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# **Appendices**

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## Appendix A: Quick Reference Guide

This appendix summarizes some key pieces of information regarding this *User's Guide* and other documentation products for the Mature Women, the NLS surveys, and the NLS CD-ROMs. It also provides answers to some common questions about the Mature Women and tells users how to get additional help when necessary.

### A.1 Guide to NLS Documentation

The *User's Guide* provides in-depth information about the Mature Women data. Users requiring general information about the history, administration, or other cohorts of the NLS project should consult the following table for the most appropriate NLS document.

**Table A.1 List of NLS Documentation**

<i>NLS Handbook</i>	This comprehensive introduction to the NLS gives readers general information about all NLS cohorts and the main topics of investigation for each.
NLS Internet Bibliography <a href="http://www.nlsbibliography.org">http://www.nlsbibliography.org</a>	This on-line searchable database provides citations for research using NLS data.
<i>User's Guides</i>	These cohort-specific guides help researchers understand NLS variables, survey instruments, documentation techniques, and other technical issues.
Questionnaires	The complete set of survey instruments used with the cohort in each survey year allows researchers to view questions, supplemental information, and household interview forms.
Flowcharts	Schematic diagrams depict universe information and skip patterns for many survey instruments.
<i>Codebook Supplements</i>	Supplementary attachments and appendices contain variable creation, description, and coding information not present in the questionnaires.
<i>Compact Disc User's Guides</i>	These guides provide installation, usage, and maintenance instructions for the CD-ROMs.
NLS Web Homepage <a href="http://stats.bls.gov/nlshome.htm">http://stats.bls.gov/nlshome.htm</a>	This internet site offers an overview of the NLS programs.

With the exception of the bibliography and homepage, which are provided on-line, users may order any of the documents listed above by contacting NLS User Services. Contact information for NLS User Services is provided under “Additional Support” at the end of this appendix.

### A.2 About the Mature Women CD-ROM

The Mature Women survey is a panel data collection—specifically, the same persons are interviewed year after year. Mature Women respondents are often asked the same or similar questions in different surveys to gauge the change in behavior over time.

The database is organized by respondent. Information on each respondent is stored in a record. In each respondent-specific record, the variables are arranged in chronological sequence. Users are provided with data extraction software, called CHRDRBA, on each CD-ROM to search this large database and extract the specific variables needed.

### Search Strategies

Variables can be selected for extraction either using a Search List (reference number or question number) or Search Index (year or any word in context). The following is a brief description of the search options.

**Reference number:** Each variable is assigned a reference number that determines its relative chronological position in the database. That reference number never changes—even when waves of data are added and the database is revised. The reference number is the equivalent of a unique variable name.

**Question number:** Each year, a separate survey instrument is used to collect data. A questionnaire item (or question number) refers to the location of a given variable in the printed or electronic questionnaire.

**Any word:** The database retrieval software allows the user to search for and select those variables whose titles contain any single word or combination of words.

**Area of interest:** Each variable is assigned to a topical area of interest. For example, questions on a respondent's health and medical insurance are grouped in the "Health" area of interest. Researchers should be aware that an individual question can be linked to only one area of interest, so questions that apply to a common research topic may appear in different areas of interest.

**Year:** The user can select a specific survey year and choose variables collected in that specific year.

### Accessing the Data

This section briefly describes how to access the data from the Mature Women CD-ROM. The reader should consult the *NLS Original Cohort Databases Compact Disc User's Guide* for more detailed information about the DOS-based database retrieval system.

**Hardware Requirements.** Minimum hardware requirements for using the CHRDRBA software to access the Mature Women data are (1) an IBM compatible personal computer (PC), running MS-DOS, and (2) a CD-ROM drive connected to the PC.

**Extract Instructions.** Following is a simplified list of steps to retrieve data:

- (1) Run the DOS Program. If accessing the data from the CD-ROM, double click on CHRRDBA.EXE from the file manager.
- (2) Specify output file path.
- (3) Select “Mature Women 30–44 in 1967.”
- (4) Specify a name for the Extract Specification File.
- (5) Select data by either Search Index (word, year) or Search List (reference number, question number).
- (6) Perform an extract. Produce a codebook and/or a SAS or SPSS format extract file.
- (7) Exit the Menu (and software).

