filled in only by the selected respondent. Please tell the respondent that we cannot use questionnaires filled in by anyone else. **No substitute is acceptable**
- 3 If the respondent cannot fill in the questionnaire by the end of the visit at which you carry out the interview, please arrange to call back for it - provided you are still interviewing in that area (you could use one of your appointment cards to remind the respondent of when you are calling for the questionnaire). This helps remind the respondent how important the self-completion questionnaire is. If this is not possible, you should leave a prepaid A5 envelope and ask the respondent to post the self-completion questionnaire back to the office. **If you do this please remember to ring code '3' at Q.18 on the ARF.** (We will then know whether or not to send out reminders to respondents whose questionnaires have not arrived.) Always leave the A5 envelope for respondents, and use the A4 envelopes yourself, as this gives us a final check as to who actually returned the self-completion questionnaire
- 4 Never leave the respondent in any doubt as to how he or she should return the questionnaire. If you have arranged to call back for it, make sure that your respondent realises this and that you keep your appointment. If you cannot arrange to call back, make sure that the respondent knows it is to be posted back, and stress the need for (reasonable) speed
- 5 If you do wait for the questionnaire or call to collect it later, please try to spend a minute checking through to see that it has all been filled in. Any gaps can then be tactfully pointed out to the respondent and he or she should be asked to fill them in, even if it means writing in 'don't know' where appropriate
- 6 On rare occasions, it might be clear that a willing respondent needs your help to complete the questionnaire, because of, say, poor eye-sight or illiteracy. In such cases, treat the questionnaire as if it were an extension of the interview, and tick the boxes accordingly, with the respondent at your side. You may make a claim for time spent with the respondent, but please give full details of the circumstances

### 13. 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! If some respondents have no particular viewpoint on a topic, or 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

Second, throughout the questionnaire we will be using a number of general phrases that may cause the respondent to ask for further explanation. Examples might be:

"Closer links with the European Community"

"Britain's general industrial performance"

In these and many similar cases we do not wish to give the respondent any further explanation. The phrases used are intended as general ones. Simply read the question or statement out, and tell respondents that they should answer in terms of whatever *they* understand by the phrase.

Third, at questions where an 'other' answer code has been provided, the other answer should be recorded verbatim. (Up to 40 characters can be keyed or written in.) 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 should 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.

Fourth, the interview questionnaire is divided into blocks of question topics (see below for details). Sometimes these are introduced by (e.g.) "And now some questions on ..." but often they are not. Respondents do not need to be made aware of the various blocks or sections of the questionnaire during the course of the interview; the questionnaire is designed to be administered as a single unit with a reasonably smooth transition between groups of questions and different topics.

## LAYOUT OF THE INTERVIEW QUESTIONNAIRE

### VERSION A:

<b>Block</b>	<b>Topics</b>
ONE	Newspaper readership and party identification
TWO	Government spending and the NHS
THREE	Labour market and the workplace
FOUR	AIDS
FIVE	Education
SIX	Northern Ireland
SEVEN	Charitable giving
EIGHT	Sexual morality
NINE	Housing
TEN	Religion and race
ELEVEN	Classification

### VERSION B:

ONE	Newspaper readership and party identification
TWO	Government spending and the NHS
THREE	Labour market and the workplace
FOUR	The countryside
FIVE	Transport
SIX	International relations
SEVEN	Economic prospects
EIGHT	Welfare state and social security
NINE	Housing
TEN	Religion and race
ELEVEN	Classification

If a respondent does break off the interview part way through (this happens very rarely), try to complete the Classification section (or as much as you can) Simply exit from the questionnaire (Ctrl + Enter) and continue using the paper version of the Classification section provided

#### 14. The interview questionnaire: in detail.

The variable name which will appear on your CAPI screen is listed in italics on the left of the page, beginning with *WhPaper*.

*WhPaper* A single newspaper is the preferred answer here. If the respondent maintains, in spite of probing, that he or she reads more than one daily morning paper equally frequently, code 95 for 'Other' and list the relevant papers under *Othnra*.

*LocalB* If 'No overall control' by any one party, write in which parties (if known) at *OthNre* 'other shared control'. If 'Independent', write in at *OtherSp* 'other single party'.

*Dole* In most cases people will be able to choose between the two statements. In some cases, however, people may feel the two statements are related. In these cases code 7 and key in 'other answer given' under *DoleOth*.

*PrivMed* We are asking these questions about schemes (eg. BUPA and PPP) which provide for, and cover the cost of, private medical treatment and facilities. Do not include simple insurance schemes where the insured person receives a cash benefit when sick.

*Reconint/  
Reconact* The respondent may well choose several items on Card E showing various types of economic activity undertaken 'last week' - that is the seven days ending last Sunday. If so, all of them should be coded. In this case, the highest on the list (the first that applies) is the one that determines which set of questions you ask next (there are sets of questions for, e.g., employees, self-employed people, unemployed people and so on).

If you interview on a Sunday, the seven days are the ones ending the previous Sunday.

The following notes explain the items on CARD E a little more fully:

#### *Code*

##### 01 **In full-time education** (not paid for by employer, including on vacation)

All students, even those doing vacation jobs during the last week, are to be coded in this category. If the student is on vacation and will continue to be a student only if he or she passes an exam, assume that the exam will be passed and still treat the respondent as in full-time education. People on government training programmes (ET, etc.) are EXCLUDED from this category. They should be counted as 02.

**02 On government training/employment programme**

People on government-sponsored training or employment programmes should be coded here. They should not be coded as 'In paid work' or 'In full-time education' (even if they are doing the educational part of the programme).

**03 In paid work for at least 10 hours in the week (or away temporarily from that work)**

This category includes all types of paid work, whether for an employer, or on the respondent's own account as self-employed. It includes casual, part-time and temporary work provided that it amounts to at least 10 hours in the week.

Voluntary work, or work carried out where only expenses are reimbursed or work paid for in kind (e.g., receiving board and lodgings only) where there is no financial transaction, are EXCLUDED from this category.

People temporarily away would include those who were absent from work last week because of sickness or injury, holiday, compassionate leave, or maternity leave, provided that they have a job to go back to with the same employer or as self-employed in the same field. It would also include people who were temporarily laid off, or on strike, or locked out, again provided that they have a job with the same employer to go back to, or to the same self-employed status, e.g., an actor 'resting' between jobs.

People whose contract of employment incorporates regular but intermittent work (e.g., some staff in educational institutions, or professional sportsmen, whose wages are paid only during term-time or in the season, and who therefore may not have worked last week) are included in this category.

**04 Waiting to take up paid work already accepted**

This category covers people not in work last week but who have a definite agreement to start work on a set date. It does not include people who have been given a vague promise of a job if and when a vacancy occurs.

**05 Unemployed and registered at a benefit office**

This category covers those who are both unemployed and registered as unemployed for benefit purposes. It does not cover those unemployed and registered only through the government employment service (e.g., Jobcentre, local government careers offices).

**06 Unemployed, not registered but actively looking for a job**

This category includes all unemployed, not registered for benefit, but who are actively looking for a job. This would include people seeking work through central or local government employment services (Jobcentres, local authority careers offices, etc), people registered with private employment agencies, people answering advertisements for work, advertising for work or even people just actively looking around for opportunities.

**07 Unemployed, wanting a job but not actively looking for a job**

Include here any unemployed (again not registered for benefit), but who are not actively looking for a job at the moment. People who, for instance, have given up looking for work would be included here, or those who are ill and temporarily unable to look for work. Respondents should normally be left to decide for themselves whether an illness in this case is temporary or not. If in doubt, include it if it has lasted less than six months.

The remaining four categories cover those members of the population who are generally considered to be economically inactive.

08 **Permanently sick or disabled** covers people out of work and not seeking work because of permanent (or indefinite) sickness or disability. People who have never worked because of disability are included. Do not include retired people in poor health who would not be seeking work even if they were healthy. In cases of doubt over whether an illness or disability is permanent, treat it as permanent if it has lasted continuously for six months or more.

09 **Wholly retired from work** covers people who have retired from their occupation at approximately the normal retirement age or who have taken 'early retirement', and are not seeking further employment of any sort. Retired people who are permanently sick or have become disabled still count as retired.

Women who leave work on marriage to look after the home or to raise a family and who have not worked for many years, should be classified as 'looking after the home' rather than retired. But it is difficult to define retirement exactly. Apart from the proviso made about women, the respondent's description from the card should generally be accepted.

10 **Looking after the home** covers anyone more or less wholly involved in domestic duties when classifying economic position. There can be more than one person in a household in this category, here we are concerned only with the respondent's position.

11 **Doing something else** is not on the show card. It covers anyone who does not fit into any of the ten categories on the card. But remember that people who are in any kind of paid work (including casual self-employed jobs) of more than 10 hours in the week should not be included here.

*Remploye* 'Self-employed' refers to work done on the person's own account, not being taxed through PAYE. Some self-employed persons will have their own businesses, some will simply be involved with casual or intermittent work. A person in a one-man business is not necessarily self-employed; if the business is a company, he or she may well be an employee of the company, drawing a salary and being taxed through PAYE.

*CurunempY* Answers to several questions in this section, including these, and can be  
*UfindY* recorded either in months or years. Key in whatever answer is given and  
*EmploydY* then you will be asked to record whether the answer was given in months

- EfindjbY* or years You should round up the answers to the nearest whole month Two weeks or over is the next highest month, 'under two weeks is the next lowest **Probe for best estimates in all cases**
- Ssrjbtim* Here we want the respondent's own definition of whether they work full-time or part-time  
*Esrjbtim*
- Sjbhours* The number of hours worked per week excludes travel time, meal times and irregular overtime If the respondent's job has no regular hours, then take the hours worked during the seven days ending the previous Sunday
- Paygap* At this question and elsewhere, the place of work is the establishment where or from which the respondent works This will ordinarily have a single address The employer of the respondent may of course have several establishments but it is only the respondents workplace that is being asked about Several questions refer to the workplace so it must be clearly established at this question
- JbReview* The 'system for reviewing or reporting on work performance' refers to oral reports, as well as written ones. If asked, please make this clear
- SJbHours* Again, the number of hours worked excludes travel time, meal times and irregular overtime. For a job without regular hours, take the hours worked over the seven days ending the previous Sunday
- Bus1ok* These questions are asked about the respondent's main self-employed occupation "Business" may not always be the best or most appropriate description, and you may therefore need to explain that this question refers to the paid job, whatever it is  
*Bus1fut*  
*Spartnrs*  
*Snumemp*
- Snumemp* Note that family members can be employees, **BUT ONLY IF THEY RECEIVE A REGULAR WAGE OR SALARY** Please check if unsure
- Retrag2* If the respondent then says that (s)he has never worked, (e.g., (s)he has interpreted 'retired from work' as meaning simply 'retired'), code 00 Do not recode any other data
- Everjob* Full-time or part-time job refers to all paid work whether as an employee or self-employed Full-time is 30 hours or more a week, part-time is 10-29 hours

#### A 'EDUCATION'

- HeFees* Here we are asking about fees to cover teaching, not maintenance to cover accommodation, meals, etc

#### A 'CHARITIES'

- ImpCas1-* Here we are asking about 'raising money' from all sources for various causes This could, of course include government, business, etc , as well as  
*ImpCas6* charities

## B 'COUNTRYSIDE'

*EnvWalk* If the respondent says he/she cannot do any of these things (e.g. never  
*EnvPkOut* shops, cannot use public transport), code '3' (No). These sorts of answers would not be 'other answers'.

*HomeType* Code type of accommodation from observation and check with respondent.

*Tenure1* Note that this question on tenure applies to the whole accommodation that the respondent's household occupies, not just to the part of the accommodation that the respondent may occupy. For instance, if the respondent was renting a room from a relative who owned the property outright, you would code 1, not 9.

Please note the following definitions:

**Own (leasehold/freehold) outright:** those whose accommodation is wholly owned, i.e., they are not buying on a mortgage or with a loan. To own a leasehold property, the occupier must have a lease of 21 years or more.

**Buying (leasehold/freehold) on mortgage:** those buying with a mortgage or loan, from a bank, building society or other organisation. This category also includes those buying as part of a co-ownership scheme, or those buying leasehold property when the lease is 21 years or more.

**Rented property:** includes those where the lease is fewer than 21 years. Note that the rent need not be paid by a household member: it could be paid by another member of the family (e.g., son on behalf of mother) or by income support.

*Rel1* Please note that the first set of codes (02-07, 21-22, 27, 08) all relate to  
*Rel2* different Christian denominations. Codes 09-14 relate to other (non-  
*FamRelig* Christian) religions. If none of the pre-coded categories exactly corresponds with the respondent's religion, the answer should be written in as 'Other Protestant', 'Other Christian' or 'Other non-Christian' as appropriate.

*RelCh* 'Son/daughter' includes step-children, adopted children and foster children.

*EdQuals* The main types of exams and qualifications are included here. Code ALL  
*EdQual5* that apply. You should key in under 'other' any that the respondent mentions that are not on the list, but we are interested only in educational or vocational exams and qualifications, not leisure activities, St. John's Ambulance, etc.

*RTitle* We wish to collect occupational details of almost all respondents, excluding only those who have never had a job.



Ask everyone else about their current, future or last job, changing the tense as necessary. Please probe fully for all relevant details. If any are missing, we may be unable to code occupation accurately.

*RSector* If the respondent is in any doubt about how to classify his or her employer's organisation, key in a description at code 07 (Other)

*Premises* If the respondent works from premises (e.g., a travelling salesperson) rather than at a workplace, adapt the question wording accordingly  
*REmpMake*  
*REmpWork*

*REmpMake* For self-employed persons, change 'your employer' to 'you'

*Union* 'Staff association' referred to at this question is an organisation of employees recognised, like a union, by management for the negotiation of (e.g.) pay and other conditions of employment. In certain professions (e.g. banking) staff associations exist alongside or instead of trade unions.

*SEconAct* We need to collect details of occupation for the respondent's spouse or partner. The same principles apply as for *REconAct* (see p 17 above)

*BenftNew* If you are in any doubt about which benefit(s) the respondent or his/her spouse or partner is receiving, key in the answer verbatim under *OthClh* (other state benefit(s))

*HhIncome* 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. For respondents in paid work in the last 7 days you should also obtain their own earnings  
*REarn*

In each case - for both income and earnings - we want the 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.

*QFilled* Code 1 or 2 as appropriate, to let us know how you plan for the self-completion questionnaire to be returned. If the respondent refused to take the supplement, enter the reason why (if known) at *Qfill*.

