



1941 Data Entry Manual

Canadian Century Research Infrastructure
Infrastructure de recherche sur le Canada au 20e siècle

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Part I: CCRI Terminology and SPIDER Software

Chapter 1: Introduction and Background

1.1 Census Schedules

During most of the 20th century, Canada conducted an official enumeration of the entire population every ten years in an effort to collect information about the demographic, social and economic characteristics of the Canadian population and its housing units. The officials responsible for collecting this information are referred to as 'Enumerators' and they record the information on forms called 'Census Schedules'. Below is an image of a 1941 Census Schedule.

The 1941 Manual of Instructions to Commissioners and Enumerators, Section 43, under Instructions relating to the Population Schedule, states:

43. Purpose of this schedule. The population schedule is framed with the object of enumerating the population of the country by name. Every person whose habitual home or place of abode is in an Enumerator's sub-district on the second day of June, 1941, is to be entered by name on the schedule, with all inquiries asked on the schedule carefully filled in accordance with the instructions given.

43. Objet de ce questionnaire. Le questionnaire sur la population a pour objet de dénombrer par nom la population du pays. Le nom de toute personne dont le domicile ordinaire ou résidence est situé dans le sous-district d'un énumérateur le deuxième jour de juin 1941, sera inscrit sur le questionnaire avec tous les détails exigés conformément aux instructions.

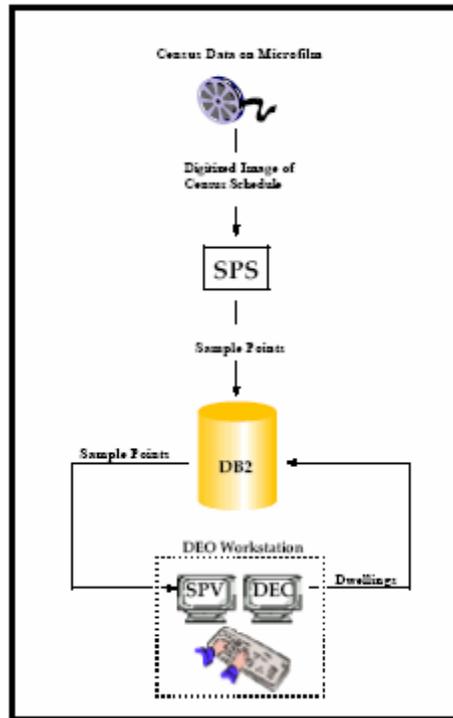
1.2 CCRI Background

The Canadian Century Research Infrastructure (CCRI) is a five year pan-Canadian, multidisciplinary and multi-institutional initiative to develop a set of interrelated databases centered on manuscript census records dating between 1911 and 1951. These databases will then be linked to others that include census records dating before 1911 and after 1951. Integrating the census databases from the entire 20th century will create a new foundation for the study of social, economic, cultural and political change within Canada. The database will enable researchers to reconsider virtually all of the accepted interpretations of the making of modern Canada and to ask previously unimagined questions about the characteristics, processes and circumstances that explain our common heritage.

1.3 Outline of Steps Involved in Creating the Database of Primary Sources

The following image shows a brief and much simplified outline of the steps involved in the transformation of the 1941 census schedule image data into the CCRI's DB2 database records of the census microdata. The first step is to transfer images of the 1941 Census Schedule manuscripts onto tapes in the form of JPEG digital images. These tapes are then distributed amongst the CCRI Centres where the data they contain is uploaded onto a computer. The operator responsible for sample point selection views these images and selects, in a predefined and systematic method, 3.3% of the Regular Dwellings on the Census Schedule records, and every Large

Dwelling on the schedules. The records selected by the Sample Point Selector are then entered into a program by a Data Entry Operator.



Chapter 2: SPIDER – CCRI's 1941 Software Suite

S.P.I.D.E.R. – the **Sample Point Identification Data Entry and Review** system – is a suite of software programs used to select a sample of records, enter them and store the information in a DB2 database for the CCRI project. This suite consists of three integrated components:

Sample Point Selector (SPS) – is used to execute the selection protocol and to identify and select sample points within the digitized 1941 census schedule images;

Sample Point Viewer (SPV) – is used to view the sample points that have been selected; and

Data Entry Component (DEC) – is used to capture the census schedule data contained in the sample points.

Sample Point Selectors have already used the SPS program to select the required percentage of census schedule records. Your task now, as the Data Entry Operator (DEO), involves using both the SPV and the DEC. The SPV serves as the bridge for you to use to get the data from the SPS to the DEC. You will view the sample points in the SPV and use the DEC to create records from the displayed data.

This manual is designed for the DEO of the data entry process. It explains how to view the Sample Points using the SPV, how to enter their records using the DEC and how the supervisor can manage the tasks. Please familiarize yourself with this manual to ensure that the data entry process is carried out accurately. The precision of your data entry will determine the success of the project for future research.

Chapter 3: CCRI Philosophy and Practice of Data Creation

Highly Important - Please Read Carefully!!

This chapter contains a brief description of the philosophy underlying the data entry procedure so that the DEO can be in a better position both (1) to understand the decisions behind the CCRI's approach to data entry; and (2) to make judgment calls should the need arise.

3.1 Background

There is no one right way to create census micro-data. However, for the sake of the success and consistency of the project, the CCRI must be based on an identical philosophy and practice across all the CCRI Centres. Thus, a common approach must be defined for each of the data creation challenges encountered in the course of data entry. This chapter describes briefly the challenge faced by the CCRI with regards to census micro-data creation, the solution to this challenge and the rationale behind the solution.

3.2 The Challenge

The Canadian census schedules include writing done in two contexts, namely by:

The enumerators – who wrote the responses to the questions in the appropriate columns on the census schedule, while occasionally also adding extra information to these responses; and

The officials of the Dominion Bureau of Statistics (the forerunner of Statistics Canada) in Ottawa – who added information (such as codes) or changed the responses provided by the enumerators. Henceforth, these officials will be referred to as the 'DBS/STC' and the information/responses that they added will be referred to as 'corrections.'

The result of this extra information by the enumerators and STC is that the writing goes far beyond a simple filling-out of the census schedule form. While the goal of the CCRI is to reproduce the census schedules' content as accurately as possible, one must also take into consideration the project's time and budget constraints. The challenge, then, involves deciding on which extra information should or should not be captured at the time of the data entry process.

3.3 The Solution

To create research data from the census schedules, the DEO should enter the enumerators 'final answers' to all of the questions, as well as STC's corrections to the following three questions ONLY:

1. Race
2. Nationality
3. Occupation (including Occupational Trend)

3.4 Rationale for the Solution in the Form of Q & A

1. Why not record everything the enumerator wrote?

There is no research value added by capturing genuine mistakes or human errors made by enumerators. Thus, our strategy is to take the ‘final answer’ (in keeping with Who Wants to be a Millionaire!). So, if the DEO judges that an enumerator corrected him/herself, the DEO should enter the enumerator’s final answer. Of course, there will be times when deciding upon the original enumerator response will be challenging. DEOs should be guided in their work by their supervisors so that the goal of efficient data entry rates is achieved, and not too much time is lost on the effort to read responses that have been crossed-out, erased or written over.

2. Why are the STC’s corrections of only three questions and the STC’s code of only one to be captured, and all the other STC writings to be ignored at the time of data entry?

Given the challenge of legibility and given the complexity of and the research importance of the nationality, race and occupation questions, it is anticipated that the extra information provided by STC will enhance the data quality. Furthermore, the discovery of STC’s occupational code book means that capturing the code for the occupation question will provide valuable information. If adequate documentation is similarly found for other questions corrected by STC officials, then the numerical codes of those questions can be recorded at a later date.

3. What about the Golden Rule which states that all information from a historical document should be captured when a database is created from a document – since it is impossible to anticipate future research needs?

We are respecting this rule in several ways:

1. we are creating data from all the substantive writing on the schedules;
2. we have digitized the census schedules and thus they are available for continued research; and
3. our database can be added to - we are not closing doors to any future efforts.

It should also be remembered that our project promised to deliver a sample of micro-data to enable research on the Canadian population and not to enable an exhaustive study of the internal administrative workings of STC.

Chapter 4: Introduction to the Terms Used in the S.P.I.D.E.R Suite

4.1 Introduction

This chapter explains the terms used for the data entry process.

4.2 1941 Census Schedule

Below is an image that is very similar to the digital images of the 1941 census that you will see on your computer screen. The Census Header is located at the top of a Census Schedule and contains the name of the enumerator (1), the name of the province (2), the municipality (3) that is being enumerated, the name and number of the electoral district (4), the sub-district number (5), the page number (6) and the type of Census Schedule (7).

The image shows a 1941 Census Schedule Form 1B. At the top, there are several header fields with numbered arrows pointing to them: 1 (Enumerator), 2 (Province), 3 (Municipality), 4 (Electoral District), 5 (Sub-district number), 6 (Page number), and 7 (Type of Census Schedule). Below the header is a large grid of census records. A magnifying glass is positioned over a section of the records, showing a list of names and addresses. The text below the magnifying glass reads: "Below the Census Heading, you will see the census records regarding each enumerated household. 3% of these census records will be selected as sample points."

1	2	3	4
Trudeau	Shaw	122 rue St. J.	
Abella			
Marie-Clair			
Tomasz			
Cyrene	Polianska	283 La. St. Street	
Clark	Reguana	530 Ogden's Lane	
Vinca			
Janina			
Lein			
Sally			
Shygy	Rosen		
Rosen			
Xhang	Allet	2345 Richey	
April		St.	

4.3 Three 1941 Census Schedule Forms: 1A, 1B, 1C

Three different versions of Census Schedules were used by enumerators to collect individual information, namely Schedules 1A, 1B and 1C-NWT. Schedules 1A and 1B - Forms 1A and 1B are the regular forms, contain 39 columns of questions, and differ only in terms of one question: #6, place of abode. Form 1A was intended for urban areas and contains one column for this question. In contrast, Form 1B, intended for use on the prairies (in Manitoba, Saskatchewan and Alberta), was designed to accommodate rural addresses, and thus has four subcolumns: 6, 6a, 6b, and 6c. These columns were designed to accept addresses composed of: (6) section, (6a) township, (6b) range and (6c) meridian. In contrast, Form 1C - NWT is a shorter form (18 questions) that was used only in the North, and most DEOs will not come across it in their work.

Note that occasionally the enumerators used Census Schedule 1B when they should have used Census Schedule 1A. In these cases, they simply wrote the urban address across the 4 columns of question 6. When an enumerator used the incorrect form, please enter the data in the appropriate column (the columns the enumerator should have used) in the SPIDER software. (The correct form should have been identified during sample point selection, but in case it wasn't, ask your supervisor how to change the form from A to B. In the event the Enumerator used Form 1B when Form 1A should have been used, you should do the data entry using Form 1A. The DEC will provide the DEO with a data capture screen that matches the layout of the sample point source document. In this document, if no schedule type is specified in the discussion of a census schedule, Schedule 1A is assumed.)

4.4 Regular and Large Dwellings Defined

The 1941 Manual of Instructions to Commissioners and Enumerators (EI #70) defined a dwelling as follows:

“A dwelling is a structurally separate set of self-contained living premises having its own entrance from outside of the building containing it or from a common passage or stairway inside. The following will be counted as one dwelling:-

- Each single house.
- Each apartment or suite of rooms in an ‘apartment house,’ ‘duplex’ or ‘triplex.’
- Each flat in a building containing flats.
- Each section (or so-called ‘house’) of a ‘row’ or ‘terrace.’
- Each half of a ‘semi-detached’ or ‘double house.’”

“Un logement est une série structurellement séparée de pièces d’habitation indépendantes ayant leur entrée particulière de l’extérieur de la maison qui les contient ou sur un corridor commun ou un escalier intérieur. Peuvent être comptés comme un logement:

- Chaque maison simple.
- Chaque appartement ou suite de pièces dans une ‘maison d’appartements’, un ‘duplex’ ou un ‘triplex’.
- Chaque plain-pied dans une maison contenant des plain-pied.
- Chaque section (ou soi-disant ‘maison’) d’une ‘rangée’ ou ‘terrasse’.
- Chaque moitié d’une maison ‘semi-détachée’ ou ‘double.’”

For our purposes, we divide dwellings into two types, namely regular dwellings and large dwellings. Dwellings are identified in Column 2 of the 1941 census schedule.

- The CCRI has defined a **Regular Dwelling** as one that houses no more than 30 individuals. Regular dwellings will be sampled at a rate of **1 in 33**.
- The CCRI has defined a large dwelling (LD) as one that houses 31 or more individuals. Every large dwelling was identified and highlighted during the sample point selection process in preparation for sampling at the data-entry stage. In 1941, large dwellings are normally indicated by counts of households in column 3, though occasionally they may have to be inferred from other fields, especially relationship to head, where you may see a series of apparently separate families, head, spouse, children, etc. that was not counted as separate households.

Two types of LDs, namely single unit and multiunit, exist for the purposes of the CCRI. A ‘single unit large dwelling’ is one that houses many individuals, usually but not always unrelated to one another. These types of dwellings are often institutions or work camps, and may include such entities as mining camps, prisons, lumber camps, hospitals, asylums, and so forth. A ‘multiunit large dwelling’ is one that houses identifiable household/families within it. Because apartments, flats and related units are treated as separate dwellings in 1941 and we are sampling dwellings, we expect many fewer ‘multiunit’ large dwellings to be found, though some nevertheless. Note that the definition of multiunit LDs includes rare cases in which the number of records in identifiable household or family units comprises half or more than half of all the records in the dwelling.

It is important to note that large dwellings have a different sampling rate than regular dwellings. We sample 10%, or 1 in 10, of the individuals in every single unit large dwelling. Where multiunit dwellings are identified, we will be sampling the households or families within them at the rate of 20%, or 1 in 5, as in previous years. (Please see Section 6.5 for details on how to enter data from the two types of large dwellings.)