**Extract Outcomes.** Users can extract data for specific subsamples and in various formats. The following is an abbreviated list:

- (1) Delimited or formatted ASCII files for SAS or SPSS
- (2) DBASE formatted file
- (3) Codebook of extracted variables
- (4) Summary of extract
- (5) Subsample data by user-specified equation

### A.3 Glossary of NLS Survey Terms

**Any word search.** This CD-ROM search function allows users to select any word or words and to view all variables which contain those words in their titles.

**Area of interest.** Variables are grouped by common topical areas. The CD-ROM includes a search function so that users can view variables in an area of interest.

**Bureau of Labor Statistics (BLS).** This agency of the U.S. Department of Labor sponsors and oversees the National Longitudinal Surveys project.

**Center for Human Resource Research (CHRR).** A research unit at The Ohio State University, CHRR is responsible for the management of the Original Cohorts, documentation and dissemination of the data, and user services.

**Children of the NLSY79.** This survey group comprises all children born to female NLSY79 respondents. The group was first surveyed in 1986 and has been reinterviewed biennially. Since 1994, a separate survey has been administered to the children age 15 and older, referred to as the “Young Adults.”

**Codeblock.** Information about each variable is presented in a consistent form called a codeblock. Most codeblocks provide users with the variable title, reference number, question number, survey year, coding information, and a frequency distribution.

**Codebook.** The codebook contains complete information about all the variables in a data set and is included electronically on the CD-ROM. It comprises a number of codeblocks presenting information about individual variables.

**Computer-assisted personal interview (CAPI).** These interviews, used since 1995 for both women's cohorts, are administered using a survey instrument on a laptop computer. CAPI allows for more complex questionnaire programming, bounded interviewing, and faster data dissemination than with PAPI interviews.

**Household Record Card.** This survey instrument was used during PAPI interviews to collect information about members of the respondent's household. During the interview, demographic information was transferred from the cards to the "Household Roster" section of the main questionnaire, so data from the *Household Record Cards* contain "Household Roster" as part of their variable titles.

**Household Screener.** This survey instrument was used in 1966 to identify respondents eligible for the Mature Women cohort and the other Original Cohorts. It collected demographic information about all members of each surveyed household.

**Mature Women cohort.** This group of 5,083 respondents, ages 30–44 on March 31, 1967, was first interviewed in 1967 and has been surveyed 19 times through 1999. The Mature Women cohort is one of the four NLS Original Cohorts.

**National Longitudinal Survey of Youth 1979 (NLSY79).** This group of 12,686 male and female respondents was first interviewed in 1979 and has been reinterviewed 18 times through 2000. Respondents in this cohort were ages 14–21 as of December 31, 1978.

**National Longitudinal Survey of Youth 1997 (NLSY97).** Respondents ages 12–16 as of December 31, 1996, were selected for inclusion in the newest NLS cohort. The NLSY97 numbers 8,984 respondents, and three interviews have been conducted with the cohort to date.

**Older Men cohort.** This group of 5,020 respondents, ages 45–59 on March 31, 1966, was first interviewed in 1966 and subsequently surveyed 12 additional times before its discontinuation in 1990. The Older Men cohort is one of the four NLS Original Cohorts.

**Original Cohorts.** The four cohorts (Older Men, Mature Women, Young Men, and Young Women) selected during the 1966 household screening and first surveyed between 1966 and 1968.

**Paper-and-pencil interview (PAPI).** Traditional paper-and-pencil instruments were used with the Mature Women's cohort for each survey through 1992.

**Primary Sampling Unit (PSU).** A Primary Sampling Unit consists of one or more Standard Metropolitan Statistical Areas (SMSAs), counties (or parishes in some states), parts of counties (parishes), or independent cities. PSUs were the basis for sampling Mature Women respondents.

**Reference number.** A reference number is a unique identifying number beginning with "R," which is assigned to each variable in the data set. Reference numbers never change after they are assigned to the variables from an interview even as additional information is added to the data set from later surveys.

**Young Men cohort.** This group of 5,225 respondents, ages 14–24 on March 31, 1966, was first interviewed in 1966 and subsequently surveyed 11 additional times before its discontinuation in 1981. The Young Men cohort is one of the four NLS Original Cohorts.

**Young Women cohort.** This group of 5,159 respondents, ages 14–24 on December 31, 1967, was first interviewed in 1968 and has been surveyed 20 times through 1999. The Young Women cohort is one of the four NLS Original Cohorts.

### A.4 How to Get Help

Sometimes users have questions about the Mature Women data, database retrieval software, or documentation. The following are strategies for finding answers to these questions.