IF THE RESPONDENT ACCEPTS A SELF-COMPLETION QUESTIONNAIRE, PLEASE REMEMBER TO ENTER THE SAMPLING POINT NUMBER, RESPONDENT'S SERIAL NUMBER, AND YOUR INTERVIEWER NUMBER ON THE FRONT OF THE QUESTIONNAIRE BEFORE YOU HAND IT OVER

If you have any queries or problems about how to complete the questionnaire, please do not hesitate to telephone a member of the British Social Attitudes team at the Head Office in London (071 250 1866)

**When you have finished, please:**

- Check the self-completion questionnaire (if you are collecting it)
- Double-check that you have entered the respondent's Serial Number and your Interviewer Number on the self-completion questionnaire.

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

P 1235/GB

Spring 1993

BRITISH SOCIAL ATTITUDES  
1993 SURVEY

BOOK INFORMATION FORM

To Publications Officer  
SCPR  
35 Northampton Square  
London  
EC1V 0AX

I took part in the British Social Attitudes 1993 survey I understand that you plan to publish a book giving some of the survey results in autumn 1994. Please send me a leaflet in 1994 which tells me when the book will be published and how my local library or I might obtain a copy.

My name and address are

NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

POSTCODE \_\_\_\_\_

PLEASE NOTE

We hope to post leaflets in autumn 1994, before publication day, when any national newspapers will be writing about the survey. If you give a copy of the leaflet to your local library, it may be able to obtain a copy of the book.

*Please give this form to the interviewer, or post it back whenever convenient to SCPR at the address above.*

Our Ref P 1235/NI/ADV  
February 1993



35 NORTHAMPTON SQUARE  
LONDON EC1V 0AX  
TELEPHONE 071-250 1866  
FAX 071-250 1524  
E-mail (internet) scpr@uk.ac.cny

BELFAST TELEPHONE (0232) 326566

## NORTHERN IRELAND SOCIAL ATTITUDES SURVEY

Dear Resident

You may have read about the Social Attitudes survey in the newspapers, or heard about it on the radio or television. It is a widely-reported annual survey carried out by a leading research institute, whose findings are also used by government as a way of finding out about changing public attitudes.

No special knowledge is needed to answer any of the questions. The questionnaire covers a whole range of topics, from views about the National Health Service to public transport and roads, from education to the environment. Each year we publish a book on the results. All replies are treated in confidence and are never linked to names or addresses.

Your address has been selected at random from the rating valuation list of all addresses in Northern Ireland. Within the next few weeks an interviewer from the Policy Planning and research Unit in Northern Ireland will call on you, show you an identification card, and ask you for your co-operation in choosing a person at random from your household to take part in the survey. If you happen to be busy when the interviewer calls, he or she will be happy to call again at a more convenient time.

We very much hope you will take part in the survey, and are sure that you will find it interesting and enjoyable. Even if you are unsure about it, please allow the interview to start and see how you get along. You are free to stop at any time.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Roger Jowell".

Roger Jowell  
Director

P S We would be grateful if you would show this letter to other members of your household, in case you are out when we call.



Our Ref P 1235/NI/INT  
March 1993

35 NORTHAMPTON SQUARE

LONDON EC1V 0AX

TELEPHONE 071-250 1866

FAX 071-250 1524

E-mail (Janet) scpr@uk.ac.city

BELFAST TELEPHONE (0232) 326566

## NORTHERN IRELAND SOCIAL ATTITUDES

We are asking for your help in an important survey of social attitudes. Its aim is to discover what people think and feel about all sorts of questions on which everyone has views. For instance, we will ask what you think about the National Health Service, education, and the environment.

The addresses we contact and the person to be interviewed are selected at random from the rating valuation list by statistical techniques, and the interviewer may not take substitutes. So we need to interview everyone we approach, not just those with strong views, the co-operation of every selected person is important.

SCPR is an independent research institute registered as a charity, and all our interviewers carry an identity card they can show you. As with all our surveys, the questionnaires are anonymous and no-one will be identifiable in any way. The statistical results will be published in a book. A summary of the results is also given to various government departments, to newspapers and to radio and television, to describe what the Northern Irish public really feels about important issues.

The study is funded mainly by one of the Sainsbury Family's Charitable Trusts, but also has support from several government departments and charities. Interviewers from the Policy Planning and Research Unit in Northern Ireland are carrying out the survey and have an identity card they can show you.

We hope you will enjoy the interview. Even if you are unsure about it, do please allow us to start the interview and see how you get along. If you have any questions about the survey which the interviewer cannot answer, please contact my colleagues at PPRU on (0232) 326566.

Thank you very much for your help.

Roger Jowell  
Director



Our Ref P 1235/NI/R1  
Spring 1993

35 NORTHAMPTON SQUARE  
LONDON EC1V 0AX  
TELEPHONE 071-250 1866  
FAX 071-250 1524  
Email (famed) scpr@uk.ac.city

## NORTHERN IRELAND SOCIAL ATTITUDES

### 1993 STUDY

Dear Sir or Madam,

Within the last month or so you very kindly agreed to be interviewed as part of an important study of social attitudes in Northern Ireland. At the same time we asked you to fill in a self-completion questionnaire and return it to us by post in a pre-paid envelope.

As we have not yet received the self-completion questionnaire from you, I wonder if I could ask you to spare a little more of your time? The self-completion questionnaire is an important part of the survey. It contains questions on topics not covered in the main interview, and we hope you will find it interesting and enjoyable. We need to get the views of everyone in our sample, not just those with strong opinions or particular viewpoints.

Thank you very much for your help, and for agreeing to the interview. I look forward to hearing from you.

Yours sincerely,

Roger Jowell  
Director

P S If this letter has crossed in the post with your completed questionnaire, please accept our thanks for sending it off and our apologies for writing to you again.

Our Ref P 1235/NI/R2  
Spring 1993



35 NORTHAMPTON SQUARE  
LONDON EC1V 0AX  
TELEPHONE 071-250 1866  
FAX 071-250 1524  
E-mail (James) scpr@uk.ac.city

OR TELEPHONE (0232) 326566

## NORTHERN IRELAND SOCIAL ATTITUDES

### 1993 STUDY

Dear Sir or Madam,

About two weeks ago we sent you a letter about the questionnaire that our interviewer left with you. The self-completion questionnaire is a very important part of our Northern Ireland Social Attitudes survey on which you kindly agreed to be interviewed.

As we have no record of having received your questionnaire, we are enclosing another copy, in case the first copy was mislaid, and a pre-paid envelope. We hope you will find the questionnaire both interesting and enjoyable. We need to hear from as many people as possible, so that the information we collect represents the views of a true cross-section of the public in Northern Ireland.

We do greatly appreciate your co-operation in this study, and hope you will find time to fill in the questionnaire and return it to us. Without it an important part of the picture will be missing.

Thank you again for all your help.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Roger Jowell".

Roger Jowell

Director, SCPR

P.S. If this letter has crossed in the post with your completed questionnaire, please accept our thanks for sending it off and forgive us for writing to you again.

P.1235/NI

Spring 1993

## NORTHERN IRELAND SOCIAL ATTITUDES 1993 SURVEY

### Project Instructions

#### Contents

	<b>Page</b>
1. Background . . . . .	1
2. Notifying the police . . . . .	2
3. The sample . . . . .	2
4. Contact procedures . . . . .	4
5. Suggested introduction . . . . .	5
6. Questions you may be asked . . . . .	6
7. Materials for the survey . . . . .	7
8. Recording calls and outcomes . . . . .	7
9. Field procedures . . . . .	13
10. Self-completion questionnaire . . . . .	14
11. The interview questionnaire general guidelines . . . . .	15
12. The interview questionnaire in detail . . . . .	17



## 1. Background

Since 1983, Social and Community Planning Research has fielded a large national survey in Britain. This series, called British Social Attitudes, has become an important and much quoted source of information about contemporary Britain.

In 1988, the Nuffield Foundation, a grant-giving organisation which funds research, and the Central Community Relations Unit in Belfast, agreed to meet the costs of extending the survey to Northern Ireland. The Policy Planning and Research Unit (PPRU) agreed to carry out the fieldwork. The first round of interviewing took place in 1989, and was repeated in 1990 and 1991.

The British Social Attitudes (BSA) survey, and the Northern Ireland Social Attitudes (NISA) survey, are designed to measure contemporary social attitudes and how they change over time. Such findings are of interest to government departments anxious to have more information about people's own assessments of, for example, their work or their housing circumstances. But the data are also contributions to social history, to allow analysts in the future to discover what people thought and felt about the major social issues of today.

Now funding has been secured for a further three years (1993 to 1995) for the NISA survey, with contributions from all the Departments in Northern Ireland.

Department of Agriculture  
Department of the Environment  
Department of Economic Development  
Department of Finance and Personnel

Department of Health and  
Social Security  
Northern Ireland Office  
Central Community Relations Unit

And again PPRU will be carrying out the fieldwork.

Some of the questions are identical to those asked in Britain, others are asked only in Northern Ireland. This year, there is a module, or group of questions, on community relations in Northern Ireland. Other topics covered this year include some asked about in all previous years - for example, unemployment, the National Health Service and welfare benefits - and others which are asked about less often - for example, education and the countryside.

The study has four main outcomes:

- a A book on the survey results in Northern Ireland, published each year in Belfast by the Blackstaff Press. The next NISA Report (containing the 1991 findings) will appear in Spring 1993.
- b A book published each autumn by Dartmouth Press, mainly on the BSA results, but containing at least one chapter comparing the attitudes of the British and the Northern Irish public. There is a copy of the cover of The 9th Report in your survey materials. (We tell all respondents who are interested where they can get hold of a copy.)

The findings of both reports are widely known and discussed on radio and TV programmes, in articles and features in newspapers and magazines.

- c. The data from the survey are deposited in the Economic and Social Research Council (ESRC) Data Archive, and made available for analysis by the academic community, or any other interested data user.
- d. Various government departments get summary reports, or tables based on the findings, and use them in their policy planning.

The survey series is funded mainly by one of the Sainsbury Family Charitable Trusts, with contributions also from several government departments, quangos and other grant-giving bodies. You may find it useful to say that SCPR is a non-profit making, research institute, registered as an educational charity and independent from government.

Each annual survey consists of two elements - an interview questionnaire (conducted for the first time by CAPI); and (as in earlier years) a self-completion supplement for each respondent to fill in after the interview. It contains questions on topics covered in the main questionnaire. The supplement also has some questions on the global environment asked in twenty other countries (including the Republic of Ireland) as part of an international survey of social attitudes.

## 2. Notifying the police

As on other surveys, you must notify the local RUC station in your interviewing area to tell the police you will be working there over the next few weeks, on behalf of a government department.

## 3. The sample

The 1400 addresses in the sample have been drawn from the latest ratings lists. They will already be installed on your lap-top computer.

**Eligibility of addresses:** Interviews are to be carried out only in private households; any address which is not a private residence, whether in whole or in part, should be disregarded. But note that some business premises or institutions may conceal a private household. For instance:

- A shop may have a flat above it.
- If the address is of a school, there may be a resident caretaker; if so, select someone in the caretaker's household to be interviewed.
- If the address is a guest-house or private hotel, the owner or proprietor may live on the premises; if so, one adult in his/her household should be selected for interview.

If a hostel, hotel, school, hospital, office, shop and so on contains no private household on its premises, it will be coded as non-eligible at *HOUTCOME*; and the exact category of non-eligibility will be coded at *NONELIG* (see Section 8 below).

**Dwelling unit selection** When you have located the address you may find that the accommodation has been divided up into separate self-contained units (e.g., a large house divided into separate self-contained flats). If so, you must select one dwelling unit (du) only for inclusion in the survey. The procedures for selecting the required du are outlined below.

**STEP 1** list all occupied dwelling units at the address in flat/room number order, or from bottom to top of building, left to right, front to back, and number each 1, 2, 3, etc.

**STEP 2** If there are 2-12 units, use the selection table below. At the du row find the number corresponding to the total number of dwelling units, and then circle the number below this. This is the dwelling unit at which the interview is to be completed

NUMBER OF DUs	1	2	3	4	5	6	7	8	9	10	11	12
SELECT	1	1	2	3	4	4	2	7	6	8	6	6

If there are 13 or more dwelling units at the address, telephone CSU (ext 233).

The surname of the household living at each address when the lists were compiled is also given when it was available, but this is only to guide you to the correct address and to make contacting easier

**Definition of a household.** Note that on the *Northern Ireland Social Attitudes* survey, you are selecting individuals, not households (as on the CHS). But you still need to bear in mind the definition of a household, since a number of questions are about the respondent's household (not the people at his or her dwelling unit, which may not be the same thing)

A household is defined as a single person or group of people who have the address as their **main** or only address and who

**either:**

- Share one meal a day. (This does not necessarily mean that they must always sit down to eat together, but it does mean that the food is bought or provided on a common basis)

**or:**

- Share living accommodation

Note that

- (i) accommodation may still be regarded as shared where the kitchen and the living room are one and the same,
- (ii) a household can be treated as one if the living room is also used as a bedroom

Never decide what does and does not constitute a household solely on the basis of a shared kitchen and/or bathroom.

To ensure that you interview a representative cross-section of the adult population, you will need to enter brief details of all adults (aged 18+) in the household at each sampled address. Then the computer will select one at random for interview.

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

If the people whose names you have been given have moved, select one person for interview from among those living at the address now. Do not follow up movers to their new address.

#### 4. Contact procedures

You must attempt to make contact at every address in your assignment (not necessarily in the order given to you, but grouped and visited in 'economic' batches). You must call on at least 3 occasions, at different times of day and spread across the fieldwork period before you classify the address as unproductive. If necessary, at least one of these calls should be in the late afternoon or evening and one at the weekend.

A letter is being sent to all the sample addresses in advance of your visit (although it may not necessarily be read by the person you select for interview). Many interviewers find that an advance letter helps gain people's co-operation. There are copies of the letter in your briefing pack in case you need to remind people about it.

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. Keep trying all non-contacts as long as you are calling in the area. If you sense a respondent maybe 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 at PPRU and SCPR be confident that the answers you get are representative of the views of everyone.

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

- call the office before you abandon any address as untraceable. PPRU might be able to find out some information which will help you locate 'hard to find' addresses;
- notify the office of all other deadwood addresses (vacant premises, etc.) as soon as possible. There should be little deadwood, but PPRU would like to know what there is in the first fortnight of the field period;
- notify the office of each definite refusal as soon as possible;
- if you manage to select a person for interview who proves hard to contact, breaks an appointment, etc., keep on trying him/her until the end of the fieldwork period, even if you have already made 3 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.)

(If no contact is made with anyone at the address/household after at least 3 calls, return it to CSU immediately.)

You must never substitute one address for another, nor substitute one selected individual for another. The sample has been randomly selected, and any substitutions you make 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 explanatory letter, or the newspaper leaflet describing the study, or the SCPR leaflet, or all three, as part of your introduction. In any case, you must leave a copy of the explanatory letter and the SCPR leaflet with each respondent after the interview.

The interview will last, on average, about one hour, though it will be slightly shorter for those not in paid work. Older respondents may take a little longer. So please allow enough time between appointments.

