

Section V.

Management of Qualitative Data

Qualitative Field Note Process

Collecting Raw Field Notes

- Notebook for raw field notes
- small notebook for informal observations



Writing Expanded Field Notes

- Write up immediately after interview/observation
- Hand write clearly in notebook for expanded notes or,
 - Type up expanded notes, if possible



Managing Field Notes

- Notebooks, Files



Coding Field Notes

Writing Raw Field Notes

- Write in a “raw notes” notebook
- All team members should take notes
 - ◆ Exception is during an activity where the person facilitating the activity does not take notes.
- Record questions as well as answers
- Jot down cue words or phrases
 - ◆ Usually not word for word,
 - ◆ as much as possible however
 - ◆ Record especially appropriate quotes
- Keep key terms/phrases in the local language (translation in brackets)
- Make Sketches, Diagrams, Maps

Example of Raw Field Notes

B. Q1

J. Plan anything to me. ~ only way for a person to learn ~ (learn) without being confined (decide) what to study ... what's valuable and what is not... Don't think people should be dependent on school.

So how -- frequented the library since I was a late teen ~ and I learned to model people ... this has greatly increased my education ... ~ didn't have to reinvent the wheel ~ implement their philosophy ~ model their philosophy ~ tone of voice ... how they see things things ~ have + learnt

B. Home + How notes

J. People who have families, relationships, happy ~ could replicate by modeling ... (avoid) stress Another reason I taught myself is because I want to teach myself ~ when I read, study I read with that paradigm ~ that I'm going to teach it ~ people come to me ... empathetic, non-judgmental -- + I've learned to enter their frame of reference.

Writing Expanded Field Notes

Allocate time the same day

- ◆ 1 hr interview --> 2-4 hours expanding
- ◆ (no more than 2 interviews/discussions per day)

1. Identification information (at the top)

- ◆ identify topic, date, informant(s) (pseudonym)
- ◆ description of setting and informant(s)
- ◆ punctuation key
- ◆ Include contextual information
 - ◆ who recommended the informant(s)
 - ◆ how you found the informant(s)
 - ◆ how this interview fits in with other information

2. Main body of expanded notes

- ◆ Majority of your notes here
- ◆ **scripting method preferred**
- ◆ Record non-verbal behavior

3. Summary (process & content)

- ◆ How did the activity go?
 - ◆ Informant(s) truthful/frank?
 - ◆ Informant(s) participate? Willingly?
- ◆ Biases in the data?
- ◆ Conclusions related to study questions?
- ◆ Important issues to follow-up

Coding

- Management and Analysis Tool
- Classifies words
- Functions:
 - ◆ Organize data
 - ◆ Retrieve data
 - ◆ Reduce data
 - ◆ Find patterns
 - ◆ Forces you to read your data
- Types of codes:
 - ◆ numbers
 - ◆ **mnemonic** (help to remember code meaning)
 - ◆ words
 - ◆ colors
- Where to code:
 - ◆ Usually in the margins of expanded notes
 - ◆ Adjacent to last line of the relevant text
- When to code:
 - ◆ Can start with a coding list that can change as you go (add, drop codes, re-coding)
 - ◆ Can wait until a significant amount of data has been collected (or wait until the end of study)

Data Management System

1. Raw Field Notes

- ◆ Hand written in local language when possible
- ◆ Keep key terms/phrases in local language
- ◆ Record in 'Raw Notes Notebook'

2. Expanded Field Notes

- ◆ Expanded into 'Expanded Notes Notebook' or typed up and placed in file folder if possible.
- ◆ English with key terms/phrases in local language (translation adjacent in brackets)

3. Coding Field Notes

- ◆ code in margins of Expanded Notes

4. Coded Expanded Notes are Copied 3 Times

- ◆ use carbon paper if necessary during write up

5. Copies Placed into Individual File Folders

6. File Information Sheet Attached to File

- ◆ include number and location of codes in text
- ◆ identify codes with letters and colors

File Information Sheet

Filename	A130899.HAB
Organization	ADRA
Place	Site A
Date	5 August 1999
Informant Pseudonym	Awatif
Language Used	Arabic & Dinka
Date Coded	13 August 1999
Coded by	HAB

Code		Frequency	Go to Page(s)
Mnemonic	Color		
CP_CA	'Blue'	1	2
CP_EF	'Blue'	2	2, 3
CP_SO	'Blue'	2	3, 4
ILL_CA	'Red'	5	3, 4, 5
ILL_HW	'Red'	3	4, 5
ILL_TX	'Red'	4	4, 5, 6