4.5 Sample Point

A sample point is a portion/dwelling on the census schedule that was highlighted during the Sample Point Selection Process. The individuals within the selected dwellings will be entered into the CCRI database using DEC, SPIDER's data-capture component.

Part II: Introduction to Data Entry Component

Chapter 5: Logging Into S.P.I.D.E.R.

The 'Login' screen allows the user to identify him/herself to SPIDER. The system uses the role associated with the user id to control the functionality that is available to the user. The user id is also used to control access to the database: supervisors may access all the data related to the DEOs at their centre while DEOs only have access to the data that has been assigned to them by their supervisor.

To start and log into the program, follow these steps:

1. Double click on the program icon on your desktop.
2. The 'Login' window will appear.
3. Enter your User Id and your Password.
4. Select your university from the drop-down list.
5. Click on 'Login'.

5.1 Selecting a Data Entry Task

After successfully logging onto the system, the DEO is presented with his or her customized task list in the 'Tasks' window. This window has two modes of viewing, namely the 'Personal' view and the 'Team' view. The 'Personal' view is designed for the DEO so s/he can view and access a summary of all the tasks assigned to him or her, the details of each task and the information about all the sample points that belong to the task that is selected in the task list.

By default, the 'Tasks' window opens in the 'Personal' view and displays two tables with the DEO's name appearing above the upper one. The upper table lists the details of each task assigned to the DEO and the lower table displays information about all the sample points that belong to the task that is selected in the task list. By default, the first task of the list is selected and its sample points are summarized in the lower table. Figure 1 is a screen print of the 'Task' window.

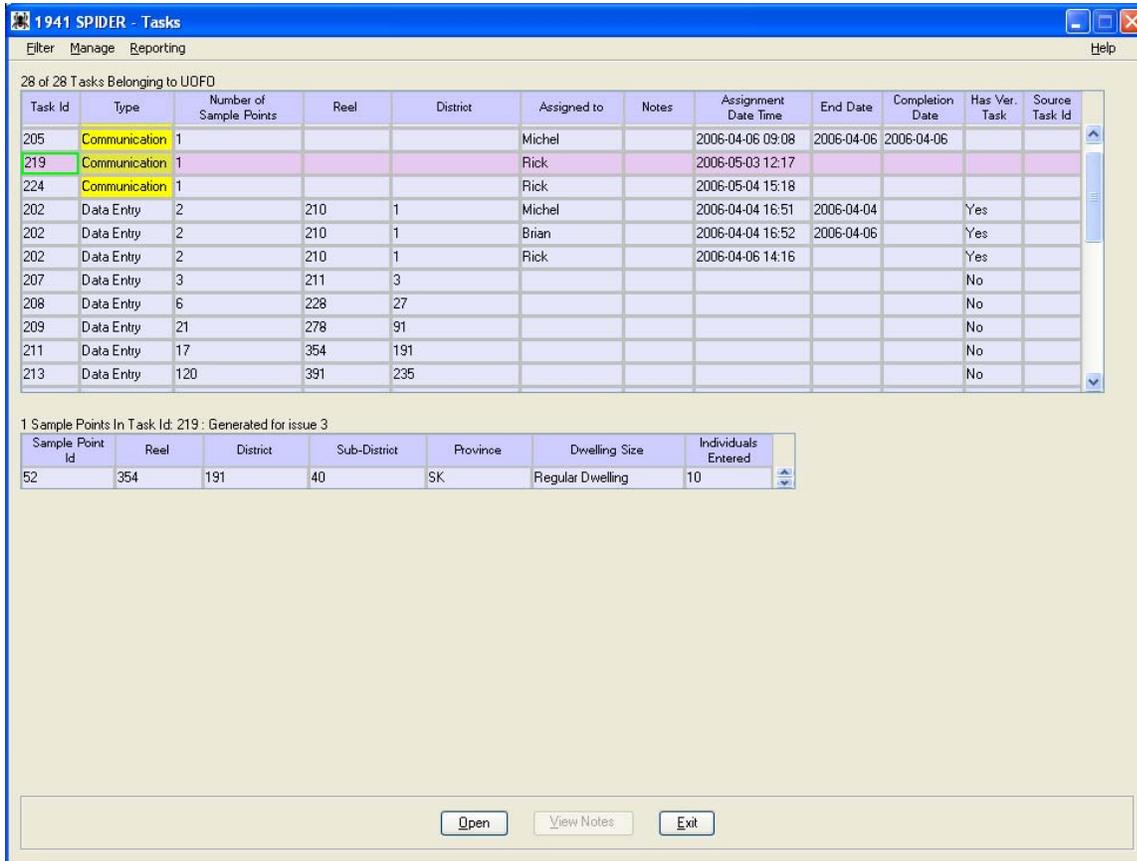
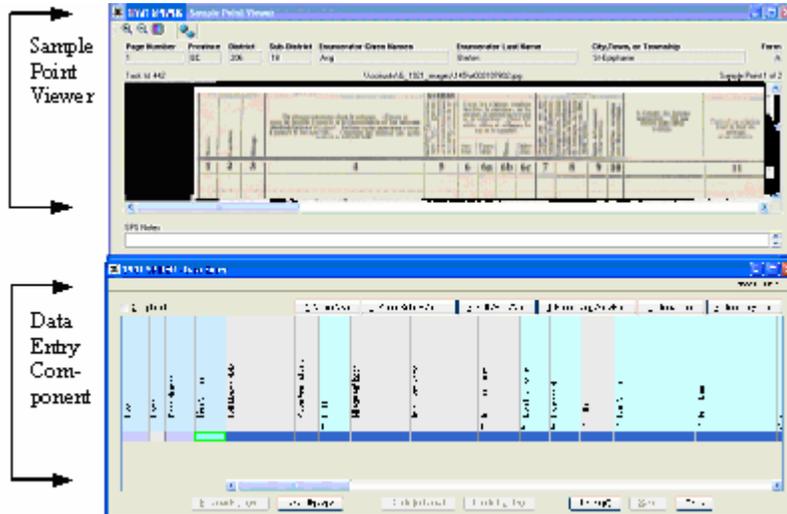


Figure 1

1. Select a row in the ‘Task Table’.
2. The row is highlighted and the ‘Sample Point Table’ is refreshed to display the sample point details for the selected task and the ‘Open’ button is enabled.
3. Press on the ‘Open’ button to activate the selected task.
4. Two new windows will appear, namely the ‘Data Entry’ window and the ‘Sample Point Viewer’ window. You can keep the two windows superimposed, as in the image below, or you can place the cursor in the title bar of one of the windows to drag it across the screen. By default, the SPV displays the first sample point in a task.



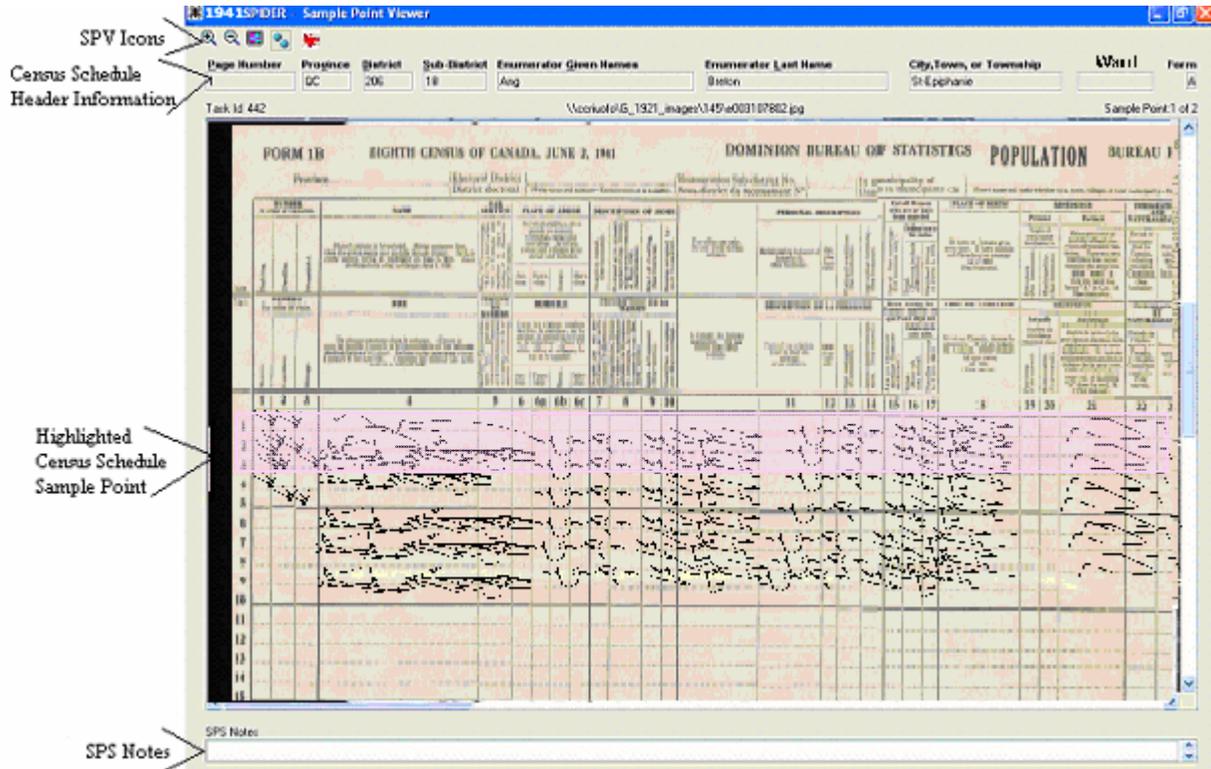
5.2 Opening a Data Entry Task on a Sample Point Other Than the First One

To open a data entry task on a sample point other than the first one:

1. Click on the task;
2. Click on the desired sample point in the 'Sample Point Table';
3. Press the 'Open' button.

Chapter 6: The ‘Sample Point Viewer’ (SPV) Window

The purpose of the ‘Sample Point Viewer’ window is to enable you to view the sample points whose information needs to be keyed into the DEC.



6.1 Understanding the SPV’s Fields

Above the image of a census schedule (that appears in the middle of the SPV window) is a row of protected fields, namely ‘Page Number’, ‘Province’, ‘District’, ‘Sub-District’, ‘Enumerator Given Names’, ‘Enumerator Last Name’, ‘City, Town, or Township’ and ‘Form,’ which correspond to the header of the census schedule from which the current sample point was selected. Under the census schedule image is the ‘SPS Notes’ field. This field displays any notes that were attached to the current sample point at the time of the sample point selection process.

6.2 Table of the SPV's Icons and Hot Keys

Icon	Hot Key	Name	Action
	F10	Zoom In	Enlarges the size of the displayed image.
	F11	Zoom Out	Shrinks the size of the displayed image.
	ALT - R	Reverse Highlight	Reverses the background colouring that is used to highlight a sample point.
		Random Number Generator	Displays a window that allows the user to generate the random number needed for Large Dwellings.
	F5	Tilt Up	Tilts the image highlight up.
	F6	Tilt Down	Tilts the image highlight down.
	Ctrl – Enter	Synchronize	Synchronizes the image in the Viewer with the currently selected data entry cell in the DEC.

6.3 Enlarging or Shrinking the Digital Image

You can use the ‘Zoom In’ and ‘Zoom Out’ icons to enlarge or shrink the viewing size of the digital image.

6.4 Reversing the Highlighted Section

By default, the sample point is highlighted. However, if you prefer to read the sample point un-highlighted, simply click on the ‘Reverse Highlight’ icon in the tool bar. This reverses the highlighting system – the whole window will now be highlighted, except for the sample point.

6.5 Random Number Generator and Large Dwellings

The Random Number Generator is used every time a DEO comes across a sample point of a Large Dwelling. Remember that a Large Dwelling has 31 or more individuals in it and that there are two types of Large Dwellings – **single unit large dwellings** that are highlighted in **green** and **multiunit large dwellings** that are highlighted in **yellow**. (For an explanation of the difference between single and multi unit large dwellings, please refer to Section 4.4.)

The Random Number Generator is needed to randomly generate the starting point for each LD. However, since we are sampling 10%, or 1 in 10, of the individuals in every single unit large dwelling, and 20%, or 1 in 5, households or families within each multiunit large dwellings the Random Number Generator and data entry process will be slightly different for each type of LD. See below for details.

Single Unit Large Dwellings

To generate the random number for single unit large dwellings, click on the ‘1-10’ button in the generator. A random number will be generated and displayed. Let’s say that the random number is 7. Identify the seventh individual in the large dwelling and enter his/her data. From that point onward, count down to the tenth

individual (do not include the person you just entered in the count), and enter the 10th person's data. Then continue this way, entering the data for every 10th individual in the dwelling.

IMPORTANT NOTE: Entering just 10% of the individuals in large dwellings means that the head of the dwelling will frequently be missed during data entry. As you are aware, some information is included on the schedules for the head only, and not for other members of the dwelling. For this reason, when entering large dwellings, check to see whether the head is included in the 10% sample. **If the first person entered in a large dwelling is NOT the head, you must include the data in Col. 6 (place of abode) and Col 9 (kind of dwelling)** in the information for the first individual in each large dwelling. Then continue capturing the data as normal and outlined in this manual.

Multunit Large Dwellings

To generate the random number for multunit large dwellings, click on the '1-5' button in the generator. A random number will be generated and displayed. Let's say that the random number is 2. Identify the second household in the large dwelling and enter the data for all the individuals from that household. From that point onward, count down to the fifth household (do not include the household you just entered in the count), and enter the entire household's data. Then continue this way, entering the data for every household in the dwelling.

If the multunit large dwelling has less than 5 households in the sample point, enter the minimum number 1 in the Random Number Generator and the maximum number of households that the sample point contains. Click on the 'Custom' button to display the random number needed for the identification of the first household whose data should be captured.

6.6 Tilting the Highlighted Band to Accommodate Crooked Lines in the Digital Image

You may find that the lines in the digital image of the census schedule are not always parallel to the edges of the screen. In order to make a sample point that is not perfectly horizontal easier to read, you can tilt the highlighted band up by using the 'F5' key and can tilt the band down by using the 'F6' key. Please note that hotkeys are only operational while the 'Data Entry' window is active.