## 5. Suggested introduction

The best introduction for interviewers is the one they feel most comfortable with. Start at the beginning and explain the purpose of the survey to each person you see at an address; don't assume that a husband, wife or parent of the selected person has passed information on.

These are some of the kinds of things you might say when you introduce yourself and explain about the survey. We are not suggesting that you use this suggested introduction word-for-word, it is for you to adapt as you think best in each situation.

*"Good morning/afternoon/evening. My name is . . . , and I am doing a survey for Social and Community Planning Research, an independent social research institute. We are carrying out a survey to discover what people nowadays think and feel about a wide range of important issues, such as the health service, unemployment and the countryside. The survey results are published in a book which shows the views people have about day-to-day issues."*

At this point, you can show the explanatory letter, the newspaper leaflet or the BSA Report cover.

## 6. Questions you may be asked

**Q.** *How did you get my address?*

**A.** The addresses in the survey were selected from lists of all addresses in Northern Ireland. These are publicly available. Then, a certain number of addresses were selected 'at random' - such as taking every 50th or 60th address on the list. Your address came up purely by chance - but once it comes up, I cannot go to another address instead. No one else can be interviewed. This is how we make sure that we fairly represent the views of everyone in Northern Ireland.

**Q.** *How do I know that what I tell you will be treated in confidence?*

**A.** SCPR makes all efforts to keep the information you give us confidential. Your rights as a respondent, and the way in which we honour those rights, are set out in this leaflet about SCPR (SHOW AND HAND OVER). Also, SCPR is registered under the Data Protection Act.

In addition, there is no way that your name or address can be linked with the answers that you give us. The interview data are returned to the office in a coded form, and neither your name nor the information you give us is passed to anyone outside the survey organisations. The findings are written up as statistical summaries only.

**Q.** *Why should I take part?*

**A.** Surveys are voluntary, but it is very important that a true cross-section of the public takes part in the studies like this one if we are to understand what people think about the social issues of the day. This means that we want to know the views of everyone in our sample. If a lot of people refuse to take part, then we cannot be sure that our results really reflect everyone's views. No special knowledge is needed, and we need to know the views of everyone, not just those with strong opinions or particular viewpoints.

**Q.** *I'm not sure...*

**A.** Even if you're not sure, do please let me start the interview and then see how you get along. You can stop at any stage if you wish to.

**Q.** *How do I know you are a genuine researcher/research organisation?*

**A.** First, you have a letter from the research team at SCPR. The letter describes the survey and explains why your co-operation is important. There are telephone numbers at which you can contact local colleagues of SCPR at PPRU, as well as SCPR's head office in London, if you have any further questions to ask. Secondly, I am leaving a leaflet about SCPR, which is an independent non-profit making institute for survey research.

**Q.** *What happens to the results?*

**A.** The statistical results are published each year in a book, available in libraries and bookshops (AT THIS POINT YOU CAN SHOW THE COVER OF THE LATEST BSA REPORT). Each year there is a lot of newspaper publicity when the book comes out, and the survey is widely agreed to be an impartial and fair account of what people think about important issues.

## 7. Materials for the survey

1. Address Allocation Sheets (with an outcome section to be returned to CSU)
2. Yellow disks and red disks (see Section 9 below)
3. Disk transit boxes
4. 'Newspaper' leaflets about the survey - use as necessary
5. Cover of *The 9th Report*
6. Book information forms
7. Explanatory letters for respondents - leave one with each respondent
8. Copies of the advance letter - use as necessary
9. Project instructions (this document)
10. Set of show cards (A-W, X2-X7, Y1-Y2) There is no Card X1
11. Self-completion questionnaires
12. Pre-paid A4 envelopes, addressed to SCPR at a Belfast PO Box. These are for respondents to use in returning the self-completion questionnaires in those cases where they cannot be picked up
13. Leaflets about SCPR - leave one with each respondent
14. Notebook

.. and of course a lap-top computer, and rechargeable battery pack

You will also have the usual PPRU field administration documents and forms. These include prepaid envelopes for returning pay claims (to PPRU) and prepaid envelopes for returning self-completion questionnaires addressed to CSU

Please make sure you have adequate supplies of all these materials before you start interviewing. Additional stationery may be obtained for this survey only by telephoning Belfast 244477 ext. 233. Please allow 5 days for delivery

## 8. Recording calls and outcomes

Calls and outcomes are entered directly on to the computer. These are the procedures

When starting a new questionnaire you must enter the Year Code, the Serial Number and your Authority Number before you reach the calls and outcomes section (This begins with the question *HOUTCOME*)

If you are going back to a questionnaire, simply enter the Year Code and Serial Number and press 'Pg Dn' (Page Down) This will take you to (*HOUTCOME*)

## Household outcome (*HOUTCOME*)

These are the seven outcome codes:

- Code 1: Yes, further interviewing/checking to be done.** If you are starting a new interview, *HOUTCOME* will always be set to code 1. When you have completed all your work at an address, *HOUTCOME* must be amended to reflect the final outcome. (If you code 1, then you will be routed to *NUMCALLS*.)
- Code 2: Main questionnaire and checks complete.** This code must be used only when you have completed all interviewing at the address, and completed any checks required. Any questionnaire coded 2 at *HOUTCOME* must be checked before doing the **yellow weekly** back-up (see Section 9 below). If you make any changes to a questionnaire coded 2 **after** you have done your weekly back-up and sent it to CSU, the changes will **not** be picked up. (If you code 2, you will be routed to *HOUT1* which checks whether it is a full or partial interview.)
- Code 3: Refusal.** This code is used when the household at the address has indicated that it is **unwilling** to take part in the survey. (If you use code 3, you will be routed to *REFUSE* where you code what sort of refusal it was (see below). The office would have notified you if the refusal were to the advanced letter.)
- Code 4: Non contact.** This code is to be used where the address is occupied, but no contact is made with any member of the household. Do not use this code unless you have made a **minimum** of 3 calls at the address (see Section 4 above). If after 3 calls, you have made no contact, please return the address as soon as possible to CSU. We may then ask another interviewer to visit the address. (If you code 4 you will be routed to *NONCON* (see below).)
- Code 5: Non eligible.** This code is used for ineligible addresses such as demolished and derelict houses and institutions. In this survey, an institution is an establishment run or managed by a person or persons employed for this purpose or by the owner, and having no residents or having four or more residents who are unrelated to the manager(s). For example, hospitals and factories are institutions. But note that individuals who live in institutions and have no address of their own, are eligible for interview. (If you code 5, you will be routed to *NONELIG* where you will be asked for details of why the address was ineligible.)
- Code 6: Returned for reallocation.** Use only for addresses to be reallocated. If you have made a call at the address, please complete the calls grid; if you have not, enter 0 at *NUMCALLS*. You will then be taken to *DONECODE* and should code 1 (all complete). If possible, please return any addresses for re-allocation on a **yellow disk** (see below) with the first weekly return. This allows us to send the addresses out to another interviewer early in the field period.
- Code 7: ERROR IN SERIAL NUMBER** Use this code if an interview has been set up with an incorrect serial number. You will then be given the option to leave the questionnaire.



## Full/partial interviews (*HOUT1 and HOUT2*)

*HOUT1* is asked only if you have used code 2 at *HOUTCOME* ("Main questionnaire and checks complete"), and asks whether the interview was full or partial

**Code 1: Full interview achieved** Code this when there is a completed household grid and a completed interview with the selected respondent. Then you will go to *QFILLED* (see below)

If you code 1 (full interview) at *HOUT1*, you will be taken to *QFILLED*. Here you code whether the self-completion questionnaire was completed at the time of the interview, or whether it was left behind to be filled in later, or whether the selected person refused to take it.

If the person refused, you are routed to *QFILL*, where you enter details of why the selected person refused.

If the self-completion questionnaire is to be filled in later, you are routed to *METHOD*; here you code whether the questionnaire is to be collected by the interviewer, or returned by the respondent.

**Code 2: Partial interview achieved.** Code this when there is a completed household grid only, but no questionnaire or only a partially filled-in questionnaire. Then you will be taken to *HOUT2*, and asked what kind of partial interview it was.

*LegalRes* Legal responsibility refers to any member of the household who:

- owns the property or a share of it (ie has his or her name on the deeds)

or

- rents the property solely or jointly (ie has his or her name in the rent book)

or

- has the accommodation by virtue of his or her own relationship to the owner (the owner not being a member of the household)

**Code 1: Household section only**

**Code 2: Household section, some questionnaire (unproductive)**

**Code 3: Household section, half of attitude questions and most or all classification (productive).** If the interview is complete up until at least the end of the Community Relations block of questions, it will count as productive. (In practice, very few respondents, once started, fail to finish the interview.)

If you enter code 3 or *HOUT2* you will be routed to *QFILLED* (as above). After coding 1 or 2 you will be returned to *NUMCALLS*, after that you enter the finish time and call outcome (*TIMED & CALLO*). Then press 'End' which will take you to *DONECODE*, if all your admin is complete, enter 1 ('all complete') and you will be given the option to leave the questionnaire.

## Type of refusal (*REFUSE*)

This question is asked only if *HOUTCOME* was recorded as 3 (refusal).

**Code 1: Outright refusal.** Use this code if you are refused information about the household which would enable you to identify the selected person. If you identify the selected person and that person refuses, enter code 3 at *INDINT*.

**Code 2: Circumstantial refusal.** Use this code if you believe that the household would have participated in the survey, but circumstances prevented it from doing so (eg. genuinely too busy at the time, or a domestic crisis which prevents it from taking part). In these sorts of circumstances, you (or another interviewer) might be able to try again when the situation is more favourable.

**Code 3: Refusal to office.** CSU will notify you of refusals to the advance letter.

## Type of non contact (*NONCON*)

**Code 1: Non contact after three calls.** Use if you have not managed to contact anyone at the sampled address after a minimum of 3 calls;

**Code 2: Away for more than a month.** The household is away (e.g. in hospital, on business, on holiday) for the whole of the fieldwork period.

If you identify the selected person and that person cannot be contacted during the field period, code 4 at *INDINT*.

## Type of Non eligible (*NONELIG*)

**Code 1: Vacant.** This code is used for premises which are wholly or partially residential, but in which no-one is living. Never assume that a property which has a 'for sale' sign is empty. You should call and check.

**Code 2: Under construction.** Use this for buildings which are under construction or under conversion, and there is no household currently resident.

**Code 3: Holiday accommodation.** Holiday accommodation is a place rented by the week or by the month to holiday-makers. Although holiday accommodation let to holiday-makers is ineligible, it is eligible if it is occupied by a household with no other residence at the time, and living in what is termed "holiday accommodation" on a short let. This could be because it is out of season or because the landlord is using the "holiday accommodation" for legal or personal reasons. In these cases you would try to select one person for interview.

**Code 4: Second residence.** This is a residence used at regular intervals by someone who owns it or rents it on a relatively long-term basis, (eg. a country cottage where people spend the weekends but have a permanent residence elsewhere).

If there is any difficulty in deciding whether an address is the main or second residence, you must always ask the residents and let them decide.

**Code 5: Derelict/demolished** A property should not be coded as derelict unless the roof is completely or partly missing or the doors are missing. If there are signs that it is being repaired, it should be coded as vacant. 'Demolished' applies if the building has been knocked down completely.

**Code 6: Non-residential** This includes property used solely for business purposes.

**Code 7: Institution** See definition given under *HOUTCOME* (Code 5).

**Code 8: Other non-eligible** This will include any address that you are unable to trace, even after you have checked with CSU and asked for help.

[After answering *REFUSE*, *NONCON* or *NONELEG* you will be routed to *NUMCALLS* ]

### **Total number of calls at address (*NUMCALLS*)**

At this question enter the total number of calls made at the address. If you are returning an address for reallocation, and have not made any calls, you will enter 0.

### **Day and month of call (*CALLD* & *CALLM*)**

These questions ask for the day and month the call was made. The date is already in the computer system, so you need only press 'Enter'.

### **Time call started (*TIMEST*)**

The starting time of the call is also already in the computer system but may be amended if necessary. The time may not match your wages form, since you may be at the address for some time introducing the survey before you begin the interview.

### **Time call ended (*TIMEND*)**

This is, of course, entered only at the end of the call. You are then routed to *CALLO*.

### **Outcome of call (*CALLO*)**

Leave this blank until the end of the call.

**Code 1: No reply** Use this if you called but got no reply at all at the address.

**Code 2: Appointment made** Use this if you made an appointment, but did not do any interviewing.

**Code 3: Interviewed.** Use this if you did any interviewing, even if it was only to fill in the household grid.

**Code 4: Withdrew.** Use this if you withdrew without making an appointment.

If household outcome (*HOUTCOME*) has been keyed as 2 ('main questionnaire completed'), you will be taken to *NUMADULT* and must press 'end' to go to *DONECODE*.

### **Admin. completed (*DONECODE*)**

This question is for you to confirm that the main interview administration has been completed at the address. If *HOUTCOME* is set to 'refusal', 'non contact', 'non eligible' or 'returned for reallocation', you are automatically taken to *DONECODE* after completing the call grid.

**Code 1: Yes.** Use this if you have completed all admin tasks (i.e., the household outcome code (*HOUTCOME*) is correctly set and the calls grid has been completed).

**Code 2: Not yet.** Use this if you have not yet been able to code the outcome - for example, if there is further interviewing to be done, or if you still have to enter the end time and call outcome.

### **NOTE:**

Checks have been devised to prevent you from leaving the questionnaire if there are any inconsistent responses.

The screen displays an error message with the relevant questions, and the answers currently stored by the computer.

For example:

*DONECODE* is answered 'yes', but the selected person is to be interviewed later. This is what will appear:

<p>Outcome - Donecode = yescoded a. Houtcome (hout) = complete NIDAT. indint (indv) = later</p>
---

In all of these error messages, you should highlight the question whose response you wish to change using the ↑ or ↓ key and press enter. You will then be taken to that question and can make any amendments required.

## **YOU MUST ALWAYS LEAVE THE QUESTIONNAIRE VIA *DONECODE***

At an address where there is more interviewing to be done and the calls grid has been completed, you will be taken to *NUMADULT*, and must use 'CTRL + Enter' to leave the questionnaire. This is the only time this method of leaving the questionnaire can be used.

### **9. Field procedures**

#### **i. Disks and backing-up**

Two different colours of disks will be used during fieldwork

Red = Daily backup disk  
Yellow = Weekly backup disk

It is essential that each day's work is backed up onto the red backup disk. Use the procedure described during training. A backup onto the yellow disk should be completed at the end of each week's work, and returned to CSU as described below. The weekly procedure backs up only the datafiles, but the daily routine copies all to the questionnaire files as well as the datafiles.

#### **ii. Return of work**

Work should be returned weekly on a yellow disk, using the backup procedures described during training. Each Friday, before midday, the relevant yellow disk should be posted to arrive with Central Survey Unit by the following Monday morning. **A yellow disk MUST be returned every week** during the fieldwork period. Make sure the yellow disk is marked with the survey name, your authority number and the week ending date.

