

closed-ended question: Survey questions that require respondents to choose responses from those provided.

coding: The sorting of data into numbered or textual categories.

computer-assisted personal interviewing (CAPI): A software program, usually on a portable computer, that aids interviewers by providing appropriate instructions, question wording, and data-entry supervision.

computer-assisted self-administered interviewing (CASI): An electronic survey in which a questionnaire is transmitted on a computer disk mailed to the respondent or on a laptop computer provided by the researcher.

computer-assisted telephone interviewing (CATI): A set of computerized tools that aid telephone interviewers and supervisors by automating various data-collection tasks.

cross-sectional design: The most common survey design, in which data are gathered from a sample of respondents at essentially one point in time.

descriptive survey: A survey undertaken to provide estimates of the characteristics of a population.

double-barreled question: A question in which two separate ideas are presented together as a unit.

editing: Checking data and correcting for errors in completed interviews or questionnaires.

explanatory survey: A survey that investigates relationships between two or more variables, often attempting to explain them in cause-and-effect terms.

face-to-face (FTF) interview: A type of interview in which the interviewer interacts face-to-face with the respondent.

field pretesting: An evaluation of a survey instrument that involves trying it out on a small sample of persons.

interview schedule: A survey form used by interviewers that consists of instructions, the questions to be asked, and, if they are used, response options.

leading question: A question in which a possible answer is suggested, or some answers are presented as more acceptable than others.

longitudinal design: Survey design in which data are collected at more than one point in time.

mixed-mode survey: A survey that uses more than one mode of data collection, either sequentially or concurrently, to sample and/or collect the data.

open-ended question: A survey question that requires respondents to answer in their own words.

panel study: A longitudinal design in which the same individuals are surveyed more than once, permitting the study of individual and group change.

paper-and-pencil questionnaire survey: A survey form filled out by respondents.

random-digit dialing (RDD): A sampling-frame technique in which dialable telephone numbers are generated (sampled) randomly.

response rate: In a survey, the proportion of people in the sample from whom completed interviews or questionnaires are obtained.

secondary analysis: Analysis of survey or other data originally collected by another researcher, ordinarily for a different purpose.

semi-structured interview: A type of interview that, while having specific objectives, permits the interviewer some freedom in meeting them.

structured interview: A type of interview with highly specific objectives in which all questions are written beforehand and asked in the same order for all respondents, and the interviewer's remarks are standardized.

telephone interview: A type of interview in which interviewers interact with respondents by telephone.

trend study: A longitudinal design in which a research question is investigated by repeated surveys of independently selected samples of the same population.

unstructured interview: A type of interview guided by broad objectives in which questions are developed as the interview proceeds.