You can also use the keyboard to adjust the image position. The arrow keys in combination with the ALT key may be used to adjust the position of the image in the SPV. These keystrokes are documented in the Data Entry Hotkeys Help menu.

6.7 Synchronizing the Viewer and Data Entry screens

If you wish to synchronize the image in the Viewer with the data entry cell in the DEC, press the combination hot key 'CTRL'- 'Enter'.

6.8 Viewing Notes

If there are any notes attached to a sample point, these notes will appear in the SPV 'Notes' field at the bottom of the Viewer screen.

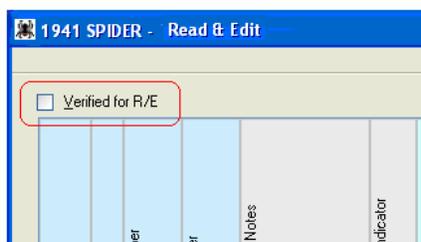
6.9 A Sample Point Requiring More than One Highlight

There are times when more than one highlight makes up one sample point. A solid red bar in the far left-hand side of a highlighted sample point indicates that the sample point is a continuation of a previous sample point.

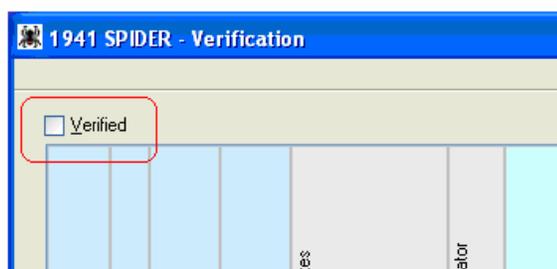
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Note also that the current sample point ID is displayed in the data entry viewer's status line along with the other image information.

The DEC for a Read and Edit task: Note there is no ‘Completed’ indicator. Instead there is a ‘Verified for R/E’ indicator. Select the checkbox once the sample point has been examined as part of the Read and Edit process (regardless of whether corrections were made). Read and Edit will be discussed in a later chapter.



The DEC for a Verification task: Note there is no ‘Completed’ indicator. Instead there is a ‘Verified’ indicator. Select the checkbox once the sample point has been examined as part of a verification exercise (regardless of whether corrections were made). Verification will be discussed in a later chapter.



7.3 The DEC’s Menu and Command Buttons

Button	Action
Previous Highlight	Replaces the current sample point in the SPV with the sample point that precedes it.
Next Highlight	Replaces the current sample point in the SPV with the sample points that follows it.
Delete Individual	Deletes individual and all data associated with that individual.
Delete Dwelling	Deletes dwelling and all data associated with that dwelling.
Issues	Displays issues, if any, that are connected to that sample point. For details on how to work with issues, please refer to the ‘Task Window Guide’.
Tools	The tools menu provides access to the random number generator.
1) Name/Ward	These named tab buttons indicate the columns of the data entry table that have been grouped. Pressing one of the tab buttons causes the corresponding column group to be displayed at the left edge of the table (immediately after the Line Number column). A dark purple vertical bar is displayed in the table to indicate the edge of the last column of the selected column group. Tab buttons may be clicked or the equivalent alt-1, alt-2, alt-3, alt-4, alt-5 may be used.
2) Place/Rela./Women	
3) Birth/Res./Nat.	
4) Race/Lang./Ed./Reli.	

5) Occupation	
6) Unemployment	
Notes	Opens a window that allows notes to be associated to the currently selected individual. Notes may be added, modified, viewed and deleted. A row that has notes associated with it will have a 'Note Icon' appear in the 'Note' column in that row.
Save	Saves data.
Finish	Closes the DEC and SPV.

7.4 The DEC's Function Keys

Function Key	Action
F2	Pops up the 'Suggestion' window.
F3 (dupe-down)	Copies the value from the cell above the cursor into the cell that contains the cursor. The cursor is then moved down to the same cell of the next row.
F4 (dupe-over)	Copies the value in the cell above the cursor into the cell that contains the cursor. The cursor is then shifted to the next cell to the right on the same row.
F7 (fill key)	Copies information from the active cell into all cells in the column, except the last cell which is always blank. Note that the value of the current cell is copied to all EMPTY cells in the same column and that existing values in the column are NOT changed.
Ctrl+N	Pops up the 'Random Number Generator'.

7.5 The Suggestion Window

The 'Suggestion' window has two functions. Firstly, it can be invoked by the DEO to record the inability to provide a valid value for a data entry field, and if appropriate, to enter an alternate value to the verbatim one. Secondly, it will be presented to the DEO automatically when a validation error is encountered. The subsections below explain the proper procedures for each function. The only difference between the appearances of the two windows is the command buttons. The 'Suggestion' window invoked by the DEO contains the command buttons 'Override' and 'Cancel' whereas the other one, as in the figure below, contains the command buttons 'Override' and 'Correct'.

7.5.1 Suggestion Window Invoked by DEO

Whenever the DEO encounters an omission by the enumerator or whenever the value provided by the enumerator is not decipherable, the DEO can invoke the ‘Suggestion’ window by placing the cursor on the problem field and pressing the F2 key. The DEO can then use the window to record the inability to provide a valid value for the data entry field. In the ‘Suggestion’ window, the DEO should specify the reason why s/he is leaving the field blank or why the data provided by the enumerator is unusable. The DEO has the option to suggest an alternate value, but this is not obligatory. Note that if an alternate value is suggested, it is saved in the database but is not visible in the ‘Data Entry’ window since this window only displays ‘Verbatim’ values.

Once the DEO has marked a data entry field with a ‘Suggestion’ status, the field is framed with an orange border. To view the information for a field marked with the orange border, the DEO places the cursor on the field and presses the F2 key. Please note that a ‘Suggestion’ status applies to a specific verbatim value. Thus, if the verbatim value is changed, the cell loses its ‘Suggestion’ status.

Examples

1. The DEO is unable to decipher the last three letters of a word.

In the appropriate field in the ‘Data Entry’ window, the DEO should enter the part of the word that s/he can decipher and use question marks for the letters s/he cannot. For example, Ott???. Then with the cursor in the appropriate field, the DEO should press F2 to invoke the ‘Suggestion’ window and should choose the reason ‘Illegible’. If the DEO thinks that s/he knows what the word might be, s/he can suggest the word in the alternate value field. In this example, s/he would enter Ottawa.

2. The DEO feels that something is logically incorrect.

For instance, the age of an individual is incongruent with his/her marital status, or the sex of an individual is incongruent with his/her relationship to the head. In such cases, the DEO would enter the value on the census schedule verbatim into the appropriate field in the ‘Data Entry’ window and would invoke the ‘Suggestion’ window to indicate a ‘Suspicious’ entry. If the DEO wanted to suggest an alternate value, s/he can enter one but this is not obligatory.

7.5.2 Suggestion Window Indicating Validation Error

When a validation error is encountered, the 'Suggestion' window will be presented to the DEO and its title will indicate the name of the field in error. If a mandatory field has not been completed by the DEO, the validation routine will display the 'Suggestion' window with an appropriate message in the window's message box. The DEO will then have the option to either specify why the field was left blank (a suggested value may also be specified) and press 'Save'; or cancel the 'Suggestion' window and enter a value in the mandatory field. If the validation detects an invalid value entered by the DEO, an appropriate message will be displayed in the message box of the 'Suggestion' window. The DEO must then close the 'Suggestion' window and correct the invalid value or must complete the 'Suggestion' window to confirm that the error was not a keying mistake. Click on the 'Override' button to force the system to accept the verbatim and click on the 'Correct' button to change the verbatim.

7.5.3 Suggestion Window's Hotkeys

Most of the exception reasons have a corresponding hot key so that the DEO may use a keystroke combination to indicate the status of a cell instead of invoking the 'Suggestion' window. Note that the hot keys do not pop up the window. If you wish to enter an 'Alternate Value', press the 'F2' key to pop up the 'Suggestion' window. The hot key combinations are listed in the table below. A similar list can also be accessed by clicking on the 'Help' button in the menu on the screen.

Name	Description	Hot Key
Message Box	Displays an error or informational message.	
Title of window	The name of the field that is an exception.	
Verbatim Value	Original value entered by enumerator on the census form.	
Alternate Value	Alternate, or suggested, value entered by the DEO.	
Missing	No value was specified by the enumerator but is mandatory.	ALT - M
Correction	The alternate value represents a correction made by an authority other than the enumerator (usually StatsCan in Ottawa).	ALT - C
Unknown	The enumerator entered 'unknown'.	ALT - U
Illegible	The DEO cannot decipher the enumerator's handwriting.	ALT - I
Damaged	The source document is damaged.	ALT - D
In Error	The verbatim value fails the validation but should be accepted by the system anyway.	ALT - E
Suggestion	The alternate value represents the DEO's interpretation of the verbatim value.	
Suspicious	The verbatim value is flagged as suspicious.	ALT - O
Delete	Deletes the exception reason and alternate value (if any) that are associated with the input field.	
Override	Associates the exception reason and alternate value with the input field. The field will no longer fail any validations.	
Correct	Closes the window so that the user may correct the verbatim value.	
Cancel	Closes the window.	

7.6 The Notes Window

This window is used to enter and to view notes. In some cases, such as in the 'SPV' window, notes may only be viewed and modifications are thus not permitted. To add or view notes in the DEC, click on the 'Note' menu in the upper right-hand corner of the window. Two options are available:

- Individual: Add/view the note for the currently selected individual (for a note that pertains to just this person). A green and yellow icon will appear in the notes column for an individual for whom a note has been entered.
- Dwelling: Add/view the note for the dwelling. This type of note may be used to record information that pertains to all individuals in the dwelling or that is specific to the dwelling (building, institution, etc.) itself. A green indicator will appear in the upper left corner of the data entry window when a dwelling note exists for a sample point.

Name	Description
Notes	The text of the notes.
Delete	Deletes the notes and closes the 'Notes' window.
Save	Creates a note from the entered text and closes the 'Notes' window.
Cancel	Closes the window. Any changes made to the body of the note are ignored.

7.7 Switching between Forms 1A and 1B

Since the only difference between Forms 1A and 1B is Question 6 (see 4.3 for more details), the enumerators occasionally used Form 1A when they should have used Form 1B, or vice versa. The incorrect usage of forms should have been caught during the sample point selection stage so that when the DEO enters the data from the sample point, the appropriate fields appear in the 'Data Entry' window. However, should the DEO encounter a situation where the incorrect form is identified, and thus the fields in the 'Data Entry' window do not correspond to the columns on the sample point's census schedule, DEOs should let their supervisor know before entering any data so that the supervisor can access the sample point and switch the form type. Any data that was entered into the fields before the form is switched by the supervisor will be lost.

7.8 Deleting Individuals and/or Dwellings

During Data Entry, if you need to delete an individual or dwelling, note that the deletions do not take effect until the save button has been clicked. To delete an entire dwelling, click on the 'Delete Dwelling' button at the bottom of the DEC screen. To delete an individual, select the person from the Data Entry screen, and then click on the 'Delete Individual' button at the bottom of the DEC screen.

7.9 Field Size

The number of characters permitted to be entered in a field was calculated according to the answers expected. Should an answer be unusually long and not fit in a field, use your best judgment to capture the essential information. For instance, omit 'the', 'an', 'a', etc., and simply enter the essential words. If a particular field is repeatedly too small, advise your supervisor who should put in a 'Change Request' for enlarging that field.

7.10 Left Justification of Data Entry

As you type in the data entry column, the entered value ‘grows’ from left to right (i.e., information is entered in the same way it would be on a computer – from left to right).

7.11 Cursor Position on First Data Entry Line

When the data entry table is shown for the first time or is refreshed as a result of sample point navigation (next highlight, previous highlight), the cursor is positioned in the ‘Line Number’ column of the first row.

7.12 Concurrent Updating

It is possible for a sample point to be modified or deleted by another user. If a DEO is viewing a sample point that has been modified or deleted by another user, the DEC will inform the DEO of this fact.