You should also complete an Outcome Sheet for those addresses which have a final outcome in that week. The Outcome Sheet (which is the bottom half of the Address Allocation Sheet) should be returned with your weekly return disk.

Disks for posting should be placed inside a transit box, the box should be placed in an envelope clearly labelled to indicate that it contains computer disks. Do not label or seal transit boxes. Be sure to obtain a proof of posting slip from the post office when returning your work.

All disks must be returned to CSU at the end of fieldwork.

#### **iii. General Rules**

- (a) If you are unable to find the address listed, do not substitute another address but refer to CSU immediately.
- (b) Always show your Authority Card to the informant.

- (c) Do not interview on the doorstep.
- (d) Check completed questionnaires as soon as possible after the interview before returning your disk to CSU.
- (e) Wage claims should be returned weekly in small business reply envelopes.
- (f) Study time of 1 hour will be paid at the beginning of fieldwork.
- (g) If returning any addresses for reallocation, please do so as early as possible, preferably on the yellow disk returned at the end of the first week of fieldwork.
- (h) Notify CSU (ext 233) immediately if you have any problems in keeping to the fieldwork schedule.
- (i) If you come across a problem which cannot be solved using the Training Instructions or these Project Instructions, please contact a Field Trainer. Thereafter, if necessary, contact CSU at (0232) 244477 ext. 233 or 221.

## 10. The self-completion questionnaire

Respondents may fill in the self-completion questionnaire either:

- Immediately after the interview, before you leave and while you are checking the first questionnaire. Ideally, we would prefer it to be filled in then (so that you can check it before you leave).
- In the respondent's own time, after the interview. In this case you will need either to call back to pick up the questionnaire, or to arrange for the respondent to post it back.

Under no circumstances should you give the self-completion questionnaire to the respondent to fill in before the interview.

The rules for the self-completion questionnaire are:

1. You should write the respondent's Serial Number and your Authority (Interviewer) Number in the boxes provided, before you hand over the questionnaire. We strongly advise you to enter your Authority Number (Interview No.) on all questionnaires before your first day in the field.

**Without these identifying numbers, the self-completion questionnaire cannot be used.**

2. If you leave the self-completion questionnaire at an address after the interview, leave it only with the selected respondent - the person you interviewed. The self-completion questionnaire (like the interview) may be filled in only by the selected respondent. No substitute is acceptable. Please impress this upon your respondent.

- 3 If the respondent cannot fill in the questionnaire by the end of the visit at which you carry out the interview, then please arrange to call back for it - provided you are still interviewing in that area.
- 4 If it is not possible for you to collect it, you should leave a pre-paid envelope, addressed to the SCPR PO Box, and ask the respondent to post the self-completion questionnaire back. If you do this, code 2 at *METHOD* (see Section 8 above) (We will then know whether or not to send out reminders to respondents whose questionnaires have not arrived)
- 5 Never leave the respondent in any doubt as to how he or she should return the questionnaire. If you have arranged to call back for it, make sure that your respondent realises this and that you keep your appointment. If you cannot arrange to call back, make sure that the respondent knows it is to be posted back, and stress the need for (decent) speed.
- 6 If you do wait for the questionnaire or call to collect it later, please try to spend a little time checking through to see that it has all been filled in. Any gaps can then be tactfully pointed out to the respondent and he or she should be asked to fill them in, even if it means writing in 'don't know' where appropriate.
- 7 On rare occasions, it might be clear that a willing respondent needs your help to complete questionnaire, because of, say, poor eye-sight or illiteracy. In such cases, treat the questionnaire as if it were an extension of the interview, and tick the boxes accordingly, with the respondent at your side.

## 11. 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! If some respondents have no particular viewpoint on a topic, or 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.

Second, throughout the questionnaire we will be using a number of general phrases that may cause the respondent to ask for further explanation. Examples might be

"Closer links with the European Community"

"The UK's general industrial performance"

In these and many similar cases we do not wish to give the respondent any further explanation. The phrases used are intended as general ones. Simply read the question or statement out, and tell respondents that they should answer in terms of whatever they understand by the phrase.

Third, at questions where an 'other' answer code has been provided, the other answer should be recorded verbatim. (Up to 40 characters can be keyed in.) 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 should 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.

Fourth, the interview questionnaire is divided into blocks of question topics (see below for details). Sometimes these are introduced by (e.g.) "And now some questions on ..." but often they are not.

Respondents do not need to be made aware of the various blocks or sections of the questionnaire during the course of the interview; the questionnaire is designed to be administered as a single unit with a reasonably smooth transition between groups of questions and different topics.

#### **LAYOUT OF THE INTERVIEW QUESTIONNAIRE**

<b>Block</b>	<b>Topics</b>
ONE	Newspaper Readership
TWO	Government spending and the NHS
THREE	Labour market and the workplace
FOUR	The European Community
FIVE	Economic issues
SIX	Community relations in Northern Ireland
SEVEN	Welfare and social benefits
EIGHT	Education
NINE	The countryside
TEN	Charitable giving
ELEVEN	Housing, religion and other classification questions

If a respondent does break off the interview part way through (this happens very rarely), try to complete the Classification section. But you will have to key in 'refusal' ( ] ←) for all other questions; the system will not allow you to jump to the beginning of classification.



## 12. The interview questionnaire: in detail

- WhPaper* A single newspaper is the preferred answer here. If the respondent maintains, in spite of probing, that he or she reads more than one daily morning paper equally frequently, do not code but key in the relevant papers under *Othnra*.
- Dole* In most cases people will be able to choose between the two statements. In some cases, however, people may feel the two statements are related. In these cases code 7 and key in 'other answer given' under *DoleOth*.
- PrvMed* We are asking these questions about schemes (eg BUPA and PPP) which provide for, and cover the cost of, private medical treatment and facilities. Do not include simple insurance schemes where the insured person receives a cash benefit when sick.
- REconAct* The respondent may well choose several items on Card E showing various types of economic activity undertaken 'last week' - that is the seven days ending last Sunday. If so, all of them should be coded. In this case, the highest on the list (the first that applies) is the one that determines which set of questions you ask next (there are sets of questions for, e.g., employees, self-employed people, unemployed people and so on).  
If you interview on a Sunday, the seven days are the ones ending the previous Sunday.

The following notes explain the items on CARD E a little more fully.

### *Code*

- 01 **In full-time education (not paid for by employer, including on vacation)**  
All students, even those doing vacation jobs during the last week, are to be coded in this category. If the student is on vacation and will continue to be a student only if he or she passes an exam, assume that the exam will be passed and still treat the respondent as in full-time education. People on government training programmes (ET, etc.) are EXCLUDED from this category. They should be counted as 02.
- 02 **On government training/employment programme**  
People on government-sponsored training or employment programmes should be coded here. They should not be coded as 'In paid work' or 'In full-time education' (even if they are doing the educational part of the programme).
- 03 **In paid work for at least 10 hours in the week (or away temporarily from that work)**  
This category includes all types of paid work, whether for an employer, or on the respondent's own account as self-employed. It includes casual, part-time and temporary work provided that it amounts to at least 10 hours in the week.

Voluntary work, or work carried out where only expenses are reimbursed or work paid for in kind (e.g., receiving board and lodgings only) where there is no financial transaction, are EXCLUDED from this category.

People temporarily away would include those who were absent from work last week because of sickness or injury, holiday, compassionate leave, or maternity leave, provided that they have a job to go back to with the same employer or as self-employed in the same field. It would also include people who were temporarily laid off, or on strike, or locked out, again provided that they have a job with the same employer to go back to, or to the same self-employed status, e.g., an actor 'resting' between jobs.

People whose contract of employment incorporates regular but intermittent work (e.g., some staff in educational institutions, or professional sportsmen, whose wages are paid only during term-time or in the season, and who therefore may not have worked last week) are included in this category.

**04 Waiting to take up paid work already accepted**

This category covers people not in work last week but who have a definite agreement to start work on a set date. It does not include people who have been given a vague promise of a job if and when a vacancy occurs.

**05 Unemployed and registered at a benefit office**

This category covers those who are both unemployed and registered as unemployed for benefit purposes. It does not cover those unemployed and registered only through the government employment service (e.g., Jobcentre, local government careers offices).

**06 Unemployed, not registered but actively looking for a job**

This category includes all unemployed, not registered for benefit, but who are actively looking for a job. This would include people seeking work through central or local government employment services (Jobcentres, local authority careers offices, etc.), people registered with private employment agencies, people answering advertisements for work, advertising for work or even people just actively looking around for opportunities.

**07 Unemployed, wanting a job but not actively looking for a job**

Include here any unemployed (again not registered for benefit), but who are not actively looking for a job at the moment. People who, for instance, have given up looking for work would be included here, or those who are ill and temporarily unable to look for work. Respondents should normally be left to decide for themselves whether an illness in this case is temporary or not. If in doubt, include it if it has lasted less than six months.

The remaining four categories cover those members of the population who are generally considered to be economically inactive.

**08 Permanently sick or disabled covers people out of work and not seeking work because of permanent (or indefinite) sickness or disability. People who have never worked because of disability are included. Do not include retired people in poor**

health who would not be seeking work even if they were healthy In cases of doubt over whether an illness or disability is permanent, treat it as permanent if it has lasted continuously for six months or more

- 09 **Wholly retired from work** covers people who have retired from their occupation at approximately the normal retirement age or who have taken 'early retirement', and are not seeking further employment of any sort. Retired people who are permanently sick or have become disabled still count as retired

Women who leave work on marriage to look after the home or to raise a family and who have not worked for many years, should be classified as 'looking after the home' rather than retired But it is difficult to define retirement exactly. Apart from the proviso made about women, the respondent's description from the card should generally be accepted

- 10 **Looking after the home** covers anyone more or less wholly involved in domestic duties when classifying economic position There can be more than one person in a household in this category, here we are concerned only with the respondent's position

- 11 **Doing something else** is not on the show card. It covers anyone who does not fit into any of the ten categories on the card. But remember that people who are in any kind of paid work (including casual self-employed jobs) of more than 10 hours in the week should not be included here

*REmploye* 'Self-employed' refers to work done on the person's own account, not being taxed through PAYE Some self-employed persons will have their own businesses, some will simply be involved with casual or intermittent work A person in a one-man business is not necessarily self-employed, if the business is a company, he or she may well be an employee of the company, drawing a salary and being taxed through PAYE

*EmploydT* Answers to several questions in this section, including these, and can be recorded either in months or years Key in whatever answer is given and  
*EmploydY* then you will be asked to record whether the answer was given in months  
*ESelfEmT* or years You should round up the answers to the nearest whole month.  
*ESelfEmY* Two weeks or over is the next highest month; under two weeks is the next lowest Probe for best estimates in all cases

*ESrJbTim* Here we want the respondent's own definition of whether they work full-time or part-time

*EJbHours* The number of hours worked per week excludes travel time, meal times and irregular overtime. If the respondent's job has no regular hours, then take the hours worked during the seven days ending the previous Sunday

*PayGap* At this question and elsewhere, the place of work is the establishment where or from which the respondent works This will ordinarily have a single address The employer of the respondent may of course have several establishments but it is only the respondents workplace that is being asked

about. Several questions refer to the workplace so it must be clearly established at this question.

- SJbHours* Again, the number of hours worked excludes travel time, meal times and irregular overtime. For a job without regular hours, take the hours worked over the seven days ending the previous Sunday.
- BusIOk*  
*BusIFut*  
*SPartnrs*  
*SNumEmp* These questions are asked about the respondent's main self-employed occupation. "Business" may not always be the best or most appropriate description, and you may therefore need to explain that this question refers to the paid job, whatever it is.
- SNumEmp* Note that family members can be employees, BUT ONLY IF THEY RECEIVE A REGULAR WAGE OR SALARY. Please check if unsure.
- RetirAg2* If the respondent then says that (s)he has never worked, (e.g., (s)he has interpreted 'retired from work' as meaning simply 'retired'), code 00. Do not recode any other data.
- EverJob* Full-time or part-time job refers to all paid work whether as an employee or self-employed. Full-time is 30 hours or more a week, part-time is 10-29 hours.
- RIRelAgo*  
*RIRelFut* If the respondent says 'it depends' or has difficulty in choosing an answer, please probe once, e.g., "On the whole/Generally speaking, would you say ..." (and repeat question).
- FrendRlg*  
*ReltRlg*  
*NeighRlg* If necessary, add "As far as you know".
- NISupPty*  
*NIClsPty*  
*NIPtyIdl* 'Tory' should be coded as Conservative and 'Socialist' (unqualified) as Labour. All other descriptions of party should be coded and keyed in under *Which1*, *Which2* or *Which3* as appropriate. Other answers (such as "undecided") should be written in under 'Other answer', and coded 9.
- BrIrSde* Please do not accept the answer "it depends" before probing: e.g., "Generally, which side do you find yourself on?"
- HomeType* Code type of accommodation from observation and check with respondent.
- Tenure1* Note that this question on tenure applies to the whole accommodation that the respondent's household occupies, not just to the part of the accommodation that the respondent may occupy. For instance, if the respondent was renting a room from a relative who owned the property outright, you would code 1, not 9.

Please note the following definitions:

**Own (leasehold/freehold) outright:** those whose accommodation is wholly owned, i.e., they are not buying on a mortgage or with a loan. To own a leasehold property, the occupier must have a lease of 21 years or more.

**Buying (leasehold/freehold) on mortgage:** those buying with a mortgage or loan, from a bank, building society or other organisation. This category also includes those buying as part of a co-ownership scheme, or those buying leasehold property when the lease is 21 years or more.

**Rented property:** includes those where the lease is fewer than 21 years. Note that the rent need not be paid by a household member; it could be paid by another member of the family (e.g., son on behalf of mother) or by income support.

*Rel1*  
*Rel2*  
*FamRelig* Please note that the first set of codes (02-07, 21-22, 27, 08) all relate to different Christian denominations. Codes 09-14 relate to other (non-Christian) religions. If none of the pre-coded categories exactly corresponds with the respondent's religion, the answer should be written in as 'Other Protestant', 'Other Christian' or 'Other non-Christian' as appropriate.

*RelCh* 'Son/daughter' includes step-children, adopted children and foster children.

*EdQuals*  
*EdQual5* The main types of exams and qualifications are included here. Code ALL that apply. You should key in under 'other' any that the respondent mentions that are not on the list, but we are interested only in educational or vocational exams and qualifications, not leisure activities, St John's Ambulance, etc.

*RTitle* We wish to collect occupational details of almost all respondents, excluding only those who have never had a job.

Ask everyone else about their current, future or last job, changing the tense as necessary. Please probe fully for all relevant details; if any are missing, we may be unable to code occupation accurately.

*RSector* If the respondent is in any doubt about how to classify his or her employer's organisation, key in a description at code 07 (Other).