**On-line and Paper Documentation Help.** CHRR provides both on-line and paper documentation help sources for users. The on-line help is present on the database retrieval software program. Press the F1 function key at any time in the CHRRDBA data retrieval system to receive on-line help. Paper documentation help includes the *NLS of Mature Women User's Guide*, the *NLS Handbook*, the *NLS Original Cohort Databases Compact Disc User's Guide*, and assorted supplemental hard copy documentation (see Table A.1). The paper documentation contains the answers to most questions.

**Frequently Asked Questions.** Table A.2 provides answers to commonly asked questions about the Mature Women data and accessing the data.

**Additional Support.** If questions arise which are not answered in the documentation, contact NLS User Services at:

NLS User Services  
Center for Human Resource Research  
921 Chatham Lane, Suite 100

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Columbus, Ohio 43221-2418  
614-442-7366

E-mail: usersvc@postoffice.chrr.ohio-state.edu

**Table A.2 Frequently Asked Questions**

Question	Answer
Is there a distinction between valid and invalid skips? What do the missing value codes mean?	<p>In PAPI interview years (1967–92), there is no distinction between valid and invalid skips in the data. Noninterviews, valid skips, and invalid skips are lumped together as NAs (not applicable) in the codebook. If you wish to separate valid skips from invalid skips, you must design your own program by using the questionnaires and following the skip patterns. In the data, a code of -5 is used to represent NAs and a code of -2 indicates DKs (don't know).</p> <p>In CAPI interviews (1995–present), invalid skips are coded as -3, valid skips are coded as -4, and noninterviews are coded as -5. A code of -1 represents a refusal and -2 signifies a response of don't know. More information on the coding of missing responses is presented in section 3.3 of this guide.</p>
Do the sampling weights correct for oversampling?	Yes, the first year weights correct for oversampling. The weights for each subsequent survey year correct for attrition and oversampling.
How can multiple respondent households be identified?	Use the "search any word" feature of the Search Engine to search for all occurrences of the words "identification" and "code." This search will result in a listing of variables which identify other members of the Mature Women's cohort who are related to the respondent; it will also provide identification codes for members of other NLS Original Cohorts who are related to the respondent.
In trying to calculate actual work experience for each woman, how can missing years be accounted for?	A complete work history covering all time intervals between surveys for the Mature Women cannot be constructed. Details about work experience coverage across survey years and potential gaps in coverage are provided in the "Work Experience" section of this guide.
How can an employer tenure variable be created?	Tenure with an employer can be constructed with information on start and stop dates of the current/last job and intervening jobs between surveys in conjunction with reports on weeks unemployed or out-of-the-labor force. Consult the "Work Experience" section of this guide for further details and possible limitations of the data.
Is there any interview that provides a geographic residence variable smaller than region?	No. This database does not contain a residence variable smaller than region. The regional distinction is South/non-South. However, the surveys through 1989 provide some general information about the respondent's residence (is it in an SMSA, local unemployment rate, etc.) and all surveys include an indicator of whether the respondent moved since the previous interview. For more information, refer to the "Geographic Residence & Environmental Characteristics" section of this guide.
Why is the 'Total Family Income' variable not available in all years?	'Total Family Income' is a KEY variable which is only created for survey years in which a personal interview is conducted. See Table 2.4.1 for a listing of the type of interview by survey year.



**Appendix B: Original Cohort Dictionary of Key Words**

On the original data tapes, the Mature Women’s data were searchable by “keyword”—that is, the user could select from a predetermined list of common words in variable titles. Although this search option has been replaced by the any word search, the keywords remain in the variable titles. This list of keywords used for the Mature Women’s cohort is provided to help researchers focus their any word searches by employing common words included in variable titles for a given topic.

*KEY*	Census Division
1st Job	Certificate
2 or More	Child
35	Child Care
5 Years	Children
6 or More Months	Class of Worker
Absent	Collective Bargaining
AFDC	College
Age	College Degree
Age 14	Commercial
Age 15	Commitment to Work
Alimony	Company Training
Alternative Job	Comparative Job Status
Amount of Fatigue	Contact
Answered	Current Job XX (For each survey 67–86)
Answers	Current or Last Dual Job
Apartment	Current or Last Job XX (For each survey 67–87)
Assets	Curriculum
Assistance	Days Per Week
Attended	Debt
Attending	Dependents
Attitude	Desire
Attitudes	Desired
Automobile	Different Area
Benefits	Diploma
Birth	Disability
Birthplace	Disliked Most
Bonds	Dual Job
Bose	Duncan