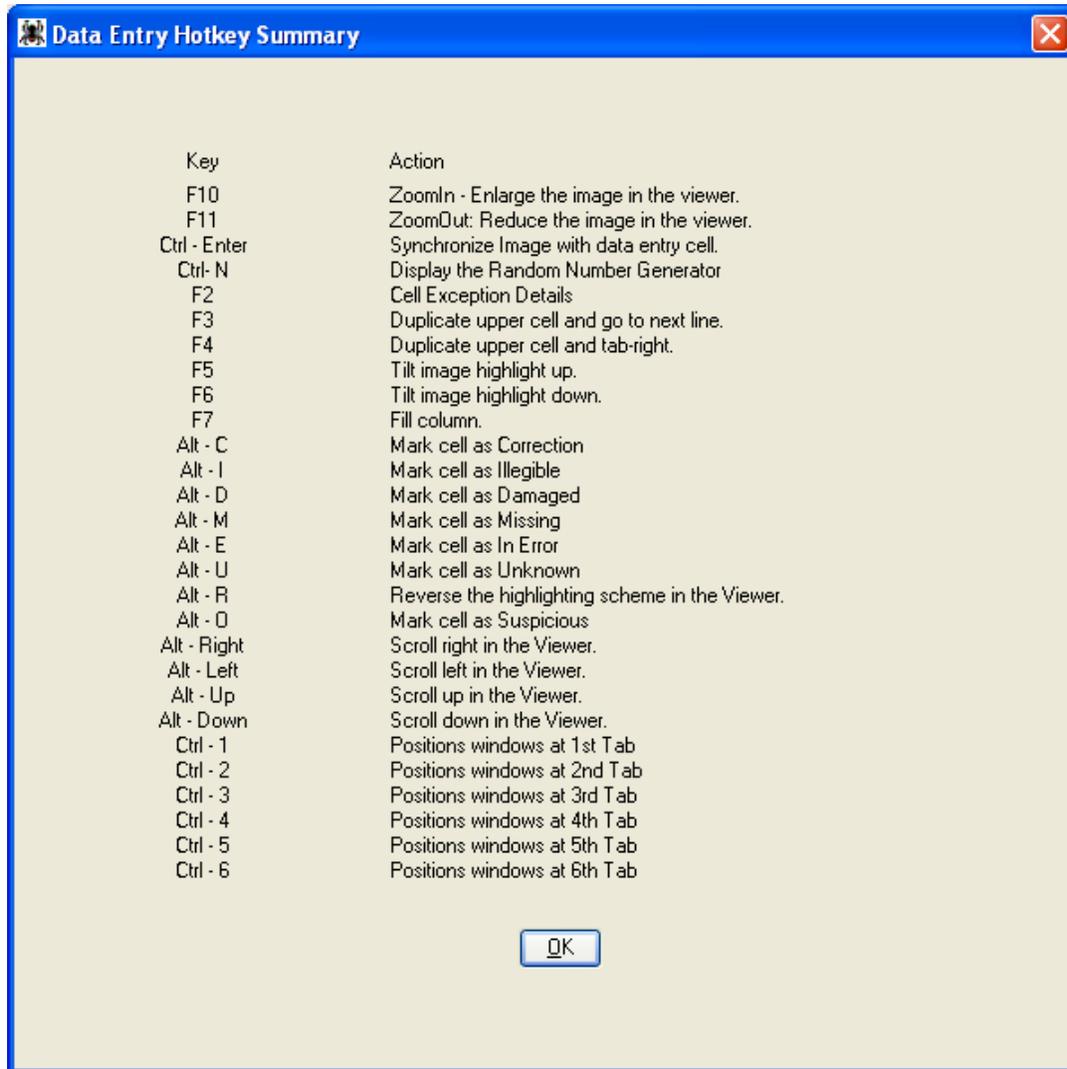
- If a sample point has been modified, the message 1201 is displayed and then the DEC is redisplayed with the data stored by the other user.
- If a sample point has been deleted, the message 1200 is displayed and then the DEC is closed and the user is returned to his/her task list.

7.13 Save Button

When you complete data entry, you must click the ‘Save’ button (at the bottom right of the software) and the ‘Completed’ box (at the top left). In the ‘Tasks’ window, the complete column will say ‘yes’ when a sample point has been completed (i.e., when the completed box was clicked). The Tasks Window also shows you how many individuals are entered for each sample point.

7.14 Summary of Data Entry Hot Keys

Please note that hotkeys are only operational while the 'Data Entry' window is active.





Part III: Data Entry Instructions

Chapter 8: Overview of the 1941 Census Schedules – 1A, 1B, 1C

Forms 1A and 1B

Column Number	Question on Forms 1A or 1B	
1	Building / Maison	
2	Dwelling / Logement	
3	Household / Ménage	
4	Name / Nom	
5	War Service / Service de guerre	
6	Form 1A / Formule 1A Place of Abode / Domicile	Form 1B / Formule 1B Section
6a	Not applicable / Sans objet	Form 1B / Formule 1B Township
6b	Not applicable / Sans objet	Form 1B / Formule 1B Range
6c	Not applicable / Sans objet	Form 1B / Formule 1B Meridian/ Méridien
7	Home owned or rented / Maison occupée par son propriétaire ou un locataire	
8	If owned, give present market value. If rented, give rent paid for month of May, 1941. / Si propriétaire, donner la valeur marchande actuelle. Si locataire, le loyer du mois de mai 1941.	
9	Kind of dwelling / Genre de logement	
10	Rooms occupied by each household / Chambres occupées par chaque ménage	
11	Relationship to head of household / Parenté ou relation avec le chef du ménage	
12	Sex / Sexe	
13	Conjugal condition / État conjugal	
14	Age at last birthday / Âge au dernier anniversaire	
15	Age at first marriage (women only) / Âge au premier mariage (femmes seulement)	
16	Children - total born to this mother (women only) / Enfants nés de cette mère (femmes seulement) - total	

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17	Children – total living on June 2, 1941 (women only) / Enfants vivants le 2 juin 1941 (femmes seulement) – total
18	Place of birth / Lieu de naissance
19	Present, years of continuous residence in province / Actuelle, années de résidence continue dans province
20	Present, years of continuous residence in municipality / Actuelle, années de résidence continue dans municipalité
21	Former residence / Résidence antérieure
22	Period of immigration to Canada / Période de l'immigration au Canada
23	Period of naturalization / Période de naturalisation
24	Nationality or citizenship / Nationalité ou citoyenneté
25	Racial origin / Origine raciale
26	Can speak English / Peut parler anglais
27	Can speak French / Peut parler français
28	Mother tongue / Langue maternelle
29	Total number of years of schooling / Nombre d'années d'études
30	Religion / Religion
31	Occupation / Occupation
32	Industry – kind of product or service / Industrie – genre de produit ou de service
33	Industry – branch of industry / Industrie – branche de l'industrie
34	Status – employer, own account, wages, unpaid / Status – employeur, propre compte, employé à gages ou sans paie
35	Occupational trend / Tendence occupationnelle
36	Unemployment – were you at work June 2, 1941? / Chômage – au travail le 2 juin, 1941?
37	If not, give reason / Si non, donner la raison
38	Weeks employed / Semaines employées
39	Total earnings in dollars / Gain total en dollars.

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Column Number	Question on Form 1C
1	Dwelling Number / Habitation
2	Household Number / Ménage
3	Name of each person in the household / Nom de chaque personne dans le ménage
4	Relationship to Head of Household / Parenté ou relation avec le chef du ménage
5	Sex / Sexe
6	Single, married, widowed, divorced, permanently separated / Célibataire, marié, veuf, divorcé, séparé de façon permanente
7	Age at Last Birthday / Age au dernier anniversaire
8	Country or Place of Birth / Pays ou lieu de naissance
9	Racial or Tribal Origin / Origine selon la race ou tribu
10	Can Speak English / Sait parler anglais
11	Can Speak French / Sait parler français
12	Mother Tongue / Langue maternelle
13	Religion
14	Education – total number of years of schooling and school attendance / Education – nombre total d'années d'études et la fréquentation scolaire
15	For Married Women, age at first marriage / Femmes mariées – age au premier mariage
16	For Married Women, children born to this mother – total / Femmes mariées – enfants nés de cette mère - total
17	For Married Women, children born to this mother – number living / Femmes mariées – enfants nés de cette mère – nombre vivants
18	Chief Occupation or Trade / Emploi principal

Chapter 9: General Data Entry Instructions

From the work thus far with 1911-1931, we now know that the enumerators did not always complete the census schedules as expected by officials at the Dominion Bureau of Statistics. Sometimes enumerators included information that wasn't requested; miscounted the dwellings and households; used abbreviations or ditto marks when specifically instructed not to do so, and so forth. To address this, we propose that the following general guidelines apply to all census questions, unless specifically noted in the sections that follow. Note that these guidelines are virtually identical to the practices already established for 1931.

9.1 Take Enumerator's Original Information

Data-entry operators are to take (verbatim unless otherwise indicated) all original information recorded by Enumerators for those individuals included in a selected sample point. This means that DEOs will sometimes be capturing original information that was later crossed-out and/or corrected by DBS officials. In keeping with previous practice, corrections will be recorded in three instances only: Col. 24 – Nationality or Citizenship; Col. 25 - Racial Origin; and Col. 31 – Occupation (and for 1941, Col. 35 -Occupational Trend). (See also Chapter III as well as the point 9.17 in this section on *Verbatim Philosophy*.)

9.2 Abbreviations

In general, abbreviations are permitted if the Enumerator was instructed to use them (see details in Chapter 10 of this document). Note that when abbreviations are allowed, it is not necessary to enter the '.' (for example, instead of entering 'R.C.' you may simply enter 'RC' without the periods); however, if omitting the periods leaves any ambiguity as to the meaning of the abbreviations, type in the periods as recorded by the Enumerator. Note also that for ease of work, permitted abbreviations may be entered in either lower or upper case (thus you can enter 'rc' or 'RC' (as an example of a common response to the religion question: Roman Catholic).

The only abbreviations that are acceptable at all times and therefore are not explained in the next section are those for the words 'No' and 'None.' If a field expects a numeric value, you may enter the number '0' into the appropriate field instead of the words 'No' or 'None.' If a field expects an alpha value, you may enter the letter 'N' into the appropriate field instead of the words 'No' or 'None.'

9.3 Blank Values/Empty Columns

Blank values for questions on the census form are to be left blank by the data-entry operator; there is no need to enter any special character to indicate a column is blank. This is in keeping with the philosophy of entering verbatim what is on the census schedule. If the enumerator left a question blank that is mandatory in SPIDER, use the 'Suggestion' window and select 'Missing' from the list of options.

9.4 Capitalization

The SPIDER software accepts values in both upper and lower case. However, when entering proper nouns, please do so verbatim, in other words enter proper nouns using upper and lower case as did the enumerator.

9.5 Corrections and Deciphering Original Responses

As indicated in the first point, in keeping with established practice, DEOs will enter the enumerator's final answers to questions, with the exception of three questions for which STC's 'corrections' will also be recorded: nationality (Q24); racial origin (Q25); occupation (Q31, and Q35 on occupational trend).

If DEOs are entering data that has been corrected, but cannot decipher which response is the original, and which is the correction (and thus do not know which response to enter), they should use their best

judgement based on the hand writing and the position of the answer within the column (and by consulting the DEO Supervisor, if necessary). For questions other than Q24, Q25 and Q31/35, if the DEO can read the correction but NOT the enumerator's original text, the DEO SHOULD NOT enter the text they can decipher (in this case, the corrected response), as this would not be in keeping with the philosophy of *taking the enumerator's final response*.

9.6 Crossed-Out Individual

If an individual within a sampled household is completely crossed-out, no information will be entered for this person, nor is it necessary to note that the individual was crossed out.

9.7 Crossed-Out Dwelling

If an entire dwelling is crossed-out (but was nonetheless selected as a sample point), an error was made in selecting this dwelling as a sample point. A correction (replacement sample point) should be made. Please consult your supervisor to do this.

9.8 Dashes

Unless specifically instructed to do so, do not enter dashes, even though the Enumerator might have used them to indicate 'no response' for a particular question or questions.

9.9 Ditto Marks

Enumerators were instructed not to use ditto marks except in Column 4 (surname if it is the same as the individual on the row above). Thus, do not record ditto marks even if the Enumerator did so to indicate that the response on the previous line is identical to the current one. Instead, enter the information as if the Enumerator had completed it in full. Sometimes this will mean having to scroll up the schedule to determine to what the ditto marks refer. Note that if abbreviations are permitted according to the instructions for that question, then use the abbreviations.

9.10 Field Too Small

If an enumerator's response is too long to fit in the software's field, enter it as best you can using abbreviations to make it fit. If a particular field is repeatedly too small, advise your supervisor who should put in a 'Change Request' for enlarging that field.

9.11 Illegible Responses

Illegible responses should be kept to a minimum during the data entry due to sampling by replacement during sample-point selection (i.e., if a significant part of a dwelling is illegible, a different dwelling should have been selected as a sample point). If part of a response is legible, the data-entry operator should enter the part of the word that can be deciphered, use question marks for the letters that cannot be deciphered (e.g., Ott???), and then use a Suggestion Window (F2) to indicate 'illegible' and, if appropriate, make a suggestion as to what the correct response might be (in this case, *Ottawa*).

9.12 Information in the Wrong Column

When an enumerator made an obvious mistake by placing information in the wrong column, simply enter the information into the appropriate column. If in doubt, consult your supervisor.

9.13 Language of Entry

In keeping with the verbatim philosophy of data entry, enter data in the language it was recorded on the census schedule by the Enumerator.

9.14 Multiple Responses in Same Column

If an enumerator entered multiple responses in the same column, enter them verbatim as recorded by the Enumerator. Note, however, that some columns/questions on the 1941 schedule served more than one purpose (e.g., Col. 11 was used to identify someone's relationship to the household head AND identify whether or not the individual was a dependent of the head). In such instances, each type of response is placed in its own column of the data-entry software to distinguish the two different questions.

9.15 Military Personnel

Military personnel were recorded on the census schedule, but when the schedules were microfilmed, special cards entitled 'Persons in Military Camps' were placed on the census schedules. From our initial observations of the schedules, the individuals on the cards are also recorded by hand on the schedule in the usual way (together with military personnel who were not included on the cards). Therefore, when entering individuals who appear both on cards and handwritten on the schedules, DO NOT enter or count them twice: enter only the names that appear in handwriting on the census schedule.

9.16 Spelling

Enter responses as recorded by the Enumerator, even if the spelling appears incorrect or idiosyncratic. In other words, record what was written and do not correct the Enumerator's spelling mistakes.

9.17 Verbatim Philosophy

Whenever you must enter data from the census schedule into a field in SPIDER, it is of utmost importance that you type what you see, keeping in mind that we are interested in the Enumerator's 'final answers' to all of the census questions – even if the final answer was crossed out or written over. Thus, if an enumerator misspelled a word, or you think s/he did so, then you also enter the word misspelled. For proper nouns, this means that you should enter the words using upper- and lower-case letters exactly as the enumerator did. If an entry is missing, then you also leave the information missing - do not make it up or input information that you think should be there. However, if you know what the information should be based on preceding schedules, marginalia, etc. then you can make a suggestion in the 'Suggestion' window using the 'Alternate Value' field as explained in the next chapter. However, do keep in mind that if no suggestion is readily obvious, then no suggestion need be made. Simply indicate that the information is missing.

Chapter 10: Data Entry Instructions per SPIDER Field

10.1 Introduction

In this section, specific instructions are provided for the entry of each column (and supplementary columns, as needed) of the census schedule. The following information is included for each column/question on the Census Schedule:

Question Category: The category of the question as identified on the census schedule. Note that sometimes there is no category, in which case 'Not Applicable' is indicated.

Enumerator Instructions: The numbers of the instructions that pertain to each question.

