# Standard Operating Procedure: Study Codes and ID numbers

## Each interview will get an id number, based on the location, type of interview and respondent group.

* LGA: Billiri = B

Kwame = K

* Site: LGA headquarters = H

Village = V

* Type of Interview:

Narrative = NAR

In-depth interview = IDI

Focus Group Discussion = FGD

Friendship Pair Interviews = FPI

* Respondent group:

New Mothers = M

Grandmothers/mother-in-law = G

Fathers = F

FOMWAN = FOM

TBA = TBA

* Respondent number: Give each of the respondents in a focus group and friendship interview an unique number (1, 2, 3, ..., n)
* Your Interviewer ID: These are you initials

## For Example:

**B – V – FGD – G – 4**

This is the code of respondent 4 in the focus group discussion among grandmothers in the “village” site in Biliri. The interview itself would be B-V-FGD –G. The narratives and IDIs are numbered as well (as there are multiple) e.g. K-H-IDI-M-2 is the second mother IDI in Kwame (headquarters).

## Remember:

* There is no need to write down the name of the respondents, or the name of their head of household. You can ask for a name, so you can address respondents by their name during interviews or discussions.
* Don’t write names of places, villages, TBAs of FOMWANs in the transcripts, as they should be completely coded. If they say they go to “Bado” to deliver, write down “B”
* Please save this coding list in a safe place: do not save (in hard copy or electronic copy) it in the same folder as any coded field notes or transcripts.
* Never attach this coding list together with a verbatim transcript to an email.