## Appendix B: Original Cohort Dictionary of Key Words

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Duncan Index	Helping Others
Education	High School
Educational	Hourly
Elementary	Hours
Employee Association	Hours per Day
Employer	Hours per Week
Employers	Hours Worked
Employment	House
Employment Status	Household
Employment Status Recode	Household Chores
Enrolled	Household Record
Enrollment	Housework
Enrollment Status	Husband
Expected	Hypothetical Job Offer
Expenses	Identification Code
Family	Income
Family Member	Index of Demand
Family Members	Industry
Farm	Influence
Father	Interview Date
Field of Study	Interview Length
Financial Aid	Interview Method
Financial Position	Interview Status
First Job	Intrafirm
Food Stamps	Job
Full-Time	Job Pace
GED	Job Pressures
Goal	Job Search
Grade Attended	Job Supervision
Grade Completed	Jobs
Grandfather	Knowledge
Grandmother	Labor Force
Head of Household	Labor Force Status
Health	Labor Market
Height	Last Interview
Helping	Last Job

## Appendix B: Original Cohort Dictionary of Key Words

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Layoff	Overtime
Liability	Overtime Pay
Liked Most	Parents
Limit	Part-Time
Limitations	Partner
Locate	Pension
Location	Plan to Seek
Longest Job	Plans
Loss of Current Job	Progressed
Marital Status	Promotion
Market Value	Property
Marriage	Public Assistance
Marriages	Race
Medical	Rate of Pay
Medical Care	Real Estate
Medical Insurance	Rent
Method of Finding	Residence
Method of Seeking	Responsibility
Military	Restrictions
Mortgages	Retired
Most Recent Job	Retirement
Mother	Rotter Scale
Motivation	Round Trip
Move	Same Area
Moved Backward	Sampling Weight
Mutual Funds	Savings
Nationality	Savings Bonds
Noninterview	Seek
Nonmarket Activity	Seeking
Not Empld XX (For each survey 67–87)	Self-Employed
Occupation	Services
Occupational	Sex
OLF	Sibling
OLF XX (For each survey 66–87)	Siblings
On the Job	SMSA
On the Job Training	Social Security

## Appendix B: Original Cohort Dictionary of Key Words

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Spell Not Working	Unemployed XX (For each survey 67–87)
Spells of Unemployment	Unemployment
Sponsor	Unemployment Compensation
SSI	Union
Stocks	Veteran Compensation
Study	Vocational
Summer	Volunteer
Survey Week	Wages
Survey Week XX (For each survey 67–87)	Weeks in Labor Force
Technical	Weeks Not Working
Tenure	Weeks OLF
Training	Weeks Unemployed
Transfer	Weeks Worked
Transportation	Weight
Travel	Welfare
Typing or Shorthand	Wife
Unemployed	Women Working

### Appendix C: Unpacking Multiple Entries

Responses to multiple entry questions found in early years of the surveys of the four Original Cohorts were coded in a geometric progression format to conserve space on the tape. Variables such as ‘Method of Seeking Employment,’ ‘Method of Finding Current or Last Job,’ ‘Type of Financial Aid Received,’ ‘Type of Child Care Arrangement,’ and numerous health-related questions have been formatted in this way since the surveys began. Multiple entry items are identified by an asterisk under the source code box in the questionnaire and by a special detailed codeblock in the documentation. These responses need to be “unpacked” before they can be used in analysis. The example below pertains specifically to the Mature Women’s cohort.

*Example:* Codes for the variable R03380., ‘Fringe Benefits at Current Job 77,’ range from 1 (the respondent reported only one such benefit, “medical insurance”) to 259 (the respondent reported “medical insurance,” “life insurance,” and “paid sick leave”) to 1023 (the respondent reported that she had access to all of the benefits listed). Although there are several different ways to sort out which respondent has positive answers on which components, this appendix provides one example in SAS and one example in SPSS.