Citation from Enumerator Instructions: Selected quotations from the English and French Enumerator Instructions that provide DEOs with an indication of the expected responses.

What to Enter: Specific instructions for DEOs for the data entry of each column.

Exceptional Cases: The exceptional cases that may be encountered during the data entry, and strategies for resolving them. If you as a DEO encounter novel situations for which no recommendation is included, please consult with your supervisor as to how to proceed.

Note as well that the questions for each category are separated from one another by a line. For each new category, there is an indication of the number of columns/questions for that section. Note that this number refers to the **actual number of columns** on the census schedule; on several occasions, the software itself contains more columns than this. For example, 'Relationship to Household Head' takes one column on the census schedule (Col. 4), but three columns in the software. Why might this be the case?

As with previous census years, some questions/columns required the Enumerator to record two or more types of information in the same column (e.g., relationship to head of household AND whether or not the individual was a dependent of the head), or to record information elsewhere than in a column on the schedule (such as the left margin). In such instances, **each set of information will be recorded in a separate column of the data-entry software**. As you will see, the end result is that **the software has many more 'columns' in which to record answers than the census schedule itself**, and thus more than might be indicated in the header of each new category. Be mindful of this as you enter data, or you may end up with data in the wrong columns. In the sections that follow, you will easily be able to identify these 'extra' columns because they include 'supplemental' in their name (e.g., Supplemental Col. X). Taking a look at the Table of Contents for this manual will also give you a quick sense of how many 'supplemental' columns accompany any particular question. Within the software, you will see that the 'regular' columns are blue, while the 'supplementary' columns are gray, and so this is another way to help you keep track and enter data in the correct column.

10.2 Coding and the Census Schedules

Before starting data entry, DEOs should be aware that the 1941 census schedules contain many added codes, corrections, and other notations (e.g., 'x'). Information from the administrative report of the 1941 census leads us to understand that these notations were added AFTER the enumeration, and were made to assist data processing. As such, the schedules sometimes seem more like workbooks than pristine records of the past, rendering them quite difficult to read at times. Moreover, the codes that you will see are either indecipherable, or so easily deciphered as to add little of value to the information on the schedules. For these reasons, we will NOT be capturing the added codes during the data entry work with the exception of the two occupation codes included in the two office-use only columns inserted between Columns 34 and 35.

Preliminary Section

Row Field

Question Category: Not Applicable

Enumerator Instructions: Not Applicable.

Citation from Enumerator Instructions: Not Applicable.

What to Enter: Enter nothing for this field. **Explanation:** The 'row' field is protected. It is completed automatically by the software programme. The table in the 'DEC' contains one row for every individual entered from a house hold plus one empty row. Data for new individuals are entered in the empty row of the table. Once the data has been input into the empty row, a new empty row is automatically created at the end of the table. The number in the 'Row' field identifies the position of the row within the table. This number does not correspond to any number on the census forms.

Note that you should only create new data entry rows for individuals who appear in the highlight displayed in the sample point viewer (SPV). Never create data entry rows for individuals who are not displayed in the SPV. For example, consider the case of a sample point that has two highlights: H1 with 5 individuals on page 1, and H2 with 10 individuals on page 2. Don't be tempted to create 15 new lines while H1 is displayed in the SPV with the idea that it would be convenient to complete line 1 and then use the column-fill feature to complete the 14 other rows. This is a bad idea because the individuals created for H2 will then have the wrong page number! Therefore, do not create the rows for H2 until H2 is displayed in the SPV.

Exceptional Cases: None anticipated.

Notes Field

Question Category: Not Applicable

Enumerator Instructions: Not Applicable.

Citation from Enumerator Instructions: Not Applicable.

What to Enter: Enter nothing for this field. This field simply indicates if a note was entered for this individual. If so, a notes icon will be displayed in this column. If the note is deleted, the icon will be deleted as well.

Important: At the top right of the data-entry screen, the DEO has options to enter notes for either the entire dwelling, or an individual within the dwelling. The 'individual note' option will enter the note for the currently selected individual in the dwelling, and the notes icon will appear in this field. If the DEO enters a note for the entire dwelling, an icon will appear on the top left-hand side of the software (as distinct from the icon that appears when a note for an individual is created).

Exceptional Cases: None anticipated.

Page Number Field

Question Category: Not Applicable

Enumerator Instructions: Not Applicable.

Citation from Enumerator Instructions: Not Applicable.

What to Enter: Enter nothing for this field. **Explanation:** The number in this field is completed automatically by the software programme and corresponds to the page number of the current sample point's source schedule. This number was entered during the Sample Point Selection process.

Exceptional Cases: None anticipated.

Line Number**Question Category:** Not Applicable**Enumerator Instructions:** None. Note: Forms 1A and 1B had fifty lines, each numbered, on which to enter the names of those enumerated. Form 1C (for the north) had space for 25 people only. (Note that the special Form 1A used to enumerate Military Personnel has only 36 lines.)

Citation from Enumerator Instructions: None.

What to Enter: Enter the number that corresponds to the line number of the census schedule on which the individual's data is recorded. Enter the number for each individual in the sample point. Each individual should have a unique number, as each individual was to be recorded on a separate line.**Exceptional Cases:** If the Enumerator erroneously recorded two people on Line 30 (or, for example, squeezed someone in between line 30 and 31) enter 30 for both individuals in the household. For example, if Mr. Smith is on line 40, enter line 40 for him, and if Mrs. Smith is on line 40, enter line 40 on her line also. If an enumerator entered additional individuals at the end of the schedule, enter the line number as 51, 52, 53, and so forth as appropriate.**Left Margin #1 – Institutions etc. in the Left Margin (Left Margin Notes)****Question Category:** Not Applicable**Enumerator Instructions:** 67(1) to 67(5)**Citation from Enumerator Instructions:** 67(1) Left Margin. The following are to be indicated on the left margin of the Population Schedule, Form 1. (2) Hotels... (3) Boarding or lodging houses... (4) Institutions... (5) Apartment Houses ... by a bracket enclosing the persons living in the [Hotels, Boarding or Lodging home, Institutions, and Apartment Houses]. 67(2) Also write the name of the [Hotel, Institutions, Apartment Houses] if it has one. 67(4) What is an institution? For census purposes an institution is any place not a private dwelling, a hotel, or a boarding-house.

67(1) Français – Marge gauche. Les détails suivants devront être inscrits dans la marge gauche du questionnaire de la population, formule n° 1. (2) Hôtels... (3) Maisons de pension ou de logeurs... (4) Institutions... (5) Maison d'appartements. Indiquer ceux-ci dans la marge gauche au moyen d'une parenthèse renfermant les noms de toutes les personnes habitant [l'hôtel, maisons de pension ou de logeurs, l'institution, maisons d'appartements]. Donne aussi le nom de [l'hôtel, l'institution, maisons d'appartements] s'il en a un. 67(4) Qu'est-ce qu'une institution? Pour les fins du recensement, une institution est toute maison qui n'est pas un logement privé, un hôtel ou une maison de pension.

What to Enter: Enter any information the Enumerator has placed in the left margin that corresponds to the sample point(s) being entered. For example, if 12 dwellings have a bracket around them, with the word 'Rivière Apartments' and you are entering the fourth dwelling, enter 'Rivière Apartments' in this column for each individual in the dwelling.**Exceptional Cases:** If information other than the names of apartments and institutions is included in the left margin, enter it as the Enumerator did (for example, 'Colwood Township' or 'Part of Unincorporated Village of West Calla Valley, Part 1').**Left Margin #2 – Absentee Household Indicator****Question Category:** Not Applicable**Enumerator Instructions:** 59**Citation from Enumerator Instructions:** 59(3) Absentee Household card. Under the rule given above, provision must be made whereby members of a household in temporary residence may be counted in the population at their permanent place of abode. The provision made is as follows:

When an Enumerator finds a household ... in temporary residence in his sub-district, and is advised that this household has closed its permanent dwelling for the time being, he is to enumerate the household on his schedule and place an asterisk or star (thus*) on the left-hand margin of the sheet opposite every name entered, and enter the following particulars on an absentee household card ... The information relating to the dwelling on Schedule 1, shall pertain to the dwelling in which this household permanently resides.

For households enumerated in summer cottages and who for the time being have given up their permanent homes, the Enumerator instead of numbering their household in columns 1, 2 and 3 of Schedule will enter the name of their permanent residence. For such households the Enumerator will send an Absentee Household card and mark on it that while this household should be credited to its permanent place of residence, it has, for the time being, given up its permanent home.

Français: 59(3) Carte 'ménage absent'. La règle donnée ci-dessous pourvoit à ce que les membres d'un ménage domicilié temporairement ailleurs puissent être comptés parmi la population de l'endroit de leur domicile ordinaire. Les dispositions à ce sujet sont les suivantes:

Lorsqu'un énumérateur rencontre un ménage ... domicilié temporairement dans son sous-district et qu'il apprend que ce ménage a fermé momentanément son logement ordinaire, il doit l'énumérer sur son questionnaire et places un astérisque ou étoile (ainsi*) dans la marge de gauche de la feuille en regard de chaque nom inscrit, et inscrire les détails suivants sur la carte de 'Ménage absent': ... Les renseignements relatifs au logement sur le questionnaire 1 doivent porter sur le logement habité en permanence par le ménage.

What to Enter: Enter an * in this field if one is placed in the left margin by the Enumerator to indicate this person resides in an absentee household.

Exceptional Cases: None anticipated. Note that it is possible that not everyone in a dwelling will be part of a temporary residence (e.g., where children have temporarily gone to reside with grandparents, for example), and so not everyone in a particular dwelling would be marked with an *.

Number in Order of Visitation - 3 Columns

Column 1 – Building

Question Category: Number in Order of Visitation

Enumerator Instructions: 69

Citation from Enumerator Instructions: Number of building in order of visitation. In Column 1, each building shall be numbered in order of visitation. The first building visited shall be numbered '1', the second '2', and so on until the enumeration of the sub-district is completed. The number shall always be entered opposite the name of the first person enumerated in each building and shall not be repeated for other persons, dwellings, or households in the same building. But where an Enumerator comes back to a building previously partially enumerated, he shall enter the same building number again in order to identify the people with the building in which they live. (2) 'Building' defined. A building, for census purposes, is any structure or place in which one or more persons usually live. It may contain only one dwelling unit as in a 'single house' or two or more dwellings as in an 'apartment house,' in a 'row' or 'terrace' or in a 'semi-detached' or 'double house' or 'duplex', or in a building containing flats, etc. In any case, regardless of the number of dwelling units, each structure counts as only one building and will be numbered accordingly.

69 Français – (1) Numérotage des maisons dans l'ordre des visites. Dans la colonne 1, chaque maison sera numérotée dans l'ordre de sa visite. La première visitée sera numérotée '1', la deuxième, '2' et ainsi de suite jusqu'à ce que l'énumération du sous-district soit terminée. Le numéro sera toujours inscrit en regard du nom de la première personne énumérée dans chaque maison et ne sera pas répété pour les autres personnes, logements ou ménages contenus dans la même maison. Mais lorsque l'énumérateur reviendra à une maison déjà partiellement énumérée, il réinscrira le même numéro afin d'identifier les personnes avec la maison qu'elles habitent. (2) Définition d'une 'maison'. Pour les fins du recensement, une maison est tout édifice ou tout bâtiment dans lequel vivent, ordinairement une ou plusieurs personnes. Elle ne peut contenir qu'un logement comme une 'maison simple', ou deux logements ou plus comme une 'maison d'appartements', une 'rangée' ou 'terrace', une 'maison semi-détachée' ou 'double' ou un 'duplex', ou un édifice contenant des 'plain-pied', etc. En tout cas, indépendamment du nombre de logements qu'il contient, chaque édifice ne compte que pour une seule maison et sera numéroté en conséquence.

What to Enter: Enter the building number as recorded by the enumerator. This should be a numeric value. If you cannot read the building number, select 'illegible' using the appropriate function key.

Important #1: Note that if the sample point is NOT the first dwelling in a particular building, **you must also enter the building number for the first individual** (typically the head of the household) **sampled in each dwelling**. Sometimes, this will involve searching backwards to a previous page to find the building number.

Important #2: Note that military personnel often have a military affiliation such as 'RCAF' (or something similar) written across Columns 1, 2 and 3, instead of the expected building, dwelling and household numbers. If this is the case, the military affiliation (e.g., 'RCAF') should be entered in the Column 1 Supplemental Building field of the software, and Column 1 should be left blank.

Important #2: Note that some military personnel do not have any information in Column 1 (or Columns 2 or 3) to indicate building number or a military affiliation. In this case, leave this field blank.

Exceptional Cases: None anticipated. We anticipate that the Building Number will frequently be difficult to decipher. In such cases, press F2 and select 'illegible' from the choices in the Suggestion window.

Column 1 – Supplemental Building (Military Affiliation)

Question Category: Number in Order of Visitation

Enumerator Instructions: Not Applicable.

Citation from Enumerator Instructions: Not Applicable.

What to Enter: Note that military personnel (who appear on separate census schedules at the end of enumeration districts) usually have something written across Columns 1, 2 and 3 instead of the expected responses in this field. You will see things such as 'RCAF' or 'RCNVR' or 'Military OS' or 'Overseas' or something else. Enter the 'military affiliation' in this column of the software for each individual, exactly as entered by the Enumerator.

Important #1: Note that some military personnel will have nothing listed in Columns 1, 2 or 3; in these cases, leave Cols 1-3 blank, and in this field enter 'm' (for 'military') to ensure that these individuals can be identified as being Military Personnel after DE is complete.

Exceptional Cases: None anticipated.

Institution Name

Question Category: Not Applicable

Enumerator Instructions: Not Applicable.

Citation from Enumerator Instructions: Not Applicable.

What to Enter: If the dwelling is an institution, then enter the name of the institution in the 'Institution Name' field and, if identifiable, the type of institution (such as hospital, prison, military barracks, etc.) in the next field for 'Institution Type.' Sometimes the enumerator recorded the institution information elsewhere on the form. In these cases, locate the information and enter it in the appropriate columns of the software. Enter the institution name here even if you have already recorded it in the software column for the left margin notes.