*Premises*  
*REmpMake*  
*REmpWork* If the respondent works from premises (e.g., a travelling salesperson) rather than at a workplace, adapt the question wording accordingly.

*REmpMake* For self-employed persons, change 'your employer' to 'you'.

*Union* 'Staff association' referred to at this question is an organisation of employees recognised, like a union, by management for the negotiation of (e.g.) pay and other conditions of employment. In certain professions (e.g. banking) staff associations exist alongside or instead of trade unions.

*SEconAct* We need to collect details of occupation for the respondent's spouse or partner. The same principles apply as for *REconAct* (see p.17 above).

*BenftNew* If you are in any doubt about which benefit(s) the respondent or his/her spouse or partner is receiving, key in the answer verbatim under *OthClh* (other state benefit(s)).

*HhIncome* You should obtain the total income of the household from all sources, *REarn* before tax. Income includes not only earnings but state benefits, occupational and other pensions, unearned income such as interest from savings, rent, etc. For respondents in paid work in the last 7 days you should also obtain their own earnings.

In each case - for both income and earnings - we want the 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.

*QFilled* Code 1 or 2 as appropriate, to let us know how the self-completion questionnaire is going to be returned. If the respondent refused to take the supplement, enter the reason why at *Qfill*.

**IF THE RESPONDENT ACCEPTS A SELF-COMPLETION QUESTIONNAIRE, PLEASE REMEMBER TO ENTER THE RESPONDENT'S SERIAL NUMBER AND YOUR AUTHORITY NUMBER ON THE FRONT OF THE QUESTIONNAIRE BEFORE YOU HAND IT OVER.**

If you have any queries or problems, please do not hesitate to telephone, in the first instance, CSU (ext. 233); if necessary, they will refer you on to a member of the Social Attitudes team at SCPR in London (071 250 1866).

**When you have finished, please:**

- Check the self-completion questionnaire (if you are collecting it)
- Double-check that you have entered the respondent's Serial Number and your Authority Number on the self-completion questionnaire.

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

P 1235

Spring 1993

NORTHERN IRELAND SOCIAL ATTITUDES  
1993 SURVEY

BOOK INFORMATION FORM

To Publications Officer  
SCPR  
35 Northampton Square  
London  
EC1V 0AX

I took part in the Northern Ireland Social Attitudes 1993 survey I understand that you plan to publish a book about the survey in autumn 1994. Please send me a leaflet in 1994 which tells me when the book will be published and how my local library or I might obtain a copy of the book.

My name and address are

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

POSTCODE \_\_\_\_\_

PLEASE NOTE

We hope to post leaflets in autumn 1994, before publication day, when any national newspapers will be writing about the survey. If you give a copy of the leaflet to your local library, it may be able to obtain a copy of the book.

Please give this form to the interviewer, or post it back whenever convenient to SCPR at the address above.

**APPENDIX I**

**Contents of the annual**

***British Social Attitudes Reports***

**1984-1994**



**British Social  
Attitudes  
the  
1984  
report**

## Contents

<b>FOREWORD</b> by Sir Claus Moser	
<b>CHAPTER 1 INTRODUCING THE SURVEY</b> by Roger Jowell	1
The planned series	2
Deficiencies in social reporting	3
Can social attitudes be measured?	5
The Clapham omnibus fallacy	8
Acknowledgements	9
References	10
<b>CHAPTER 2 POLITICAL ATTITUDES</b> by Ken Young	11
Party identification and partisanship	12
Patterns of identification	12
Partisanship and the party system	15
Political representation	18
Political efficacy and protest	20
Political efficacy and activism	20
Observance of the law	26
Political tolerance	27
Britain's institutions	28
Expectations	31
Britain and the world	32
References	37
Acknowledgements	37
Tables (2.1 - 2.10)	38

**CHAPTER 3. ECONOMIC POLICY AND EXPECTATIONS**

by Anthony Harrison ... ..	47
Economic expectations ... ..	49
Unemployment and inflation ... ..	49
Industrial performance ... ..	54
Individual economic circumstances ... ..	55
Income levels ... ..	55
Management and unions ... ..	56
Causes of economic problems ... ..	58
Economic policies ... ..	60
Wages and prices ... ..	60
Policies for economic recovery ... ..	61
State ownership ... ..	62
Income distribution ... ..	63
References ... ..	64
Acknowledgements ... ..	64
Tables (3.1 - 3.9) ... ..	65

**CHAPTER 4. SOCIAL POLICY AND THE WELFARE STATE**

by Nick Bosanquet ... ..	75
Previous surveys ... ..	76
Public spending and taxation ... ..	77
Social spending ... ..	79
Take-up and level of benefits ... ..	81
The National Health Service ... ..	83
Satisfaction with the NHS ... ..	85
Private medicine ... ..	87
Attitudes to housing ... ..	89
Attitudes to poverty ... ..	92
Images of the welfare state ... ..	94
References ... ..	96
Acknowledgements ... ..	97
Tables (4.1 - 4.8) ... ..	98

**CHAPTER 5. EDUCATIONAL ISSUES AND PRIORITIES**

by Harvey Goldstein ... ..	105
Previous surveys ... ..	106
Surveys in other countries ... ..	107
The findings ... ..	107
Resource allocation ... ..	107
Factors in improving schools ... ..	108
State and private schools ... ..	109
Educational standards ... ..	110
Publication of examination results ... ..	111
Opportunities for higher education ... ..	111
Provision for cultural diversity in schools ... ..	112
References ... ..	113
Acknowledgements ... ..	113
Tables (5.1 - 5.9) ... ..	114

**CHAPTER 6. SOCIAL AND MORAL VALUES** by Colin Airey ... .. 121

Race prejudice and discrimination ... ..	122
Prejudice in Britain ... ..	123
Self-rated prejudice ... ..	124
Discrimination ... ..	128
Immigration and settlement ... ..	129
Social class ... ..	130
Sex and gender discrimination ... ..	133
Household divisions of labour ... ..	133
Sex discrimination ... ..	135
Personal and moral values ... ..	136
Sexual relationships ... ..	136
Divorce ... ..	139
Abortion and contraception ... ..	140
The availability of pornography ... ..	142
References ... ..	143
Acknowledgements ... ..	144
Tables (6.1 - 6.13) ... ..	145

**APPENDIX I Technical details of the survey** ... .. 157

Sample design ... ..	157
Fieldwork ... ..	158
Analysis variables ... ..	159
Region ... ..	159
Social class ... ..	159
Industry ... ..	160
Trade union membership ... ..	160
Party identification ... ..	160
Other analysis groupings ... ..	161
Sampling errors ... ..	161

**APPENDIX II Notes on the tabulations** ... .. 163**APPENDIX III The Questionnaires** ... .. 165

Interview questionnaire ... ..	166
Self-completion questionnaire ... ..	206

**SUBJECT INDEX** ... .. 215**MICROFICHE TABLES: key and index** ... .. 219

**British Social  
Attitudes  
the  
1985  
report**

## **Contents**

<b>EDITORS' INTRODUCTION</b>	<b>ix</b>
<b>CHAPTER 1. SHADES OF OPINION</b> by Ken Young	<b>1</b>
Some key social groups	2
Party identification and partisanship	5
Political efficacy the individual and the government	11
Political efficacy and activism	11
Beliefs in the effectiveness of government	17
Intervention and the role of the state	19
Free-market economics	20
Welfarism	23
Class and income equality	27
Conclusion	30
References	31
<b>CHAPTER 2. PRICES, INCOMES AND CONSUMER ISSUES</b> by Gerald Goodhardt	<b>33</b>
Overall expectations	33
Relative price changes	36
Attitudes to income levels	39
Policies for economic recovery	42
Satisfaction with services	43
The mass media	46
Tables (2.1-2.11)	48

**CHAPTER 3. SEX ROLES AND GENDER ISSUES**  
by Sharon Witherspoon ... .. 55

Houseworking ... ..	56
The domestic division of labour ... ..	56
Aspirations of houseworkers ... ..	59
Women and work ... ..	60
Employment status and occupational segregation ... ..	60
Job stereotyping ... ..	63
Attitudes towards pay ... ..	64
Job commitment ... ..	66
Reasons for working ... ..	68
Women's issues: egalitarianism and traditionalism ... ..	72
Equal opportunities legislation and discrimination ... ..	73
Divorce legislation and maintenance provision ... ..	74
Discrimination at work and occupational stereotypes ... ..	75
Traditionalist views of gender roles ... ..	77
References ... ..	79
Acknowledgements ... ..	80
Tables (3.1 - 3.14) ... ..	81

**CHAPTER 4. ATTITUDES TO DEFENCE AND INTERNATIONAL AFFAIRS** by Paul Whiteley ... .. 95

Britain as a world power ... ..	96
Britain's comparative standard of living ... ..	97
Britain's alliances ... ..	99
Attitudes to defence and nuclear weapons ... ..	102
Newspapers and defence policy ... ..	105
The influence of social background on attitudes ... ..	108
References ... ..	111
Tables (4.1 - 4.10) ... ..	113

**CHAPTER 5. RIGHT AND WRONG IN PUBLIC AND PRIVATE LIFE**  
by Michael Johnston and Douglas Wood ... .. 121

Rules of social behaviour ... ..	121
Judging 'wrongness' ... ..	122
Private transactions ... ..	123
Public servants and private sector managers ... ..	126
Public servants compared ... ..	132
'Favoured treatment' ... ..	134
Conclusions ... ..	135
References ... ..	139
Acknowledgements ... ..	139
Tables (5.1 - 5.8) ... ..	140

**CHAPTER 6. LOCAL GOVERNMENT AND THE ENVIRONMENT**  
by Ken Young ... .. 149

The responsive local authority ... ..	150
Central <i>versus</i> local control ... ..	155
Concern for the environment ... ..	159
The 'nuclear' issue ... ..	163
References ... ..	167
Acknowledgements ... ..	167
Tables (6.1 - 6.12) ... ..	168

**CHAPTER 7. MEASURING INDIVIDUAL ATTITUDE CHANGE**  
by Denise Lievesley and Jennifer Waterton ... .. 177

Comparing the cross-section with the panel ... ..	178
Attrition and demographic characteristics ... ..	179
The effect of attrition on attitudes and behaviour ... ..	179
Attrition and interest levels ... ..	180
Answering 'don't know' ... ..	181
Other conditioning effects ... ..	182
Enhancing measurement potential ... ..	184
Increasing precision in estimates of change ... ..	184
Avoiding the weaknesses of retrospective reports ... ..	184
The panel as a diagnostic tool ... ..	186
Gross change <i>versus</i> net change ... ..	186
Amplifying the cross-sectional findings ... ..	190
Conclusions ... ..	191
References ... ..	191
Acknowledgements ... ..	192
Technical Note ... ..	192
Response Summary ... ..	192
Precision of measures of change ... ..	192

**APPENDIX I. Technical details of the survey** ... .. 195

Sample design ... ..	195
Fieldwork ... ..	197
Analysis variables ... ..	197
Region ... ..	198
Social Class ... ..	198
Industry ... ..	198
Party identification ... ..	199
Other analysis groupings ... ..	199
Sampling errors ... ..	199

**APPENDIX II. Notes on the tabulations** ... .. 203

**APPENDIX III. The questionnaires**

**205**

Interview questionnaire

206

Self-completion questionnaire

248

**SUBJECT INDEX**

**257**

**British Social  
Attitudes  
the  
1986  
report**

## **Contents**

<b>EDITORS' INTRODUCTION</b>	ix
<b>CHAPTER 1. DO PEOPLE HAVE CONSISTENT ATTITUDES?</b> by Anthony Heath	<b>1</b>
Logical consistency	2
Technical consistency	4
Normative consistency	6
Ideological consistency	11
Notes	15
<b>CHAPTER 2. WORK AND THE WORK ETHIC</b> by Michael Mann	<b>17</b>
Employment statuses	17
Employees' attitudes and commitment to work	20
Unemployment, political economy and inequality	24
References	29
Tables (2.1 - 2.12)	30
<b>CHAPTER 3. POLITICAL PARTISANSHIP</b> by John Curtice	<b>39</b>
The distribution of partisanship	40
Changes in partisanship	42

Changes in strength of partisanship	43	Publication of examination results	117
Economic evaluations and expectations	44	Higher education	118
Partisanship and values	47	The school curriculum	118
The structure of partisanship and values	48	Tables (6.1 – 6.9)	121
Ideological position of Alliance identifiers	49		
Strength of partisanship and values	50	<b>CHAPTER 7. INTERIM REPORT: PUBLIC SPENDING AND THE</b>	
The shift to the left	51	<b>WELFARE STATE</b> by Nick Bosanquet	<b>127</b>
References	53	Public spending, social spending and taxation	128
Acknowledgements	53	Level and take-up of benefits	130
Tables (3.1 – 3.10)	54	Welfarism and party political allegiance	131
		The highly educated minority	133
<b>CHAPTER 4. A GREEN AND PLEASANT LAND?</b>		Images of the welfare state	133
by Ken Young	<b>59</b>	Conclusion	134
The changing countryside	59	Reference	135
Experience of the countryside and perceptions of change	60	Tables (7.1 – 7.4)	136
The threat to the countryside	64		
Pollution and the nuclear threat	67	<b>CHAPTER 8. INTERIM REPORT: HOUSING</b>	
Defence issues and the prospect of nuclear war	69	by Nick Bosanquet	<b>141</b>
The western alliance	69	Owners and tenants: the demographic profile	141
The likelihood of nuclear war and its consequences	74	Council property: attitudes among council tenants and non-tenants	143
References	78	Housing satisfaction and expectations	144
Tables (4.1 – 4.14)	79	Buying <i>versus</i> renting	145
		Attitudes to the 'right to buy' legislation	145
<b>CHAPTER 5. BRITISH AND AMERICAN ATTITUDES: SIMILARITIES AND CONTRASTS</b>		Conclusion	146
by James A. Davis	<b>89</b>	Tables (8.1 – 8.2)	147
The analysis	90	<b>CHAPTER 9. INTERIM REPORT: SOCIAL AND MORAL ISSUES</b>	
Close agreement: civil liberties and family matters	93	by Colin Airey and Lindsay Brook	<b>149</b>
Police powers	93	Race prejudice and discrimination	149
Government intervention in the family	95	Class discrimination	150
Civil liberties	97	Sexual relationships	151
School priorities	99	Discrimination on grounds of sexual preference	153
Summing up 'close agreement'	101	Moral issues	154
Constant differences: attitudes towards government intervention	101	Abortion	154
Summing up 'constant differences'	109	Artificial fertility measures	156
Government and inequality: unsystematic differences	109	Voluntary euthanasia	158
Conclusions	112	Capital punishment	160
Notes	113	Notes	161
References	114	References	162
		Acknowledgements	162
<b>CHAPTER 6. INTERIM REPORT: EDUCATION</b>		Tables (9.1 – 9.10)	163
by Harvey Goldstein	<b>115</b>		
Resource allocation	115		
Improving the schools	116		
State and private schools	117		
Selective education	117		

