

**analytic memo:** An adjunct to field notes, observations, and interviews that consists of recorded analyses that come to mind in going over data.

**covert observation:** A form of observation in which the researcher conceals his or her identity as a researcher.

**ethnography:** An alternate word, derived from cultural anthropology, to describe field research, especially when it focuses on the culture of a group of people.

**field jottings:** Brief quotes, phrases, and key words that are recorded by field researchers while in the field.

**field notes:** Detailed written accounts of field observations, which may also include a researcher's reflections and preliminary analyses.

**focus group:** An interview method in which a researcher collects data from a group by moderating a group discussion on a particular topic.

**gatekeeper:** Relevant authority whose permission is needed to gain access to a setting or group.

**grand tour question:** A broad opening question in in-depth interviews that asks for a general description of the people, processes, or events being studied. Also called *tour question*.

**guiding question:** A relatively broad research question that guides the initial stages of qualitative research.

**in-depth interview:** A type of formal interview intended to yield deep responses through open-ended questions and a flexible format.

**interview guide:** A list of topics and specific questions to be asked in a qualitative interview.

**key informant:** A person from whom field researchers acquire information who is selected on the basis of knowledge, expertise, or status within the group.

**nonparticipant observation:** A form of observation in which the field researcher does not participate in the activity or group being studied.

**overt observation:** A form of observation in which the researcher identifies himself or herself as a researcher to those who are being observed.

**participant observation:** A form of observation in which the field researcher participates to some degree in the activity or group being studied.

**probes:** Follow-up questions used in surveys and in-depth interviews to gather more information about a respondent's answer.

**reflexivity:** A common practice in qualitative research, whereby a researcher reflects on how his or her characteristics and presence shape the research process.