Exceptional Cases: None anticipated.

Institution Type

Question Category: Not Applicable

Enumerator Instructions: Not Applicable.

Citation from Enumerator Instructions: Not Applicable.

What to Enter: If the dwelling is an institution, then enter the name of the institution in the 'Institution Name' field (as noted above) and, if identifiable, the type of institution (such as hospital, prison, military barracks, etc.) in this field. Sometimes the enumerator recorded the institution information elsewhere on the form. In these cases, locate the information and enter it in the appropriate columns of the software. Enter the institution name here even if you have already recorded it in the software column for the left margin notes.

Exceptional Cases: None anticipated.

Column 2 – Dwelling**Question Category:** Number in Order of Visitation**Enumerator Instructions:** 70-71

Citation from Enumerator Instructions: Number of dwelling in order of visitation. Each structurally separate dwelling unit shall be numbered in Column 2 according to the order in which it was enumerated. Thus, the first dwelling visited shall be numbered '1,' the second '2,' and so on until the last dwelling in the sub-district has been enumerated. The number shall always be entered opposite the first person enumerated in each dwelling and shall not be repeated for other persons in the same dwelling even though they may belong to a different household. 70(2) 'Dwelling' defined: A dwelling is a structurally separate set of self-contained living premises having its own entrance from outside of the building containing it or from a common passage or stairway inside. The following will be counted as one dwelling:-

- (a) **Each single house.**
- (b) **Each apartment or suite of rooms** in an 'apartment house,' 'duplex' or 'triplex.'
- (c) **Each flat** in a building containing flats.
- (d) **Each section** (or so-called 'house') of a 'row' or 'terrace.'
- (e) **Each half** of a 'semi-detached' or 'double house'.

70(1) Français – Numérotage des logements dans l'ordre des visites. Tout logement structurellement séparé doit être numéroté dans la colonne 2 dans l'ordre qu'il aura été énuméré. Ainsi, le premier logement visité portera le numéro '1', le deuxième, le numéro '2' et ainsi de suite jusqu'à ce que le dernier logement du sous-district ait été énuméré. Le numéro doit toujours être inscrit en regard de la première personne énuméré dans chaque logement et ne doit pas être répété pour autres personnes du meme logement memes si elles font partie d'un ménage different. **70(2) Définition d'un 'logement'.** Un logement est une série structurellement séparée de pieces d'habitation indépendantes ayant leur entrée particulière de l'extérieur de la maison qui les contient ou sur un corridor commun ou un escalier intéreir. Peuvent être comptés comme un logement:

- (a) **Chaque maison simple.**
- (b) **Chaque appartement ou suite de pièces** dans une 'maison d'appartements', un 'duplex' ou un 'triplex'.
- (c) **Chaque plain-pied** dans une maison contenant des plain-pied.
- (d) **Chaque section** (ou soi-disant 'maison') d'une 'rangée' ou 'terrasse'.
- (e) **Chaque moitié** d'une maison 'semi-détachée' ou 'double'.

What to Enter: Enter the dwelling number as recorded by the enumerator. This should be a numeric value. Note that this number should be recorded once for each dwelling, even if there is more than one household (and thus more than one 'head') in each dwelling. If you cannot read the dwelling number, select 'illegible' using the appropriate function key.

Important #1: Note that military personnel often have a military affiliation such as 'RCAF' (or something similar) written across Columns 1, 2 and 3, instead of the expected building, dwelling and household numbers. If this is the case, the military affiliation (e.g., 'RCAF') should be entered in the Column 1 Supplemental Building field of the software, and Column 2 should be left blank.

Important #2: Note that some military personnel do not have any information in Column 2 (or Columns 1 or 3) to indicate dwelling number or a military affiliation. In this case, leave this field blank.

Exceptional Cases: We anticipate that this number will frequently be difficult to decipher.

Column 3 - Household**Question Category:** Number in Order of Visitation**Enumerator Instructions:** 72(1) to 72(8)

Citation from Enumerator Instructions: Number of household in order of visitation. Each household shall be numbered in order of visitation in column 3, according to the order in which enumerated. The first household visited shall be numbered '1,' the second '2,' and so on until the enumeration of the sub-district is completed. The number shall always be entered opposite the name of the first person enumerated in every household, who in every case will be the head of that household; and shall not be repeated for other persons in the household. (2) "Household" defined. A household consists of a person or group of persons living in one housekeeping community. The persons constituting this group may or may not be

related by the ties of kinship, but if they live together with common housekeeping arrangements, they constitute a household. (3) It should be carefully noted, that two or more households may occupy the same dwelling.

72(1) Français – **Numérotage des ménages dans l'ordre des visites.** Chaque ménage sera numéroté dans la colonne 3 dans l'ordre de sa visite et de son énumération. Le premier ménage visité porte le numéro '1', le deuxième, le numéro '2' et ainsi de suite jusqu'à ce que l'énumération du sous-district soit terminée. Les numéros devront toujours être inscrits en regard du nom de la première personne énumérée dans chaque ménage, laquelle, dans chaque cas, sera le chef du ménage. Le numéro ne sera pas répété pour les autres personnes faisant partie du ménage. 70(2) Définition du 'ménage.' Un ménage se compose d'une personne ou d'une groupe de personnes vivant en commun dans une unité de logement. Les personnes qui constituent ce groupe peuvent être ou non attachées par les liens de la parenté, mais si elles vivent ensemble d'après des arrangements ménagers communs, elles constituent un ménage. 70(3) Il convient de noter soigneusement que deux ou plusieurs ménages peuvent occuper le même logement.

What to Enter: Enter the household number as recorded by the enumerator. This should be a numeric value, and enumerators were instructed to enter it once only, opposite the head of the household. If you cannot read the household number, select 'illegible' using the appropriate function key.

Important #1: Note that military personnel often have a military affiliation such as 'RCAF' (or something similar) written across Columns 1, 2 and 3, instead of the expected building, dwelling and household numbers. If this is the case, the military affiliation (e.g., 'RCAF') should be entered in the Column 1 Supplemental Building field of the software, and Column 3 should be left blank.

Important #2: Note that some military personnel do not have any information in Column 3 (or Columns 1 or 2) to indicate household number or a military affiliation. In this case, leave this field blank.

Exceptional Cases: We anticipate that the household number will frequently be difficult to decipher.

Name – 1 Column

Column 4 – 1st Supplemental Name Column – Titles Coming Before Name

Question Category: Name

Enumerator Instructions: NA

Citation from Enumerator Instructions:

What to Enter: There are three columns in the data-entry software for names: one for titles that come before names, one for last name and one for first name. If a title that comes before a name is provided for an individual, enter the title in this 'Title' field (e.g., Dr., Sister, Father). However, do not transfer titles from the 'Relation to Head' column – for example, do not transfer "pupil" or "prisoner." For instructions on how to enter first and last names, see the next two sections.

Exceptional Cases: None anticipated.

Column 4 – Last Name

Question Category: Name

Enumerator Instructions: 73(1) to 73(5)

Citation from Enumerator Instructions: The last name or surname is to be written first, then the given name commonly used followed or preceded by initials of other given names, such as: Smith, Richard J.; Jones, C. Paul, etc. ... Where the surname is the same as on the line above, it should not be written again, but 'ditto' marks should be entered instead. 73(4) The names of the persons belonging to each household shall be listed one after the other in column 4 in the following order: Head of the household, wife of the head, unmarried children in order of age, married children with their families, other relatives, servants and other employees, boarders and lodgers and other persons belonging to the household. The enumerator shall see that every such household has a number in column 3...

73(1) Français – Comment écrire le nom d’une personne. Le dernier nom ou nom de famille sera écrit le premier puis le prénom ordinairement employé suivi ou precede des initials des autres prénoms, comme par exemple: Smith, Richard J.; Jones, C. Paul, etc. ... Là où le nom de famille est le même que celui qui paraît à la ligne au-dessus, il ne sera pas répété mais remplacé par les marques de ‘ditto’. 73(4) Ordre de l’énumération. Les noms des personnes appartenant à un tel ménage seront inscrits l’un à la suite de l’autre dans la colonne 4 d’après l’ordre suivant: chef du ménage, épouse du chef, enfants non mariés par ordre d’âge, enfants mariés avec leurs familles, autres parents, serviteurs et autres employés, pensionnaires et logeurs et toutes autres personnes faisant partie du ménage. L’énumérateur veillera à ce que chaque ménage ait un numéro dans la colonne 3.

What to Enter: Note there are three columns to enter the name (the first for titles that come before names, the second for last names, and a third for first names and initials). In this column, enter the last name as recorded by the Enumerator. Where the enumerator has used ditto marks to indicate the last name of an individual is identical to the person in the row above them, do not enter the ditto marks but complete the last name in full (you can use a dupe down key to do so). Follow the spelling and capitalization as written by the Enumerator. If a title that comes before a name is provided with the name (e.g., Dr., Sister, Father), enter the title in the ‘Title’ field as noted previously. If an individual, such as a nun (Sister Magdalene), does not have a last name, please leave the last name field blank, pop up the ‘Suggestion’ window and choose the ‘Missing’ reason. (For information about the entry of first names, initials, and titles that come AFTER names (e.g., Jr., Sr.), see the next column.)

Exceptional Cases: None anticipated.

Column 4 – 2nd Supplemental Name Column – First Name and Titles Coming After Name

Question Category: Name

Enumerator Instructions: 73

Citation from Enumerator Instructions: The last name or surname is to be written first, then the given name commonly used followed or preceded by initials of other given names, such as: Smith, Richard J.; Jones, C. Paul, etc.

73 Français - Le dernier nom ou nom de famille sera écrit le premier puis le prénom ordinairement employé suivi ou precede des initials des autres prénoms, comme par exemple: Smith, Richard J.; Jones, C. Paul, etc

What to Enter: In the second name column, enter the first name and middle initials, if any, as recorded by the Enumerator. If an individual has numbers or Jr. or Sr. etc. in their name, enter them with the first name in the ‘First Name’ field. For example, if the name is ‘John Smith III,’ enter ‘Smith’ in the ‘Last Name’ field and ‘John III’ in the ‘First Name’ field. Again with the Jr. or Sr., enter the last name—Smith—in the ‘Last Name’ field, and ‘Jr.’ or ‘Sr.’ with the first name(s) in the ‘First Name’ field—John III. Also see the instructions for the previous columns concerning the entry of names and titles.

Exceptional Cases: None anticipated.

War Service – 1 Column

Column 5 – War Service

Question Category: War Service

Enumerator Instructions: 74

Citation from Enumerator Instructions: [T]he Enumerator shall ask whether the person is on Active Service in His Majesty’s Forces...If the answer is ‘Yes’, he shall enter ‘O’ in Column 5 if the person is overseas, and ‘A.C.’ if the person is on Active Service in Canada. If the person has done Military Service in Camp with a Reserve Unit he shall enter in Column 5 the number of days that the person was in Military Camp. 74(2) If in the household there is a person overseas or in a Canadian Camp employed in the Salvation Army, Red Cross, Y.M.C.A. or Knights of Columbus Army Huts, etc., an entry shall be made in Column 5 as in the case of persons on Military Service. In this case, the entry shall be ‘O’ in Column 5 if the person is overseas, and ‘A.C.’ if the person is in Canada. [Note: the next instructions pertain to the next field in the data-

entry software.] In the case of persons in Canada the Enumerator will enter the name of the Camp in Column 6 with the letters 'S.A.' for Salvation Army, 'R.C.' for Red Cross, 'Y' for Y.M.C.A., and 'K of C' for Knights of Columbus. Where the person is overseas the entry in Column 6 shall be the name of the institution using the abbreviations given above.

74 Français – [A]près avoir inscrit chaque personne l'énumérateur demandera si cette personne est en service actif dans l'armée canadienne... Si la réponse est 'oui,' il écrira 'O' dans la colonne 5 si la personne est outre-mer et 'A.C.' si elle est en service actif au Canada. Si la personne a fait du service militaire dans un camp avec une unité de réserve, l'énumérateur inscrira dans la colonne 5 le nombre de jours passés au camp. 74(2) Si une personne, membre d'un ménage, est outre-mer ou dans un camp canadien, employée dans les huttes de l'Armée du Salut, de la Croix Rouge, du Y.M.C.A., ou des Chevaliers du Colomb, une entrée devra être faite dans la colonne 5 tout comme pour les personnes qui sont dans le service militaire. Dans chaque cas, l'entrée sera 'O' dans la colonne 5 si la personne est outre-mer, et 'A.C.' si elle est au Canada. Dans le cas des personnes qui sont au Canada, l'énumérateur inscrira le nom du camp dans la colonne 6 suivi des lettres 'A.S. pour Armée du Salut, 'C.R.' pour Croix Rouge, 'Y' pour Y.M.C.A., et 'C. de C.' pour Chevaliers de Colomb. Dans le cas où elles sont outre-mer, l'entrée dans la colonne 6 sera le nom de l'institution avec les mêmes abréviations.

What to Enter: Enter O, A.C., or the number of days indicated by the enumerator. The answer should be an alpha-numeric answer. Ensure if you are entering O for overseas to enter the letter O and not the number 0. If the enumerator has recorded anything other than one of these entries, enter what the enumerator recorded.

Exceptional Cases: Unsure.

Place of Abode – 1 Column (4 subcolumns Form 1B)

Column 6 – Place of Abode

Question Category: Place of Abode

Enumerator Instructions: 75

Citation from Enumerator Instructions: In cities, towns, incorporated villages and residential suburbs, the house number and the name of the street shall be entered in Column 6. In the Provinces of Manitoba, Saskatchewan and Alberta, the Enumerator shall enter the section, township, range and meridian or in a certain few cases the parish and lot. In the other provinces the Enumerator shall enter the parish or township in Column 6. The place of abode shall be given in Column 6, only opposite the name of the head of the household.