<b>APPENDIX I. Technical details of the survey</b>	<b>173</b>
Sample design	173
Selection of parliamentary constituencies	173
Selection of polling districts	174
Selection of addresses	174
Selection of individuals	174
Fieldwork	175
Analysis variables	176
Region	176
Social Class	176
Industry	177
Party identification	177
Other analysis groupings	177
Sampling errors	177
<b>APPENDIX II. Notes on the tabulations</b>	<b>181</b>
<b>APPENDIX III The questionnaires</b>	<b>183</b>
<b>SUBJECT INDEX</b>	<b>249</b>



**British Social  
Attitudes  
the  
1987  
report**

## **Contents**

<b>INTRODUCTION</b>	<b>ix</b>
<b>CHAPTER 1. CITIZENSHIP AND WELFARE</b> by Peter Taylor-Gooby	<b>1</b>
<b>Priorities for social spending</b>	<b>2</b>
<i>Current support for the welfare state</i>	2
<i>Changes over time</i>	3
<i>The politics of social spending</i>	4
<i>Dissatisfaction with the NIIS</i>	6
<b>Less favoured needs</b>	<b>7</b>
<i>Welfare for the unemployed</i>	7
<i>Poverty</i>	8
<i>Redistribution and equality</i>	12
<i>Private medicine and private schooling</i>	14
<b>Conclusions</b>	<b>15</b>
<i>References</i>	17
<i>Tables (1 1 - 1 13)</i>	18
<b>CHAPTER 2. BUSINESS AND INDUSTRY</b> by Martin Collins	<b>29</b>
<i>A general view of British industry</i>	30
<i>Where do the problems lie?</i>	31
<i>The role of government</i>	33
<i>The case for profits</i>	34

Management and labour relations	...	...	...	...	...	36
A career in industry	...	...	...	...	...	37
Choosing a job	...	...	...	...	...	37
Recommending a job	...	...	...	...	...	39
Evaluating the jobs	...	...	...	...	...	40
Big business, small business	...	...	...	...	...	42
Conclusions	...	...	...	...	...	43
Reference	...	...	...	...	...	44
Acknowledgements	...	...	...	...	...	44
Tables (2.1 – 2.6)	...	...	...	...	...	45

**CHAPTER 3. POLITICAL CULTURE**  
by Anthony Heath and Richard Topf ... .. 51

The decline of the civic culture	...	...	...	...	...	52
Trust and deference	...	...	...	...	...	53
Participation	...	...	...	...	...	55
Political culture and political values	...	...	...	...	...	59
Egalitarianism	...	...	...	...	...	59
Moral traditionalism	...	...	...	...	...	63
Education and participation	...	...	...	...	...	65
Notes	...	...	...	...	...	66
References	...	...	...	...	...	67
Tables (3.1 – 3.2)	...	...	...	...	...	68

**CHAPTER 4. NUCLEAR REACTIONS**  
by Ken Young ... .. 71

Nuclear energy after Chernobyl	...	...	...	...	...	72
Risks of a nuclear accident	...	...	...	...	...	72
Energy policy options	...	...	...	...	...	74
Disposal of nuclear waste	...	...	...	...	...	76
Defence, nuclear weapons and the Western Alliance	...	...	...	...	...	78
Changing views of the Western Alliance	...	...	...	...	...	79
Nuclear disarmament	...	...	...	...	...	80
Defence and political partisanship	...	...	...	...	...	81
Conclusions	...	...	...	...	...	83
Notes	...	...	...	...	...	83
References	...	...	...	...	...	84
Tables (4.1 – 4.9)	...	...	...	...	...	86

**CHAPTER 5. FOOD VALUES: HEALTH AND DIET**  
by Aubrey Sheiham and Michael Marmot with Don Rawson  
and Nicola Ruck ... .. 95

The story so far	...	...	...	...	...	95
Barriers to healthy eating	...	...	...	...	...	97

Healthy and unhealthy eaters	...	...	...	...	...	100
Definitions	...	...	...	...	...	100
Characteristics of healthy and unhealthy eaters	...	...	...	...	...	100
Attitudes and habits	...	...	...	...	...	102
New healthy eaters	...	...	...	...	...	106
Changes in eating patterns	...	...	...	...	...	108
Health properties of foods	...	...	...	...	...	108
Reasons for change	...	...	...	...	...	109
Conclusions	...	...	...	...	...	111
Note	...	...	...	...	...	112
References	...	...	...	...	...	112
Acknowledgements	...	...	...	...	...	112
Tables (5.1 – 5.6)	...	...	...	...	...	114

**CHAPTER 6. FAMILY MATTERS**  
by Sheena Ashford ... .. 121

Marriage and divorce	...	...	...	...	...	122
Attitudes to marriage	...	...	...	...	...	122
Features of successful and unsuccessful marriages	...	...	...	...	...	124
Attitudes to divorce	...	...	...	...	...	125
Home and work – a woman's place?	...	...	...	...	...	127
Family size	...	...	...	...	...	131
Family finance arrangements	...	...	...	...	...	132
Children's needs and parents' obligations	...	...	...	...	...	134
Changes in parent-child relationships	...	...	...	...	...	135
Qualities that parents should try to teach children	...	...	...	...	...	137
The role of children in family decision making	...	...	...	...	...	139
Conclusions	...	...	...	...	...	140
Notes	...	...	...	...	...	141
References	...	...	...	...	...	142
Tables (6.1 – 6.10)	...	...	...	...	...	143

**CHAPTER 7. INTERIM REPORT: THE COUNTRYSIDE**  
by Ken Young ... .. 153

Concern for the countryside	...	...	...	...	...	153
The changing countryside	...	...	...	...	...	154
Enjoyment of the countryside	...	...	...	...	...	155
Threats to the countryside	...	...	...	...	...	156
The future of the countryside	...	...	...	...	...	158
The farmer's role	...	...	...	...	...	158
New policy issues	...	...	...	...	...	159
Policy preferences	...	...	...	...	...	159
Conclusions	...	...	...	...	...	161
Reference	...	...	...	...	...	162
Acknowledgements	...	...	...	...	...	162
Tables (7.1 – 7.9)	...	...	...	...	...	163

<b>CHAPTER 8. INTERIM REPORT: PARTY POLITICS</b>	<b>171</b>
by John Curtice	
Party identification	172
Party identification and values	173
Economic evaluations and expectations	175
Egalitarianism and party identification	178
Positive and negative partisanship	180
Conclusion	182
References	182
Tables (8 1 - 8 5)	183
<b>APPENDIX I. Technical details of the survey</b>	<b>187</b>
Sample design	187
Selection of parliamentary constituencies	187
Selection of polling districts	188
Selection of addresses	188
Selection of individuals	188
Fieldwork	189
Analysis variables	190
Region	190
Social Class	190
Industry	191
Party identification	192
Other analysis groupings	192
Sampling errors	192
<b>APPENDIX II. Notes on the tabulations</b>	<b>195</b>
<b>APPENDIX III The questionnaires</b>	<b>197</b>
<b>SUBJECT INDEX</b>	<b>255</b>

# British Social Attitudes

the  
**5**th report

## Contents

<b>INTRODUCTION</b>	<b>ix</b>
<b>CHAPTER 1. THE PRICE OF HONESTY</b> by Michael Johnston	<b>1</b>
Judging wrongdoing	2
Stability over time	3
Complexities of judgement	4
Larger and smaller stakes	4
Gainers and losers	6
Might you do it?	8
Subgroup variations	9
Judging others	9
Setting standards for oneself	10
Conclusions	12
References	13
Acknowledgements	13
Tables (1.1-1.5)	14
<b>CHAPTER 2. EDUCATION MATTERS</b> by Paul Flather	<b>17</b>
Resource allocation	19
Improving schools	20
State and private schooling	22
Selective education	22
School examinations	23

Control of the curriculum	...	...	...	...	...	...	24
Teachers and classroom behaviour	...	...	...	...	...	...	25
Teachers' pay	...	...	...	...	...	...	26
Multi-cultural education	...	...	...	...	...	...	26
The transition from school to work	...	...	...	...	...	...	27
Higher education	...	...	...	...	...	...	28
Conclusions	...	...	...	...	...	...	29
Notes	...	...	...	...	...	...	30
References	...	...	...	...	...	...	30
Acknowledgement	...	...	...	...	...	...	30
Tables (2.1-2.4)	...	...	...	...	...	...	31

### CHAPTER 3. TRENDS IN PERMISSIVENESS

by Stephen Harding ... .. 35

Sexual relationships	...	...	...	...	...	...	36
Pornography	...	...	...	...	...	...	37
Conception, contraception and abortion	...	...	...	...	...	...	38
Artificial fertility measures	...	...	...	...	...	...	38
Contraception	...	...	...	...	...	...	40
Abortion	...	...	...	...	...	...	40
Ideology and sexual morality	...	...	...	...	...	...	42
Authoritarian and libertarian values	...	...	...	...	...	...	42
Measures of egalitarian and morally traditional values	...	...	...	...	...	...	43
Conclusions	...	...	...	...	...	...	45
Note	...	...	...	...	...	...	45
References	...	...	...	...	...	...	45
Tables (3.1-3.5)	...	...	...	...	...	...	47
Figure	...	...	...	...	...	...	51

### CHAPTER 4. WORKING-CLASS CONSERVATIVES AND MIDDLE-CLASS SOCIALISTS

by Anthony Heath and Geoff Evans ... .. 53

Class cleavages and attitudes	...	...	...	...	...	...	55
Working-class authoritarianism	...	...	...	...	...	...	56
The social bases of working-class Conservatism	...	...	...	...	...	...	57
Middle-class libertarianism	...	...	...	...	...	...	58
The social bases of middle-class socialism	...	...	...	...	...	...	59
Conclusion	...	...	...	...	...	...	62
Notes	...	...	...	...	...	...	63
References	...	...	...	...	...	...	64
Tables (4.1-4.4)	...	...	...	...	...	...	66

### CHAPTER 5. THE PUBLIC'S RESPONSE TO AIDS

by Lindsay Brook ... .. 71

The moral climate	...	...	...	...	...	...	72
Groups at risk	...	...	...	...	...	...	75
Predictions about the spread of AIDS	...	...	...	...	...	...	76
Sympathy for AIDS sufferers	...	...	...	...	...	...	77
Resources for AIDS	...	...	...	...	...	...	80
AIDS as a moral issue	...	...	...	...	...	...	82
Conclusions	...	...	...	...	...	...	83
Notes	...	...	...	...	...	...	84
References	...	...	...	...	...	...	85
Acknowledgements	...	...	...	...	...	...	86
Tables (5.1-5.5)	...	...	...	...	...	...	87

### CHAPTER 6. AN AILING STATE OF NATIONAL HEALTH

by Nick Bosanquet ... .. 93

Priorities for public spending	...	...	...	...	...	...	95
A universal or two-tier NHS?	...	...	...	...	...	...	97
Attitudes to private health care	...	...	...	...	...	...	97
General satisfaction with the NHS	...	...	...	...	...	...	98
Attitudes to particular aspects of the NHS	...	...	...	...	...	...	99
Satisfaction and dissatisfaction	...	...	...	...	...	...	99
Where improvement is needed	...	...	...	...	...	...	101
Conclusions	...	...	...	...	...	...	102
Note	...	...	...	...	...	...	103
References	...	...	...	...	...	...	103
Tables (6.1-6.4)	...	...	...	...	...	...	105

### CHAPTER 7. TRUST IN THE ESTABLISHMENT

by Roger Jowell and Richard Topf ... .. 109

The public interest	...	...	...	...	...	...	111
Confidence and trust	...	...	...	...	...	...	111
Doing the 'right thing'	...	...	...	...	...	...	112
Commercial interests	...	...	...	...	...	...	114
Business, industry and profits	...	...	...	...	...	...	114
The City of London	...	...	...	...	...	...	116
Power brokers	...	...	...	...	...	...	116
See how they run	...	...	...	...	...	...	118
Conclusions	...	...	...	...	...	...	120
References	...	...	...	...	...	...	122
Tables (7.1-7.4)	...	...	...	...	...	...	123

**CHAPTER 8. ONE NATION?**

by John Curtice

Theory and data	127
The neighbourhood effect	129
A regional cleavage	130
The data	131
A North/South division	131
Economic evaluations	131
Perceptions of a North/South division	133
Ideological differences	133
Moral issues	136
The influence of neighbourhood	138
Neighbourhood and attitudes	138
Neighbourhood and region	140
Politics and place	141
Conclusion	142
<i>Notes</i>	142
<i>References</i>	144
<i>Acknowledgements</i>	145
<i>Tables (8.1-8.10)</i>	146

**CHAPTER 9. INTERIM REPORT: RURAL PROSPECTS**

by Ken Young

Recognition of change in the countryside	155
The unwelcome impact of change	156
Concern about the countryside	158
Is the countryside a political issue?	159
Expectations and policy options	160
Threats to the countryside	161
Prices, jobs and the countryside	161
The role of the farmer	162
Alternative land uses	164
Conclusion: how important is the countryside?	164
<i>Notes</i>	166
<i>References</i>	167
<i>Acknowledgement</i>	168
<i>Tables (9.1-9.7)</i>	169

**CHAPTER 10. INTERIM REPORT: A WOMAN'S WORK**

by Sharon Witherspoon

Work outside the home	175
Occupational segregation	176
Job stereotyping	176
Returning to paid work	179
Work in the home	180

The domestic division of labour	182
The domestic division of money	185
Attitudes towards women's work	187
Equal opportunities outside the home	187
A woman's place	188
Paid work <i>versus</i> childcare	191
Conclusions	193
<i>Note</i>	194
<i>References</i>	194
<i>Tables (10.1-10.6)</i>	195

**APPENDIX I. Technical details of the survey**

Sample design	201
Selection of parliamentary constituencies	201
Selection of polling districts	202
Selection of addresses	202
Selection of individuals	202
Fieldwork	203
Analysis variables	204
Region	204
Social Class	204
Industry	205
Party identification	206
Other analysis variables	206
Sampling errors	206
<i>Reference</i>	208

**APPENDIX II. Notes on the tabulations**

209

**APPENDIX III. The questionnaires**

211

**SUBJECT INDEX**

269

# British Social Attitudes

special  
international  
report

## Contents

<b>INTRODUCTION</b>	<b>ix</b>
<b>CHAPTER 1. MEASURING NATIONAL DIFFERENCES</b> <b>An introduction to the International Social Survey Programme (ISSP)</b> <b>by James A Davis and Roger Jowell</b>	<b>1</b>
What is the ISSP?	2
Difficulties of cross-national measurements	4
Benefits of cross-national data	6
Conclusion	11
<i>Notes</i>	12
<i>References</i>	12
<i>Acknowledgements</i>	13
<b>CHAPTER 2. INTERNATIONAL PATTERNS OF WORK</b> <b>by David G Blanchflower and Andrew J Oswald</b>	<b>15</b>
The value of national comparisons	16
Jobs and joblessness	18
Workforce profiles	18
Unemployment	20
Trade union membership	21
What do people earn?	23
Trade union strength	23
The analysis	24
Factors affecting earnings	24
Unionization and wages	25
Self-employment	26
Hours of work	27
Conclusions	27





