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

5. Page 76

5. Plan everything to me. Only any for a person to learn in (learn) without being confused (distracted) what to study... What's valuable and what is not... Don't think people should be dependent on school...

so then... I frequent the library since I was a late teen... And I learned to model people... This has greatly increased my education... I didn't have to memorize the whole implication of their philosophy or model their philosophy... Tone of voice... how they see things... things I have learned

B. Here are notes

5. People are born family relationships... happy... could explain by modeling... (Damn) strange another reason I fought my self is because I want to teach my self... when I read study I react with that perception that I'm going to teach it... people come to me... empathetic non-judgmental... I've learned to take 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**

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<td>Date</td>
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<tr>
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