EI 74(2) – [continued from Col. 5] In the case of persons in Canada the Enumerator will enter the name of the Camp in Column 6 with the letters 'S.A.' for Salvation Army, 'R.C.' for Red Cross, 'Y' for Y.M.C.A., and 'K of C' for Knights of Columbus. Where the person is overseas the entry in Column 6 shall be the name of the institution using the abbreviations given above.

75(1) Français – Districts urbains. Dans les cités, villes, villages incorporés et banlieues résidentielles, le numéro de la maison et le nom de la rue seront entrés dans la colonne 6. (2) Districts ruraux. Dans les provinces du Manitoba, de la Saskatchewan et de l'Alberta, l'énumérateur inscrira la section, le township, le rang et le méridien ou, dans quelques cas rares, la paroisse et le lot. Dans les autres provinces, l'énumérateur inscrira la paroisse ou le township, dans la colonne 6. (3) Le lieu de domicile sera indiqué dans la colonne 6 en regard seulement du nom du chef du ménage. 74(2) [Cont. du Col. 5] Dans le cas des personnes qui sont au Canada, l'énumérateur inscrira le nom du camp dans la colonne 6 suivi des lettres 'A.S. pour Armée du Salut, 'C.R.' pour Croix Rouge, 'Y' pour Y.M.C.A., et 'C. de C.' pour Chevaliers de Colomb. Dans le cas où elles sont outre-mer, l'entrée dans la colonne 6 sera le nom de l'institution avec les mêmes abréviations.

What to Enter: Enter the address as indicated by the Enumerator. This may be an urban street address, a rural address, the name of a military camp, or the name or abbreviated name of an Institution or an organization.

Note: If there is an apartment unit or suite number, please enter it in the next column of the software. Note also that if you are entering information from Form 1B, Col. 6 has four sub columns—6, 6a, 6b and 6c—for section, township, range and meridian, and the appropriate portions of the address should be entered in each column. Should the Enumerator have used Form 1B with an urban address (e.g., 123 Western Road), the data-entry software should be switched to that corresponding to Form 1A so that the address can be entered in one column. Note that the enumerator may or may not have entered the place of abode for all the members of a dwelling/household. For the purposes of the CCRI, you only need to enter the information opposite the head of the household. For any difficulties, please see your supervisor.

Important #1: If you are entering a large dwelling, and the first individual entered is NOT the head, you must also include place of abode for the first individual entered for the dwelling.

Important #2: Most of the time individuals in the same dwelling will have the same address; however, military personnel (and possibly others) sometimes have different addresses (or no address) listed in Col. 6. If this occurs, enter each address as recorded by the Enumerator following the ‘type what you see’ philosophy.

Important #3: If the address contains an apartment or suite number, please enter it in the next column of the software (see instructions in the next section).

Exceptional Cases: If you are entering data from Form 1B but only have lot and block information, change to Form 1A to enter this information (see your supervisor for assistance). If you are using Form 1B, and have information *in addition to* section, township, range and meridian, put it in the section column, as in the examples below:

Examples	Sec	Twp	Rg	Mer
1	NE ¼ sec 3	18	10	E 1st
2	Lot 19 Sec 3	18	10	E 1st
3	Sec 4 Block 7	18	10	E 1st
4	Apt. 3 Lot 5 Sec 6	18	20	E 1st

Column 6 – Supplemental Place of Abode – Apartment Unit or Suite No. – Form 1A Only

Question Category: Place of Abode

Enumerator Instructions: 75

Citation from Enumerator Instructions: See instructions for Col. 6 above.

What to Enter: Enter the suite number or apartment number of the address, if there is one, in this column of the software. In the very unlikely event that you come across an apartment unit included as part of a rural address that uses Form 1B, enter the apartment unit information in Col. 6 (section), just as you would any additional address information (see example in the table above).

Exceptional Cases: None anticipated.

Description of Home – 4 Columns

Column 7 - Home Owned or Rented

Question Category: Description of Home

Enumerator Instructions: 77

Citation from Enumerator Instructions: Answers ... are to be entered for each household on the line used for the enumeration of the head. If the home is owned by the head or some other member of the household occupying it, it shall be indicated by entering ‘O’ in Column 7, opposite the name of the head of the household. When the home is not ‘owned’ ... it shall be enumerated as ‘rented’ by entering ‘R’ in the column opposite the name of the head of the household.

76 Français – Les réponses à ces questions doivent être entrées pour chaque ménage sur la ligne qui sert à l’énumération du chef, i.e., sur chaque ligne où il y a une entrée dans la colonne 3. 77 - Si la maison est la propriété du chef ou de tout autre membre du ménage qui l’occupe, le détail doit en être indiqué par la lettre ‘P’ dans la colonne 7 en regard du nom du chef du ménage. Lorsque ... une maison n’est occupée par son propriétaire, elle doit être énumérée comme ‘louée’, et la lettre ‘L’ inscrite dans la colonne 7 en regard du nom du chef du ménage.

What to Enter: Enter the enumerator’s original verbatim response of either the letter O or R, or, en français, P or L.

Exceptional Cases: If the Enumerator has included this information for someone other than the household head, enter the information as it was originally recorded by the enumerator.

Column 8 – Home Value or Rent Paid

Question Category: Description of Home

Enumerator Instructions: 78

Citation from Enumerator Instructions: 78(1) If the dwelling is owned ... enter its current value in Column 8. 78(2) If rented, give rent for the month of May 1941. 78(2b) In all cases where there are two or more households in one dwelling, the rent entered in Column 8 for each household shall be the amount paid for the rooms occupied by each household. 78(2d) Often, persons such as janitors, clergymen or farm employees are provided with living quarters as part payment for their services. In cases of this kind, and in others where no cash rent is paid, the entry 'free' shall be made in Column 8.

78(1) Français – Si la maison est occupée par son propriétaire ... en inscrire la valeur actuelle dans la colonne 8. 78(2) Si c'est une maison louée, donner le loyer pour le mois de mai 1941. 78(2b) Dans tous les cas où un logement abrite deux ménages ou plus, le loyer inscrit dans la colonne 8 pour chacun doit être le montant veré pour les pièces occupées par chacun des ménages. 78(2d) Français – Souvent, des personnes comme les concierges, les ministres du culte ou les employés de ferme ont le logement gratuit en paiement d'une partie de leurs services. Dans des cas de cette nature et dans d'autres où aucun loyer en espèces n'est payé, le mot 'gratuit' sera inscrit dans la colonne 8.

What to Enter: Enter the enumerator's original verbatim response. This should be an alpha-numeric answer giving a dollar figure (e.g., 250, 3000 – do not enter a dollar sign or commas), or it could be *free* or en français *gratuit*. As per the 1931 instructions: The enumerators were instructed to enter opposite the name of the head of the family the amount of the rent paid if the family lived in a rented home, or the market value if owned. The software system will only accept the answers that enumerators were expected to enter according to the *Manual of Instructions to the Enumerators*. Therefore, if an enumerator entered an unexpected answer in this column, such as 'share crop,' enter it verbatim and pop up the 'Suggestion' window and click on the 'In Error' reason.

Exceptional Cases: None anticipated.

Column 9 – Kind of Dwelling

Question Category: Description of Home

Enumerator Instructions: 79

Citation from Enumerator Instructions: [O]pposite the name of the head of each household, the Enumerator shall enter the kind of dwelling in which the household is living. The entry will indicate whether the household's living quarters are situated in a 'single' house, in an 'apartment,' in a 'flat,' in a 'row' or 'terrace,' in a 'semi-detached' house, in 'business premises' or in some other type of dwelling. 79(2) The kind of dwelling will be abbreviated as follows:

Apartment – 'A'	Semi-detached – 'S.D.'	Institution – 'Inst.'
Row or Terrace – 'R'	Flat – 'F'	
Single house - 'S'	Business Premises – 'F'	

79 Français – Dans cette colonne, en regard du nom du chef de chaque ménage, l'énumérateur inscrira le genre du logement habité par le ménage. L'entrée dira si les quartiers d'habitation du ménage sont situés dans une maison 'simple', dans un 'appartement', dans un 'plain-pied', dans une 'rangée' ou 'terrasse', dans une maison 'semi-détaché', dans des 'locaux d'affaires' ou dans tout autre genre de logement. 79(2) Abréviations à employer. Les abréviations suivantes désigneront le genre de logement:

Appartement 'A'	Semi-détachée 'S.D.'	Institutions 'Inst.'
Rangée ou terrasse 'R'	Plain-pied 'P.P.'	
Maison simple 'S'	Locaux d'affaires 'F'	

What to Enter: Enter *A*, or *R*, or *S*, or *S.D.*, or *F*, or *Inst.* as recorded by the Enumerator, or, en français, *A*, *R*, *S*, *S.D.*, *P.P.*, *F*, or *Inst.* If the Enumerator has indicated any other kind of dwelling, enter it as it has been recorded on the census form.

Important #1: If you are entering a large dwelling, and the first individual entered is NOT the head, you must also include the kind of dwelling for the first individual entered for the dwelling.

Exceptional Cases: None anticipated.

Note to DEOs: Business premises and flats have the same abbreviation in English; this is not a typo, as it concurs with the EI 79(7) and 79(8) in English. In the French instructions, however, there is a contradiction. According to EI 79(2) Enumerators are to enter 'P' for 'locaux d'affaires' and 'P.P.' for 'plain-pied' but are given different instructions in EI 79(8) – i.e., to enter 'P.P.' for 'locaux d'affaires.' DEOs should enter the enumerator's original response. Note also that neither the English nor the French instructions at the bottom of the schedule include abbreviations for business premises or for institutions, although abbreviations for these are provided in the full Enumerator Instructions.

Column 10 – Rooms Occupied by Each Household

Question Category: Description of Home

Enumerator Instructions: 80

Citation from Enumerator Instructions: [T]he Enumerator shall enter, in Column 10, the number of rooms occupied by each household. If there are two or more households in a dwelling, the entry, on the same line as the head of each household, shall be the number of rooms in the portion of the dwelling which is occupied by each household.

80 Français – L'énumérateur inscrira, dans la colonne 10, le nombre de pièces occupées par chaque ménage. S'il y a deux ménages dans un logement, l'entrée, sur la même ligne que le chef de chaque ménage, indiquera le nombre de pièces dans la partie du logement occupée par chaque ménage.

What to Enter: Enter the number of rooms as recorded by the Enumerator. This should be a numeric response. If STC made any corrections, please ignore them and enter the enumerator's final answer. If the enumerator entered answers in brackets, do not enter the brackets; enter only the numeric answer.

Exceptional Cases: None anticipated.

For Office Use Only Column Between Columns 10 and 11

Question Category: For Office Use Only

Enumerator Instructions: N/A

Citation from Enumerator Instructions: N/A

What to Enter: Do not enter the information in this column. [We cannot determine what the codes are that are placed in this column, and thus do not feel it is worthwhile to enter them.]

Exceptional Cases: None anticipated.

Personal Description – 4 Columns

Column 11 – Relationship to Head of Household

Question Category: Personal Description

Enumerator Instructions: 81

Citation from Enumerator Instructions: 81(1) For census purposes, there must be a head to each household. The name of the head shall be entered first when enumerating a household, and on the same line as the name, the word 'head' shall be entered in Column 11. 81(3) Describe the other members of the household according to their relationship to the

head as wife, son, daughter, father, mother, servant, partner, boarder, evacuee, lodger, etc. 81(7) The Enumerator shall ask of every member of the household, whether or not this person is dependent on the head of the household for his or her maintenance. In the affirmative he shall enter the letter 'D' in Column 11, after the relationship to the head.

81(1) Français – Pour les fins du recensement, tout ménage doit avoir un chef. Le nom du chef doit être inscrit le premier dans l'énumération d'un ménage et, sur la même ligne que le nom dans la colonne 11 doit être inscrit le mot 'chef'. 81(3) Décrire les autres membres du ménage d'après leur parenté ou leur relation avec le chef, comme par exemple, épouse, fils, fille, père, mère, petit-fils, grand'mère, bru, beau-père, neveu, nièce, oncle, tante, associé, serviteur, employé, pensionnaire, logeur, évacuée, réfugié, etc. 81(7) L'énumérateur demandera à chaque personne composant le ménage si elle est à la charge du chef. Dans l'affirmative, il inscrira la lettre 'D' dans la colonne 11, après la parenté ou la relation avec le chef.

What to Enter: Enter the relationship as recorded by the Enumerator (e.g., *wife, daughter, son, lodger, mother-in-law*, and so forth). Enter the response verbatim, except in the following four cases in which abbreviations may be used:

H – Head	C – Chef
W – Wife	E – Épouse
D – Daughter	FL – Fille
S – Son	FS – Fils

Remember to enter the enumerator's final answer and to ignore any of STC's corrections. Therefore, if STC crossed out the enumerator's answer 'brother-in-law' and wrote 'head' above it, ignore 'head' and enter 'brother-in-law.' If the enumerator has identified a separate family/ies within the household using a bracket to the left of the column, note this by using the nest-family column of the data-entry software (see 1st Supplemental to Col. 11). Likewise, if the enumerator has indicated that the individual is a Dependent by including a *D* in the column, do not enter the *D* in the same column as the relationship, but enter it in a separate, designated column of the data-entry software (see 2nd Supplemental Question to Col. 11).

Exceptional Cases: None anticipated.

Column 11 – 1st Supplemental Relationship to Head of Household – Nested Family

Question Category: Personal Description

Enumerator Instructions: 81(5)

Citation from Enumerator Instructions: Occasionally, some members of a household will constitute a separate family from that of the head of the household. For example, the head of the household may have living with him, as part of the household, a married son and his wife and children. While these would be members of the same household, still they would form a separate family. In such cases, the Enumerator shall indicate such families by placing their members within brackets on the left of column 11. 81(6) 'Family' defined. A family consists of a husband and wife (with or without children) or a parent with an unmarried child (or children) living together in the same housekeeping community.