Attitudes to democracy	133
National pride and political participation	134
<i>Notes</i>	136
<i>References</i>	137
<i>Acknowledgements</i>	138
<i>Tables (7.1-7.4)</i>	139
<b>CHAPTER 8 INTERIM REPORT THE CHANGING FAMILY</b> by Stephen Harding	<b>143</b>
Women at work and at home	144
Attitudes towards children	148
Family size	148
Parental duty	149
Divorce	151
Conclusions	153
<i>Notes</i>	154
<i>References</i>	154
<b>APPENDIX I Technical details of the surveys</b>	<b>157</b>
<b>ISSP surveys</b>	157
<i>Britain</i> British Social Attitudes survey series	157
United States of America General Social Survey	159
Australia National Social Science Survey	160
West Germany ALLBUS	161
Austria Sozialer Survey Österreich	162
Hungary	163
Italy Indagine Sociali Italiane	164
Netherlands	165
Switzerland	165
Republic of Ireland	166
Public understanding of science surveys	166
British survey	166
American survey	167
Survey of national pride	167
<i>References</i>	169
<b>APPENDIX II. Notes on the tabulations</b>	<b>171</b>
<b>APPENDIX III. The questionnaires</b>	<b>173</b>
<b>SUBJECT INDEX</b>	<b>205</b>

# British Social Attitudes

the  
**7**<sup>th</sup> report

## Contents

<b>INTRODUCTION</b>	xi
<b>CHAPTER 1. SOCIAL WELFARE: THE UNKINDEST CUTS</b> <i>by Peter Taylor-Gooby</i>	1
Welfare reform	2
Spending constraints and tax cuts	2
Privatisation and the welfare state	5
Poverty, inequality and selectivity	7
The moral impact of welfare	10
Polarisation and support for the welfare state	12
Choice and private medicine	12
Privilege and private welfare	13
Priorities for welfare spending	14
Polarisation and welfare for the poor	14
Redistribution, equality and poverty	14
'Comfortable Britain' versus 'miserable Britain'	16
Dissatisfaction with welfare provision	17
Conclusions	18
Notes	19
References	19
Tables	21
<b>CHAPTER 2. THE STATE OF THE UNIONS</b> <i>by Neil Millward</i>	27
Trade unions and popular opinion	28

Union power	28
How well are the unions run?	29
The relevance of unions	29
Trends in union membership	30
Union density	30
Union recognition and 'free-riders'	31
Compulsory union membership	32
Reasons for union membership	34
Reasons for non-membership	38
Work attitudes, workplace perceptions and unionism	39
Attitudes to work	40
Perceptions of the workplace	41
Union membership and party political identification	42
Notes	43
References	44
Acknowledgement	45
Tables	46

### CHAPTER 3. WOMEN AND THE FAMILY

by Jacqueline Scott ... 51

Changing roles within the family	53
Women's work and the family	53
Attitudes and gender	55
Cross-national comparisons	56
Working mothers and childcare	57
Sexual relationships, marriage and children	59
Sexual relationships and cohabitation	59
Marriage	61
Children	63
Broken families	65
Divorce	65
One-parent families	67
Conclusions	68
References	69
Acknowledgements	70
Tables	72

### CHAPTER 4. LIVING UNDER THREAT

by Ken Young ... 77

Concern about the environment	78
Environmental hazards	79
Protecting the countryside	80
Concern about nuclear power	82

Energy policy options	82
Risks posed by nuclear reactors	84
War scares and a changing world	85
Expectations of war	87
Consequences for Britain of nuclear war	90
Environmental impact of nuclear war	91
Civil defence and nuclear war	92
Unfreezing the cold war	93
Superpower threats	93
The Atlantic alliance	94
Nuclear weapons and defence policy	95
Missile bases in Britain	95
Nuclear disarmament	97
Defence policy and party preferences	98
Conclusions	99
Notes	99
References	100
Acknowledgement	101
Tables	102

### CHAPTER 5. AIDS AND THE MORAL CLIMATE

by Kaye Wellings and Jane Wadsworth ... 109

The moral climate	110
Attitudes towards sexual relationships	110
Discrimination against homosexuals	113
Groups at risk	114
Perceptions of the spread of AIDS	116
Attitudes towards AIDS patients	117
Resources for those with HIV and AIDS	120
Testing and screening for HIV	121
Conclusions	123
Notes	124
References	124
Acknowledgement	124
Tables	125

### CHAPTER 6. SELF-EMPLOYMENT AND THE ENTERPRISE CULTURE

by David G. Blanchflower and Andrew J. Oswald ... 127

Characteristics and attitudes of the self-employed	128
Who are the self-employed?	129
Attitudes of the self-employed	131
Advantages of being self-employed	132
Evidence of an 'enterprise culture'	133

Conclusion	135	Social class	188
Notes	136	Income and social benefits	188
References	138	Linking religion, class and income	189
Acknowledgement	138	Party politics	191
Tables	139	Support for 'mainland' parties	191
		Support for Northern Irish parties	192
<b>CHAPTER 7 RECIPES FOR HEALTH</b>		Ideological identity	193
by Aubrey Sheiham, Michael Marmot, Budget Taylor and Andrew Brown	145	The social basis of party politics	193
		The substance of party politics	195
Tracking trends in dietary habits	146	Social identities	197
Complacency and concern	146	Class and community identity	197
Changes in attitudes	147	National identity	198
Images of food	148	Economic, social and moral attitudes	198
The message from the experts	150	Economic equality and the role of the state	199
Changes in eating patterns	150	Social and sexual morality	200
Whose eating habits are changing?	153	Constitutional questions	203
Reasons for dietary change	155	Reunification	203
Obstacles to change	157	Trust in government	204
Barriers to healthy eating	157	Evenhandedness of institutions	206
Fatalism and health	158	Political protest	207
Notes	159	Community relations	208
References	160	Perceptions of religious prejudice	208
Acknowledgement	160	Segregation and integration	210
Tables	161	Conclusions	212
		Notes	213
<b>CHAPTER 8 INDIVIDUALISM</b>	167	References	215
by John Rentoul		Acknowledgements	216
Individualist values	168	<b>APPENDIX I. Technical details of the surveys</b>	217
Privatisation of interests	169	<b>British Social Attitudes</b>	217
Health care	170	Sample design	217
Education	172	Selection of parliamentary constituencies	218
Council housing sales	173	Selection of polling districts	218
State ownership and share ownership	175	Selection of addresses	218
Conclusion	176	Selection of individuals	218
Notes	177	Fieldwork	219
References	177	Analysis variables	220
Tables	178	Region	220
		Social class	220
<b>CHAPTER 9. THE NORTHERN IRISH DIMENSION</b>	183	Industry	221
by John Curtice and Tony Gallagher		Party identification	222
Social background	184	Other analysis variables	222
Religion	184	Sampling errors	222
		Notes	225



# British Social Attitudes

the  
**8**th report

## CONTENTS

<b>INTRODUCTION</b>	xi
<b>CHAPTER 1. CONSENSUS AND DISSENSUS</b>	
by Anthony Heath and Dorren McMahon . . . . .	1
The approach . . . . .	2
Issues which unite and issues which divide . . . . .	3
Economic issues and the welfare state . . . . .	3
Moral traditionalism . . . . .	6
Freedom of speech . . . . .	8
The structure of dissensus . . . . .	10
The social bases of disagreement . . . . .	12
Social class, redistribution and the welfare state . . . . .	12
Age, education and moral traditionalism . . . . .	14
Life-cycle or generational effects? . . . . .	15
Conclusions . . . . .	18
Notes . . . . .	19
References . . . . .	20
Acknowledgement . . . . .	21

<b>CHAPTER 2. ATTACHMENT TO THE WELFARE STATE</b>			
by Peter Taylor-Gooby	23	Emergency legislation	65
State intervention and spending priorities	24	The security forces	66
The responsibilities of government	24	Contact with the police	66
Spending priorities and taxation	25	Experience of the police	67
Private provision and public resources	26	Evenhandedness of the security forces	68
Political consensus and dissensus	27	Security measures	69
Self-interest and state provision	29	The courts	70
'Middle-class benefits' and 'working class benefits'	30	Civil liberties and the state	71
Class interest	30	State power	71
Employment interests	34	The right of dissent	73
Inequality and state welfare	35	Increasing confidence in the administration of justice	76
The state of the National Health Service	36	A Bill of Rights	77
The public mood	37	Catholics in the RUC	77
Areas of concern	38	Policing the police	78
Allegiance to the service	39	Conclusions	79
Conclusion	41	Notes	81
Notes	41	References	82
References	42	Acknowledgements	84
Acknowledgement	42	Tables	85
<b>CHAPTER 3 'FAILING EDUCATION?'</b>		<b>CHAPTER 5. HOUSE AND HOME</b>	
by A H Halsey	43	by John Curtice	87
Resource allocation	44	Two controversies	89
Improving schools	47	Tenure profiles	90
Selectivity and control of the curriculum	49	'Residualisation'	93
Examinations and testing	52	Perceptions of 'residualisation'	95
The status of teachers	55	The popularity of home ownership	97
Higher education	56	Trends in the popularity of home ownership	101
Conclusion	57	Conclusions	103
References	58	Notes	104
		References	105
		Acknowledgement	106
<b>CHAPTER 4. JUSTICE AND THE LAW IN NORTHERN IRELAND</b>		<b>CHAPTER 6. SHADES OF GREEN</b>	
by Tony Gallagher	59	by Ken Young	107
The religious and constitutional background	60	The green world view	108
Religion	60	Threats to the ecosystem and global well-being	110
The state of the Union	61	Environmental hazards and pollution	110
Crime and the administration of justice	62	Energy options and the risks of nuclear power	112
Perceptions and experience of crime	63	Concern for the planet	114
Reporting crime and giving evidence	64		

Protecting flora and fauna ... ..	115
Environmental action ... ..	117
Individual responsibility or government action? ... ..	118
Car use and transport ... ..	119
Environmental activism ... ..	121
'Green' consumer or 'new' consumer ... ..	123
Conclusions ... ..	124
Notes ... ..	126
References ... ..	127
Acknowledgements ... ..	129
Table ... ..	130

**CHAPTER 7. WORKING MOTHERS: FREE TO CHOOSE?**

by Sharon Witherspoon and Gillian Prior ... ..	131
Flexible working arrangements for employees ... ..	133
Childcare: provision and preference ... ..	138
Why women stay at home - pleasures and constraints ... ..	145
Women's values ... ..	147
Conclusions ... ..	151
Notes ... ..	152
References ... ..	153
Acknowledgement ... ..	154

**CHAPTER 8. SMOKING AND HEALTH**

by Yoav Ben-Shlomo, Aubrey Sheiham and Michael Marmot ... ..	155
Who smokes and who does not? ... ..	156
Who intends to give up smoking and who does not? ... ..	158
Why give up smoking? ... ..	159
Reasons for smoking ... ..	160
Perceptions of the risks of smoking ... ..	162
The risks of passive smoking ... ..	163
Attitudes towards smoking in public places ... ..	164
Tobacco advertising and sponsorship ... ..	168
Attitudes towards smokers ... ..	168
Conclusions ... ..	169
Notes ... ..	170
References ... ..	170
Acknowledgement ... ..	171
Tables ... ..	172

**CHAPTER 9. INTERIM REPORT: CIVIL LIBERTIES**

by Lindsay Brook and Ed Cape ... ..	175
Setting the context ... ..	176
Cornerstones of civil libertarianism ... ..	177
Rights of political protest ... ..	178
The claims of conscience ... ..	179
Protecting the innocent ... ..	181
Reintroduction of capital punishment ... ..	181
The introduction of identity cards ... ..	182
A secretive society? ... ..	183
Freedom of expression ... ..	186
Evenhandedness of society ... ..	189
Court powers and procedures ... ..	192
Police powers ... ..	193
Constitutional safeguards ... ..	197
Conclusion ... ..	199
Notes ... ..	200
References ... ..	200
Acknowledgements ... ..	202

**CHAPTER 10. INTERIM REPORT: ECONOMIC OUTLOOK**

by Bridget Taylor ... ..	203
Economic and industrial expectations ... ..	204
Inflation and unemployment ... ..	204
Industrial performance ... ..	207
Individual economic circumstances ... ..	208
Income levels ... ..	208
Jobs ... ..	211
Economic policy options ... ..	212
Government intervention ... ..	212
Inflation and unemployment ... ..	213
Taxation ... ..	215
Conclusions ... ..	217
Notes ... ..	218
References ... ..	219
Acknowledgement ... ..	220



<b>APPENDIX I. Technical details of the surveys</b>	221
<b>British Social Attitudes</b>	221
Sample design	221
Selection of parliamentary constituencies	222
Selection of polling districts	222
Selection of addresses	223
Questionnaire versions	223
Selection of individuals	223
Fieldwork	224
Analysis variables	225
Region	225
Social class	225
Industry	227
Party identification	227
Other analysis variables	227
Sampling errors	227
<i>Notes</i>	231
<b>Northern Ireland Social Attitudes</b>	231
Sample design	232
Selection of individuals	232
Fieldwork	233
Advance letter experiment	234
Analysis variables	234
Sampling errors	234
<i>References</i>	234
<b>APPENDIX II. Notes on the tabulations</b>	235
<b>APPENDIX III. The questionnaires</b>	237
<b>SUBJECT INDEX</b>	349

# British Social Attitudes

the  
**9**<sup>th</sup> report

## CONTENTS

<b>INTRODUCTION</b>	xi
<b>CHAPTER 1. WHAT DO WE MEAN BY GREEN?</b>	
by Sharon Witherspoon and Jean Martin	1
Dimensions of being green	4
The environmental attitude scales	5
The environmental activism scales	7
Who has green attitudes?	9
Who are the green activists?	16
Are greens consistent?	18
Conclusions	21
Notes	23
References	24
Acknowledgements	26

## CHAPTER 2. THE INFLUENCE OF THE RECESSION

by Frances Cairncross	27
Economic issues	28
Inflation and unemployment	28
Prospects for jobs and businesses	30
Living standards	32
The housing market	35
Confidence in the market	35
Rewards and risks of home-ownership	36
The government's role in the economy	38
Support for state welfare	41
Social spending and taxation	41
Spending on welfare benefits	42
Social inequality	43
Education and training	44
Party politics	46
Conclusions	47
<i>Note</i>	48
<i>References</i>	48
<i>Acknowledgements</i>	49

