

Code Number Protocol

The following formulae will be used to create code numbers for each type of interview carried out. Researchers should assign numbers sequentially, keeping a list of numbers they have used so far to avoid duplication.

Welfare Service Users formula:

- = WSU – place name code – Researcher initials – 3-digit respondent number + letter for wave of interviews
Examples:
 - WSU-BR-BW-001a (Bristol, Beth Watts, first wave interview)
 - WSU-SH-EB-025b (Sheffield, Elaine Batty, second wave interview)
 - WSU-BA-JM-177c (Bath, Jenny McNeill, third wave interview)

Focus Group formula:

- = FG – Researcher initials – 2-digit number + #respondent number (1-8)
Examples:
 - FG-AS-01#2 (first focus group held by Alasdair Stewart, respondent 2)
 - FG-LS-03#6 (third focus group Manchester by Lisa Scullion, respondent 6)

Key Informant formula:

- = KI + 2-digit number (1-40) + #respondent number (in case of multiple respondents in the interview)
 - Examples
 - KI01 (key informant interview 01)
 - KI46#1, KI46#2 (key informant interview 46, respondents 1 and 2)

Notes:

Do not use the #respondent number in filenames of audio recordings or transcripts. The code number including the #respondent number should be used on the consent form, on the Contacts Spreadsheet and as a speaker tag in the transcript.

Focus groups and Key Informant interviews should use a two digit number (i.e. begin with 01, 02, 03 etc) so that numbers are in the correct sequence in spreadsheets and NVivo. WSU interviews should use a three digit number (i.e. 001, 002, 003 etc) as there is a higher volume of these interviews.