

## The Rules of Engagement - Coding the 1st Contact Booklet and its Data Entry

### General Rules

Code the boxes the respondents tick, not what they write on the questionnaire. Only if a **clearer or more consistent** picture is obtained by reading their additional comments should any alteration of their responses be considered.

Logical checks within the data will be built into analytical strategies, but these can be kept to a minimum by efficient coding. Checking the ages of the twins' siblings to ensure that the older and younger siblings are entered in the correct variables will reduce the length of time taken to correct any errors picked up by logical checks.

Any numerical answers that are given as a range should be coded as an average of the range given. Exceptions to this are when ranges are given in answer to questions 60 (variable MP12) and 62 (variable MP19) the smoking and alcohol consumption questions. If ranges are given code the **higher** figure given.

Where numerical answers are expected 1 decimal place has been allowed for -  $12\frac{1}{2}$  will code as 12.5. If the average of a range results in an answer with 2 decimal places of accuracy i.e. 12.75 this should be coded as 12.8 - rounding the result up. This is most likely to occur within question 73 where birth heights and weights are given in imperial units (variables MP46i, MP47i, MP48o, MP49o).

The missing code (-99) always means that no data was provided where some was asked for.

The not applicable code (-77) always means that no data was provided because none was asked for, either due to question routing (question 7) or question branching (question 2).

Other codes that are always used are 1 (YES) and 0 (NO) in yes/no questions. NO always codes 0 when given as an option (question 5). Note that in this case YES and NO are different to Yes, ... and No, ... . Note that NONE and other similar responses are often coded as values other than 0. Comments present are coded as -99 if missing, but as 0 for questions that ask for responses to "Any other comments" questions **without** a check box.

If answers have been given to a section that the respondent should have been routed around they should be ignored and the routing question's answer followed.

Alphanumeric data should be typed in exactly as written - please try not to correct spelling mistakes or mis-use of words. The nature of the mistakes may provide more information than the respondent intends! **Data entry is not data interpretation.**

Not applicable codes are entered as default values where it is an appropriate code.

## Specific Rules

### Q No. Rules of Engagement

- 1 The alphanumeric part of the question should always be answered - if it is not code -99 missing.
- 2 If one section - months, weeks or days is completed and the other(s) are left blank these code as 0 (zero) not missing. If both parts of the question are answered then code them both.
- 3 The Anyone else? option is in effect two questions in one since there is no check box to mark before describing the other twin feeder, so there can be no missing or not applicable codes used here.  
If this is completed variable DD13 codes 1 = YES, if it is uncompleted variable DD13 codes 0 = NO.
- 4 Both rows of boxes should have one box checked.
- 5 If Yes, 1st born and Yes, 2nd born are both checked, code as 3 (Yes, both).
- 7 Follow question routing and question branching carefully. Any other reason? codes 0 and 1 only.
- 8 Code as answered. If unanswered code -99 IF question 7 is answered YES, code -77 if question 7 is answered NO.
- 10 If Yes, 1st born and Yes, 2nd born are both checked, code as 3 (Yes, both).
- 13 Anyone else? codes 0 and 1 only.
- 15 Anyone else? codes 0 and 1 only.
- 16 Average the answers if range given. 1 decimal point available.
- 17 Code as answered. Questions 16 and 17 often attract comments written by respondents - please observe general rule regarding additional comments.
- 18-20 Check ages of the siblings and ensure they are coded into the correct variables.
- 21 If YES, please describe codes 1 **if** YES is checked and a comment is present.  
If YES, please describe codes -99 **if** YES is checked and a comment is absent.  
If YES, please describe codes -77 **if** NO is checked.  
This is a general rule for If YES please describe questions
- 27 Codes 1 if a meaningful comment is present. If no comment or "No" is present, code 0

- 28-45 These questions should only be answered by respondents with same sex twins. If they are NOT answered and they should be, this section must be sent back to the respondent for completion.
- 28 If YES, why ... should be completed by respondents checking either YES, identical, and YES, non-identical (see Q No. 21).
- 29 Why do think this? should be completed by all respondents, so code 1 or -99.
- 30-33 If there is a difference please describe codes as Q No. 21.
- 35 If no comment present code missing, -99.
- 36 see Q No. 21.
- 37 If NO is checked the rest of the variables (IN18 to IN21)code -77.  
If YES is checked and incomplete answers are given the uncompleted variables code -99.
- 41 If the respondent has written see above or similar code 1, and in the alphanumeric dataset copy the answer to IN25 to IN26.
- 43 Logical checks will pick up whether No older brothers or sisters should have been checked at the time of completion, but if there are no older brothers or sisters and the question has been left blank code No older brothers or sisters, 4, in preference to missing, -99.
- 46 Descriptions are often given without the boxes being ticked. In this case, code the numeric variable(s) Yes, 1, as this acts a flag for the alphanumeric variables.
- Postgraduate Qualifications may include Diplomas MSc's, PhDs, Law finals, Accountancy qualifications, Architectural qualifications and PGCEs - anything that requires a degree as an entry requirement.
- Other will include City and Guilds qualifications, Nursing qualifications, RSA (typing) qualifications etc.
- 51 If Single parent: has more than one box checked code ...  
Parent of the twins **and** Someone else code Parent of the twins, 1.  
Divorced **and** Separated code Divorced, 3.  
[If other combinations appear, please let me know]
- 52 See Q No. 46 above.
- 57 See Q. No. 51 above.
- 60 Code the higher figure of a range of number of cigarettes smoked daily.

- 62 Code the higher figure of a range of number of units of alcohol drunk weekly.
- 65 If some items are left blank code -99, if **all** items are left blank code **all** -99.
- 66 If a box is checked code that number even if the respondent has added  $\frac{1}{2}$  to the number above the box.
- 68 If this has been answered non-numerically i.e. N/A or similar code -99. If 0 has been written code 0 hours. This is a likely occurrence when a planned caesarean has been performed, but this should be picked up by subsequent questions.
- 73 Variables are present for both metric and imperial lengths and weights. Both are answerable, so if one is present and the other not, code the absent variables missing, -99. If both are present code both.
- 82 Only code comment present, 1, if the comment is constructive or informative.