## CHAPTER 3. RELIGION IN BRITAIN, IRELAND AND THE USA

by Andrew Greeley	51
The 'decline of religion'	52
Cross-national comparisons	54
Beliefs	55
Observance	56
The meaning of life	57
Religion and public life	58
The British perspective	59
Denomination	59
Region	61
Gender	62
Education	64
Age and gender	65
The God of the unbelievers	66
Conclusion	68
<i>Notes</i>	69
<i>References</i>	70
<i>Acknowledgement</i>	70

## CHAPTER 4. THE NORTH-SOUTH DIVIDE

by John Curtice	71
The regional impact of recession	72
The data	73
Interpreting regional differences	73
Economic evaluations	75
Optimism and pessimism	75
Trends since the mid-1980s	77
The housing market	78
Economic ideology	79
Conclusions	84
<i>Notes</i>	85
<i>References</i>	87
<i>Acknowledgements</i>	87

## CHAPTER 5. MEN AND WOMEN AT WORK AND AT HOME

by Kathleen Kiernan	89
The labour market	89
Reasons for working	90
Equal opportunities	92
Occupational segregation	93
Occupational stereotypes	96
Gender roles	97
The homemaker-breadwinner model	97
Attitudes to women working and the family life-cycle	99
The domestic domain	101
Who performs household tasks?	102
Attitudes and household tasks	104
Partnership issues	106
Sexual relations	106
Attitudes to divorce	108
Divorce and child support	108
Conclusion	110
<i>References</i>	111
<i>Acknowledgement</i>	112

**CHAPTER 6. CHANGES IN VALUES**  
by Anthony Heath and Dorren McMahon ... .. 113

The fall of communism and the rise of the EC ... .. 114  
 The retreat of socialism at home ... .. 117  
 The environment ... .. 121  
 AIDS and the moral climate ... .. 123  
 Women's roles ... .. 125  
 The sources of attitude change ... .. 126  
*Notes* ... .. 128  
*References* ... .. 129

**CHAPTER 7. WHAT PRICE PROFITS?**  
by Michael Johnston ... .. 131

Self-interest, or something more complicated? ... .. 132  
 Private profits, public interests ... .. 134  
 Who benefits from profits? ... .. 135  
 The limits of self-interest: corporate and individual wrongdoing ... .. 136  
 Lenient judgements ... .. 137  
 Severe judgements ... .. 138  
 Corporate conduct in the 'grey zone' ... .. 142  
 Complex - but enduring - standards ... .. 143  
 Social continuity, inter-generational change ... .. 146  
 Categories of wrongdoing ... .. 147  
 Conclusions ... .. 148  
*Notes* ... .. 150  
*References* ... .. 150  
*Bibliographic note* ... .. 151  
*Acknowledgements* ... .. 152  
*Tables* ... .. 153

**CHAPTER 8. COMMUNITY RELATIONS IN NORTHERN IRELAND**  
by Tony Gallagher ... .. 155

Social identity and social division in Northern Ireland ... .. 156  
 Political identity ... .. 156  
 Social affiliation ... .. 157  
 Trust in government ... .. 158

Confidence in institutions ... .. 159  
 Constitutional issues ... .. 161  
 Perceptions of community relations ... .. 162  
 Community relations policy in Northern Ireland ... .. 163  
 Attitudes to fair employment ... .. 164  
 Education ... .. 168  
 Conclusion ... .. 172  
*References* ... .. 173  
*Acknowledgements* ... .. 173

**CHAPTER 9. CLASS, RACE AND OPPORTUNITY**  
by Ken Young ... .. 175

A sense of class ... .. 176  
 Social class and opportunities today ... .. 178  
 Racial prejudice and discrimination ... .. 181  
 Race relations policies ... .. 186  
 Class and political protest ... .. 188  
 Conclusions ... .. 191  
*Notes* ... .. 192  
*References* ... .. 193  
*Acknowledgement* ... .. 193

**CHAPTER 10. INTERIM REPORT: CHARITABLE GIVING**  
by Steven Barnett and Susan Saxon-Harrold ... .. 195

Who gives and how? ... .. 197  
 Government and charities ... .. 198  
 Attitudes to self-sufficiency and the role of charities ... .. 202  
 Conclusions ... .. 206  
*Notes* ... .. 207  
*References* ... .. 208  
*Acknowledgement* ... .. 208

**11. INTERIM REPORT: THE NATIONAL HEALTH**  
by Nick Bosanquet ... .. 209

Access to the NHS ... .. 210  
 Public spending priorities ... .. 211  
 Satisfaction with aspects of the NHS ... .. 213  
 The public's verdict ... .. 213  
 The insider's view ... .. 214

Issues for the mid-1990s	215
Primary health care	215
Competition with the private sector	216
Conclusions	218
References	219
Acknowledgement	219

**APPENDIX I. Technical details of the surveys** 221

<b>British Social Attitudes</b>	221
Sampling experiment	221
Sample design	222
Selection of parliamentary constituencies	222
Electoral register sample	223
Selection of polling districts	223
Selection of addresses	223
Selection of individuals	223
Postcode Address File sample	224
Selection of ward segments	224
Selection of addresses	224
Selection of individuals	225
Questionnaire versions	225
Weighting	225
Electoral register sample	225
Postcode Address File sample	226
Fieldwork	226
Advance letter experiment	227
Analysis variables	228
Region	228
Change to Standard Occupational Classification (SOC)	228
Registrar General's Social Class	229
Socio-economic Group	229
Goldthorpe schema	230
Industry	230
Party identification	230
Other analysis variables	231
Sampling errors	231
Notes	234
<b>Northern Ireland Social Attitudes</b>	234
Sample design	235
Selection of individuals	235

Fieldwork	236
Advance letter	237
Analysis variables	237
Sampling errors	237
References	237

**APPENDIX II. Notes on the tabulations** 239

**APPENDIX III. The questionnaires** 241

**SUBJECT INDEX** 361

# *International Social Attitudes*

the  
**10<sup>th</sup>** BSA  
report

## CONTENTS

<b>FOREWORD</b>	ix
<b>INTRODUCTION</b>	xi
<b>CHAPTER 1. DISENGAGING FROM DEMOCRACY</b>	
by Michael Johnston	1
The power of government	2
The economic balance	4
A moderate pace of change	6
Links to the political process	8
Levels of political disengagement	8
Sources of political disengagement	10
The democratic balance, the policy process and civil liberties	12
The policy debate	12
Civil liberties	14
Conclusion	17
Notes	20
References	21

<b>CHAPTER 2 THE FAMILY WAY</b>			
by Jacqueline Scott, Michael Braun and Duane Alwin	23	Income inequality and social solidarity	96
Decline of the nuclear family?	24	The EC countries	98
Cohabitation and marriage	26	Conclusion	100
Children	30	<i>Note</i>	100
Women's roles	32	<i>References</i>	101
Suitability of childcare	37		
Divorce	38	<b>CHAPTER 5 SATISFYING WORK - IF YOU CAN GET IT</b>	
Single parents	39	by John Curtice	<b>103</b>
Homosexual marriage	40	Levels of job satisfaction	104
The future of the traditional family	41	Hard work?	105
Conclusions	43	The rewards of work	106
<i>Notes</i>	45	The gender paradox	107
<i>References</i>	45	The correlates of job satisfaction	111
<i>Acknowledgements</i>	47	Lower expectations?	115
		Returning to national differences	117
		Conclusions	118
		<i>Notes</i>	119
		<i>References</i>	121
<b>CHAPTER 3. RELIGION, MORALITY AND POLITICS</b>			
by Anthony Heath, Bridget Taylor and Gabor Toka	49	<b>CHAPTER 6. CLASS CONFLICT AND INEQUALITY</b>	
Patterns of religious affiliation	51	by Geoffrey Evans	<b>123</b>
Affiliation and subjective religiosity	53	Measuring beliefs and attitudes towards class	124
Affiliation and the nature of religious belief	55	Class and social identity	126
Religion, moral attitudes and church/state relations	56	Class and beliefs about the extent of inequality	127
Moral issues	56	Class and beliefs about opportunity	128
Relations between church and state	58	Class and beliefs about the need for inequality	131
Religiosity or nationality?	59	Class and support for redistribution	133
Religion and party	62	The story so far	134
Conclusions	66	<i>Understanding national differences in class conflict</i>	135
<i>Notes</i>	66	Conclusion	138
<i>References</i>	68	<i>Notes</i>	139
<i>Tables</i>	69	<i>References</i>	141
<b>CHAPTER 4. WHAT CITIZENS WANT FROM THE STATE</b>		<b>APPENDIX I. Technical details of the surveys</b>	<b>143</b>
by Peter Taylor-Gooby	81	ISSP surveys	143
The samples	83	Britain British Social Attitudes survey series	143
Convergence in the boundaries of government responsibility	83	Northern Ireland Northern Ireland Social Attitudes	
Convergence in economic and industrial policies	86	survey series	146
Squaring the spending circle	90	United States of America General Social Survey	147
The demand for more spending	90	Australia International Social Survey/Australia	149
Redistribution	92		
The gap between rich and poor	93		

Germany: ALLBUS	...	...	...	...	...	150
Austria: Sozialer Survey Österreich	...	...	...	...	...	152
Hungary	...	...	...	...	...	153
Italy: Indagine Sociale Italiana	...	...	...	...	...	155
Netherlands	...	...	...	...	...	156
Republic of Ireland	...	...	...	...	...	157
Norway	...	...	...	...	...	157
Israel	...	...	...	...	...	158
Switzerland	...	...	...	...	...	159
New ISSP members	...	...	...	...	...	159
<i>Notes</i>	...	...	...	...	...	161
<i>References</i>	...	...	...	...	...	162
<b>APPENDIX II. Notes on the tabulations</b>	...	...	...	...	...	<b>165</b>
<b>APPENDIX III. The questionnaires</b>	...	...	...	...	...	<b>167</b>
<b>SUBJECT INDEX</b>	...	...	...	...	...	<b>211</b>



# British Social Attitudes

the  
**11**th report

## Contents

<b>INTRODUCTION</b>	xi
<b>CHAPTER 1. DO WE REALLY WANT MORE PUBLIC SPENDING?</b>	
by David Lipsey	1
The spending consensus	3
The reformer's dilemma	8
Conclusion	10
<i>Notes</i>	11
<i>References</i>	11
<b>CHAPTER 2. WHERE NEXT FOR TRANSPORT POLICY?</b>	
by Gordon Stokes and Bridget Taylor	13
How people travel	14
Levels of public concern	16
Attitudes to policy options	17
Variations in attitudes	21
Does concern influence policy preferences?	22
Conclusion	23
<i>Notes</i>	24
<i>References</i>	26
<i>Acknowledgements</i>	26

<b>CHAPTER 3. WELFARE OUTSIDE THE STATE</b>			
by Peter Taylor-Gooby	27	Data	64
Charity and state	28	Results	65
Private welfare	31	Modelling party identification	68
Employers' welfare	32	The basic model	70
The family and welfare	33	Sectoral differences	71
Conclusion	34	Employment status	71
<i>Note</i>	35	Education	72
<i>References</i>	35	Conclusion	72
<i>Acknowledgement</i>	35	<i>Notes</i>	73
		<i>References</i>	74
<b>CHAPTER 4. WORK IN A CHANGING CLIMATE</b>		<b>CHAPTER 7. AUTHORITARIANISM UPDATED</b>	
by Barry Hedges	37	by Daphne Ahrendt and Ken Young	75
Economic perceptions	37	The post-war interest in authoritarianism	75
Commitment to work	41	Authoritarianism: personality or world-view?	76
Pay and job security	45	Dimensions of authoritarianism	77
Workplace relations	47	Conformism	77
Conclusion	49	Punitiveness	78
<i>Notes</i>	50	Anti-welfarism	78
<i>References</i>	50	Sexual repressiveness	79
<i>Acknowledgement</i>	50	The authoritarian scale	79
		A portrait of authoritarianism	80
<b>CHAPTER 5 IMPROVING HEALTH</b>		The link with background	80
by Nick Bosanquet	51	Which are the most important correlates?	82
Demands for health service spending	51	Authoritarianism and party politics	82
Dissatisfaction and the demand for health spending	54	Is Britain becoming less authoritarian?	83
Alternatives to the National Health Service	54	Conformism	84
Evaluating the National Health Service	56	Punitiveness	85
The hospital service	56	Anti-welfarism	85
Primary health care	58	Sexual repressiveness	86
Conclusion	59	Conclusion	86
<i>Notes</i>	60	<i>Notes</i>	87
<i>Acknowledgement</i>	60	<i>References</i>	89
		<i>Acknowledgement</i>	90
<b>CHAPTER 6. MIDDLE-CLASS POLITICS</b>		<i>Appendix</i>	90
by Anthony Heath and Mike Savage	61	<b>CHAPTER 8. EDUCATION REACTION TO REFORM</b>	
Introduction	61	by A.H. Halsey and Denise Lievesley	95
Theoretical issues	62	Spending priorities	95
		Pre-school children	97

Schools	97
Higher education	102
Educational experience and professional autonomy	103
Conclusion	105
Notes	106
References	106
Acknowledgements	106

**CHAPTER 9. THE GREENING OF BRITAIN: ROMANCE AND RATIONALITY**

by Sharon Witherspoon ... 107

The data	109
Exploring green values	109
Scientific knowledge and environmental pessimism	112
Environmental pessimism	115
A multivariate approach	118
Levels of environmental concern	120
Environmental activism	123
Consumer behaviour	123
'Political' behaviour	126
Environmental policies	128
Conclusion	135
Notes	136
References	138
Acknowledgements	139

**CHAPTER 10. TIME-SERIES AND LAP-TOPS: THE CHANGE TO COMPUTER-ASSISTED INTERVIEWING**

by Peter Lynn and Susan Purdon ... 141

Computer-Assisted Personal Interviewing (CAPI)	141
The experiment	143
Effects on non-response	144
Effects on response distributions	148
Scale means	149
Use of extreme categories	150
Use of 'don't know'	150
Interview length	152
Respondents' willingness to be re-interviewed	153
Effects on survey costs and administration	153
Conclusion	154

Notes	155
References	155

**APPENDIX I. Technical details of the surveys** ... 157

British Social Attitudes	157
Sample design	157
Selection of sectors	158
Selection of addresses	158
Selection of individuals	159
Questionnaire versions	159
CAPI experiment	159
Weighting	160
Fieldwork	160
Advance letter	161
Analysis variables	162
Region	162
Standard Occupational Classification (SOC)	162
Registrar General's Social Class	162
Socio-economic Group	163
Goldthorpe schema	164
Industry	164
Party identification	164
Other analysis variables	165
Sampling errors	165
Northern Ireland Social Attitudes	168
Notes	168
References	168

**APPENDIX II. Notes on the tabulations** ... 171

**APPENDIX III. The questionnaires** ... 173

**SUBJECT INDEX** ... 235

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