

EUKO III - WP4 – Procedure for coding of pilot research

Starting situation:

- Ideally one country has transcriptions of two focus groups and two interviews, plus two researchers working on data collection and coding -> two researchers in one country will code the data.
- Ideally, the researcher (not a student) should be the main coder.
- Both researchers will code independently a minimum of two transcripts.
- Coding will be done in English although the transcripts are in the national languages
- Microsoft Word will be used for the coding, inserting comments in comment boxes.
- Instructions for coding: (a) codes titles should be as explicit as possible – to be understandable in English as “stand alone” summaries - that means that the codes may be longer than they would be when expressed in the national language (b) codes sometimes also cover the question asked by the researcher when necessary (c) do not generalise much at this stage – please restrict the code to a description of what is going on (d) have in mind that coordinators do not know your national language and will use only your codes in the next stage of the work
- the most interesting focus groups and interviews will be chosen for common coding by the two researchers

Process of coding:

- Both researchers start coding the same transcript (focus group first) independently (i.e. RES1 and RES2 will code FG1)
- After they finish coding the first focus group (FG1), they will merge both files into one file (Word: Tools – Compare and merge files) so they can see the coding of the whole transcript done by both researchers in one file.
- The researchers will discuss the coding and code titles in the common file and will create one coding file after reaching an agreement about how to code
- Both researchers will next code the same interview (I1).
- Researchers will again merge both files with coding and discuss the differences and agree one set of codes.
- The rest of the focus groups and interviews can be coded by only one researcher without further discussion.
- From each coded focus group and interview, researchers will translate the relevant paragraphs to pick out the 5 – 10 most interesting codes or to show codes where the meaning is not understandable. The translated parts will be highlighted in yellow in the relevant files. The translation will be written directly into the coded file.
- Researchers will send all coded transcripts to the coordinator of WP4.
- The coordinator can ask for some more translation of the relevant parts of the codes if he does not understand the meaning.