#### Program 1: Unpacking Fringe Benefits Data in SAS

This SAS program unpacks fringe benefits from the variable “fringe.” It creates 10 (dichotomous) dummy variables indicating the presence or absence of each of the 10 benefits. Each dummy is set to missing if fringe is missing (coded at -998 or -999). Note that the variables are created in reverse order from the codeblock, i.e., MEDICAL is code 1 on the tape and FRINGE10 in the program. The program statements listed below can be modified by the user to include the expanded set of fringe benefits available in later survey years as well as to unpack other multiple entry variables by extending the dummy, the counter, and the number of variables to agree with the total number of responses listed in the codeblock in the documentation.

```
data benefits;
infile 'D:\documents\requests\unpack.dat' lrecl=4;
input
R0338000 4.;
if R0338000 = -998 then R0338000 = .;
if R0338000 = -999 then R0338000 = .;
label R0338000 = "FRINGE BNFTS CUR_JOB_77";
array fringe fringe01-fringe10;
do over fringe; if R0338000 ne . then fringe=0; end;
all=R0338000;
```

## Appendix C: Unpacking Multiple Entries

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```
if all ge 512 then do; fringe10=1; all=all-512; end;
if all ge 256 then do; fringe09=1; all=all-256; end;
if all ge 128 then do; fringe08=1; all=all-128; end;
if all ge 64 then do; fringe07=1; all=all- 64; end;
if all ge 32 then do; fringe06=1; all=all- 32; end;
if all ge 16 then do; fringe05=1; all=all- 16; end;
if all ge 8 then do; fringe04=1; all=all- 8; end;
if all ge 4 then do; fringe03=1; all=all- 4; end;
if all ge 2 then do; fringe02=1; all=all- 2; end;
if all ge 1 then do; fringe01=1; all=all- 1; end;
```

```
label fringe01='medical,surgi';
label fringe02='life insuranc';
label fringe03='a retirement ';
label fringe04='training/educ';
label fringe05='profit sharin';
label fringe06='stock options';
label fringe07='free....meals';
label fringe08='free.....mdse';
label fringe09='paid sick lea';
label fringe10='paid vacation';
run;
```

### Program 2: Unpacking Fringe Benefits Data in SPSS

The SPSS program works in the same way as the SAS program. Users of this alternative package can follow this template.

```
/* UNPACKING 1981 YOUNG MEN FRINGE BENEFITS: SPSS/
```

```
compute FB1=0
variable labels FB1 '81 NONE'
compute FB2=0
variable labels FB2 '81 FLEX HRS'
compute FB3=0
variable labels FB3 '81 PAID VACATION'
compute FB4=0
variable labels FB4 '81 PD SICK'
compute FB5=0
variable labels FB5 '81 FR MERCH'
compute FB6=0
variable labels FB6 '81 FR MEALS'
compute FB7=0
variable labels FB7 '81 STOCK'
compute FB8=0
variable labels FB8 '81 PROFT'
compute FB9=0
variable labels FB9 '81 TRED'
compute FB10=0
variable labels FB10 '81 RETR'
compute FB11=0
variable labels FB11= '81 LIFE'
compute FB12=0
variable labels FB12 '81 HLTH'
compute FB81a=FB81
variable labels FB81a 'VARIABLE FOR NONE'
```

## Appendix C: Unpacking Multiple Entries

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```
do if (2048 le FB81)
compute FB1=1
compute FB81=FB81-2048
else
compute FB1=-4
end if
```

```
do if (1024 le FB81)
compute FB2=1
compute FB81=FB81-1024
else
compute FB2=-4
end if
```

```
do if (512 le FB81)
compute FB3=1
compute FB81=FB81-512
else
compute FB=-4
end if
```

```
do if (256 le FB81)
compute FB4=1
compute FB81=FB81-256
else
compute FB4=-4
endif
```

```
do if (128 le FB81)
compute FB5=1
compute FB81=FB81-128
else
compute FB5=-4
end if
```

```
do if (64 le FB81)
compute FB6=1
compute FB81=FB81-64
else
compute FB6=-4
end if
```

```
do if (32 le FB81)
compute FB7=1
compute FB81=FB81-32
else compute FB7=-4
end if
```

```
do if (16 le FB81)
compute FB8=1
compute FB81=FB81-16
else
compute FB8=-4
end if
```

```
do if (8 le FB81)
compute FB9=1
compute FB81=FB81-8
else
compute FB9=-4
end if
```

```
do if (4 le FB81)
compute FB10=1
compute FB81=FB81-4
else
compute FB10=-4
end if
```

```
do if (2 le FB81)
compute FB11=1
compute FB81=FB81-2
else
compute FB11=-4
end if
```

```
do if (1 le FB81)
compute FB12=1
compute FB81=FB81-1
else
compute FB12=-4
end if
```