81(5) Français – Il arrive que certains membres d'un ménage constituent une famille distinct de celle du chef. Par exemple, un chef de ménage peut cohabiter dans le même ménage avec son fils marié, sa femme et ses enfants. Bien que ces personnes fassent partie du même ménage, elles forment par ailleurs une famille distincte. Le cas échéant, l'énumérateur indiquera ces familles en réunissant les noms de leurs membres dans une parenthèse à gauche de la colonne 11. 81(6) Définition de la famille. Une famille se compose de l'époux et de l'épouse (avec ou sans enfants) ou du père ou de la mère vivant avec un ou plusieurs enfants non mariés dans la même unité ménagère.

What to Enter: For the purposes of the CCRI, families identified by brackets in Column 11 are called 'nested' families. When you come across a 'nested' family, it must be identified as follows. The household being entered has a default value of 1 and all 'nested' families noted within it must have a value greater than 1. To indicate this, enter the relationship to head information for the nested family in the 'Relationship to Head of Family or Household' field as usual. Then enter the number 2 in the 'Family Number' field against **each** of the **first** 'nested' family members entered. If by chance another family is nested within the household, do the same thing but this time enter the number 3 in the 'Family Number' field against **each** of the **second** 'nested' family members entered, and so on for each, if any, subsequent nested families. Leave the column blank for those household members who have NOT been identified as belonging to a separate family.

Important #1: Note that if the Enumerator has NOT identified a nested family within a household (even though you think one should have been identified), you must NOT enter anything in this column.

Exceptional Cases: None anticipated.

Column 11 – 2nd Supplemental Relationship to Head of Household - Dependents

Question Category: Personal Description

Enumerator Instructions: 81(7) – 81(8)

Citation from Enumerator Instructions: The Enumerator shall ask of every member of the household, whether or not this person is dependent on the head of the household for his or her maintenance. In the affirmative he shall enter the letter ‘D’ in Column 11, after the relationship to the head.

81(7) Français – L’énumérateur demandera à chaque personne composant le ménage si elle est à la charge du chef. Dans l’affirmative, il inscrira la lettre ‘D’ dans la colonne 11, après la parenté ou la relation avec le chef.

What to Enter: If the enumerator has indicated that the individual is a Dependent by including a *D* next to the response in Column 11, enter the *D* in this supplementary column. Leave this column blank for anyone who does not have a *D* beside the response written in Column 11.

Exceptional Cases: None anticipated.

Column 12 – Sex

Question Category: Personal Description

Enumerator Instructions: 82

Citation from Enumerator Instructions: In this column, enter the letter ‘M’ for each male and ‘F’ for each female.

82 Français – Incrire dans cette colonne la lettre ‘M’ pour chaque personne du sexe masculin et la lettre ‘F’ pour chaque personne du sexe féminin.

What to Enter: Enter *M* or *F* as indicated by the Enumerator. These abbreviations are mandatory.

Exceptional Cases: None anticipated.

Column 13 – Conjugal Condition

Question Category: Personal Description

Enumerator Instructions: 83

Citation from Enumerator Instructions: In this column, enter the conjugal condition of each person enumerated, using the following abbreviations:

S (single)	M.S. (permanently separated)	D (divorced).
M (married)	W (widowed)	

83 Français – Incrire dans cette colonne, l’état conjugal de chaque personne énumérée en employant les abbreviations suivantes:

Célibataire ‘C’	Séparé de façon permanente ‘M.S.’	Divorcé ‘D’
Marié ‘M’	Veuf ou veuve ‘V’	

What to Enter: Enter *S*, *M*, *M.S.*, *W* or *D* as indicated by the Enumerator, or en français, *C*, *M*, *M.S.*, *V*, or *D*. The abbreviations are mandatory in this field.

Exceptional Cases: None anticipated.

Column 14 – Age at Last Birthday**Question Category:** Personal Description**Enumerator Instructions:** 84**Citation from Enumerator Instructions:** The age of every person one year or older at midnight of June 1, 1941, is to be enumerated in completed years at his or her birthday prior to June 1, 1941. 84(2) For children under one year at midnight, June 1, 1941, enter the age in this column in completed months expressed as twelfths of a year [0/12, 1/12, 2/12, 3/12, and so forth].

84 Français - L'âge de chaque personne d'un an ou plus à minuit le 1er juin 1941 doit être énuméré en années complètes à son dernier anniversaire antérieur au 1er juin 1941. 84(2) Pour un enfant âgé de moins d'un an à minuit le 1er juin 1941, entrer l'âge dans cette colonne en mois complets exprimée en douzièmes d'année. L'énumérateur vérifier d'abord la date de naissance de l'enfant et inscrira ensuite l'âge d'après la table suivante: 0/12, 1/12, 2/12, etc.

What to Enter: Age is to be entered using two fields – the age field and the unit field. (By default, the unit field is 'years' and it is only necessary to change the unit if the age is expressed in months.) In this column, enter the number of years as indicated by the Enumerator, or enter the months if the age is expressed as twelfths of a year (e.g., enter '6' if the age is 6/12 or '0' if the age is 0/12). Note that if age is expressed in months, you must select 'months' from the age unit column (the next data-entry column).**Exceptional Cases:** None anticipated.**Column 14 – Supplemental Age at Last Birthday – Units (years or months)****Question Category:** Personal Description**Enumerator Instructions:** 84**Citation from Enumerator Instructions:** The age of every person one year or older at midnight of June 1, 1941, is to be enumerated in completed years at his or her birthday prior to June 1, 1941. 84(2) For children under one year at midnight, June 1, 1941, enter the age in this column in completed months expressed as twelfths of a year [0/12, 1/12, 2/12, 3/12, and so forth].

84 Français - L'âge de chaque personne d'un an ou plus à minuit le 1er juin 1941 doit être énuméré en années complètes à son dernier anniversaire antérieur au 1er juin 1941. 84(2) Pour un enfant âgé de moins d'un an à minuit le 1er juin 1941, entrer l'âge dans cette colonne en mois complets exprimée en douzièmes d'année. L'énumérateur vérifier d'abord la date de naissance de l'enfant et inscrira ensuite l'âge d'après la table suivante: 0/12, 1/12, 2/12, etc.

What to Enter: Select 'months' in this column if the age given in Column 14 is expressed as twelfths of a year (e.g., 0/12, 2/12, 5/12, and so forth). If the age given in Col. 14 is expressed in years, enter nothing in this column as years is the default.**Exceptional Cases:** None anticipated.**For All Women Who Are or Have Been Married – 3 Columns****Column 15 – Age at First Marriage (Women only)****Question Category:** All Women Who Are or Have Been Married**Enumerator Instructions:** 85**Citation from Enumerator Instructions:** In this column, enter the age (in completed years) at first marriage for each woman who is or has ever been married.

85 Français – Inscrir dans cette colonne l'âge (en années complètes) au premier mariage, de chaque femme mariée ou qui a été mariée.

What to Enter: Enter the age as recorded by the Enumerator.

Exceptional Cases: None anticipated.

Column 16 – Total Children Born to This Woman

Question Category: All Women Who Are or Have Been Married

Enumerator Instructions: 86

Citation from Enumerator Instructions: In this column, the Enumerator will enter the total number of children born alive to each woman for whom there is an entry in Column 15. Enter '0' in this column for a woman who is or has been married and who has never borne children.

86 Français – Dans cette colonne, l'énumérateur inscrira le nombre d'enfants nés vivants de chaque femme pour laquelle il y a une entrée à la colonne 15. Inscrire la lettre 'O' dans cette colonne s'il s'agit d'une femme mariée ou qui a été mariée mais qui n'a jamais eu d'enfants.

What to Enter: Enter the number as recorded by the Enumerator.

Exceptional Cases: None anticipated.

Column 17 – Number of Children Living

Question Category: All Women Who Are or Have Been Married

Enumerator Instructions: 87

Citation from Enumerator Instructions: Of the total number of children born to each woman (as recorded in Column 16), enter in Column 17 the number living on June 2, 1941.

87 Français – Du total des enfants nés de chaque mère (tel que déclaré dans la colonne 16) inscrire dans la colonne 17 le nombre d'enfants vivants le 2 juin 1941.

What to Enter: Enter the number as recorded by the Enumerator.

Exceptional Cases: None anticipated.

Place of Birth – 1 Column

Column 18 – Place of Birth

Question Category: Place of Birth

Enumerator Instructions: 88-89

Citation from Enumerator Instructions: In this column, the Enumerator shall enter the place of birth of every person enumerated. If the person was born in Canada, enter the name of the province or territory, using the abbreviations listed below. If the person was born outside of Canada, enter the country of birth [as it was constituted in 1936]: 88(2) Abbreviations to be used:

English		Français	
Province or Territory	Abbreviation	Province ou territoire	Abréviations
Prince Edward Island	P.E.I.	Ile du Prince-Edouard	I. P-E.
Nova Scotia	N.S.	Nouvelle-Ecosse	N.-E.
New Brunswick	N.B.	Nouveau-Brunswick	N.-B.
Quebec	Que.	Québec	Qué.
Ontario	Ont.	Ontario	Ont.

Manitoba	Man.	Manitoba	Man.
Saskatchewan	Sask.	Saskatchewan	Sask.
Alberta	Alberta	Alberta	Alberta
British Columbia	B.C.	Colombie Britannique	C.B.
Yukon	Yuk.	Yukon	Yuk.
Northwest Territories	N.W.T.	Territoires du Nord-Ouest	T. N-O.

88(1) Français – Dans cette colonne l'énumérateur inscrira le lieu de naissance de chaque personne énumérée. Si la personne est née au Canada, inscrire le nom de la province ou du territoire en employant les abréviations indiquées plus bas. Si elle est née en dehors du Canada, inscrire le nom du pays de naissance.

What to Enter: Enter the province (or abbreviation) or country as indicated by the Enumerator. Note that *at sea/en mer* is also an acceptable entry if the person was born at sea. If the code R, RNF or U has been entered in Col 18 of the schedule, enter the code in the next column of the software.

Important #1: Not all enumerators followed the instructions to this column accurately. Nevertheless, in keeping with the philosophy rule, always enter the enumerator's final answer. Ignore STC's corrections and use your best judgment to decipher what the enumerator's final answer was amongst any crossings-out. For example, if the enumerator entered 'Scottish' and STC replaced it with a correction, such as 'English', enter the enumerator's final answer, namely 'Scottish', even if the enumerator's verbatim final answer goes against the instructions to the enumerators.

You may well see other occasions where the enumerator entered 'Canada' and the entry was crossed out and replaced with a province. In these cases, it is important to keep CCRI's philosophy in mind - namely, recording the enumerators' final answers verbatim and using one's best judgment when such challenges arise. So, the first step to resolving this challenge is analyzing who did the crossing out and who entered the province. Was it the enumerator, the local commissioner or STC?

- ❖ If the crossing out was done by the enumerator and the province was entered by the enumerator, then the enumerator's verbatim final answer should be captured– in this case the province.
- ❖ If the crossing out was done by the local commissioner, one can assume that the crossing out is correct. Possibly the local commissioner knew the individual him/herself and was able to enter the information that the enumerator did not know, or perhaps the commissioner asked the enumerator to go back and get the correct information for him/her to enter. Thus, capturing the province in these cases would be following the philosophy - whether the handwriting was that of the enumerator or that of the local commissioner, the answer can be regarded as accurate and that of the enumerator. It is certainly not that of STC and it is STC we do not wish to capture in this field.
- ❖ If it was STC, then in keeping with the philosophy, the province should NOT be captured. Capture the enumerator's verbatim final answer – in this case Canada. Apart from following the philosophy, an additional reason for this would be that logically we cannot expect STC officials to know the birth provinces of an individual. Thus, we can not be sure that the province entered by STC was correct.

The philosophy encourages you to use your best judgment in interpreting to whom the various handwritings belong. We leave the final judgment as to the owner of the handwriting to you and your supervisor.

Exceptional Cases: None anticipated.

Column 18 - Supplemental to Place of Birth – F, RNF, U

Question Category: Residence

Enumerator Instructions: 88(1)

Citation from Enumerator Instructions: 88(1) Following the place of birth, indicate whether the person was born: to parents then living on a farm by entering 'F'; to parents then living in a rural community but not on a farm by entering 'RNF'; or to parents then living in an incorporated city, town or village by entering 'U' in column 18 after the place of birth.

88(1) Français – A la suite du lieu de naissance, dans la colonne 18, indiquer par la lettre 'F' si la personne est née de parents vivant sur une ferme à l'époque de sa naissance, par les lettres 'RNF', si elle est née de parents vivant dans un district rural mais non sur une ferme, et par la lettre 'U' si elle est née de parents vivant dans une cité, une ville ou un village incorporé.

What to Enter: Enter *F*, *RNF* or *U* as indicated by the Enumerator. Be sure to enter this information in this column of the data-entry software, and NOT in the same column as the name of the province or country of birth. If the Enumerator has not included this information (i.e., *F*, *RNF* or *U*) in Column 18, leave this field of the software blank.

Exceptional Cases: None anticipated.

Residence – 3 Columns

Column 19 – Years of Continuous Residence in Province

Question Category: Residence

Enumerator Instructions: 90

Citation from Enumerator Instructions: The Enumerator will ask of each person enumerated if he or she has ever resided, for a year or more, outside of the province in which he or she is now residing. If the answer is ‘no’ enter the letter ‘A’ in column 19. If the person has resided in another province, then the Enumerator shall ask the length in years of the last continuous residence in the present province and shall enter it in column 19.

90 Français - L'énumérateur demandera à chaque personne énumérée si elle a résidé un an ou plus en dehors de la province dans laquelle elle réside présentement. Si la réponse est ‘non’, il inscrira la lettre ‘A’ dans la colonne 19. Si la personne a habité une autre province, l'énumérateur lui demandera la durée, en années, de son dernier séjour continu dans la présente province, la quelle il inscrira dans la colonne 19.

What to Enter: Enter the number of years as recorded by the Enumerator, or *A* if that has been recorded.

Exceptional Cases: None anticipated.

Column 20 – Years of Continuous Residence in Municipality

Question Category: Residence

Enumerator Instructions: 91

Citation from Enumerator Instructions: The Enumerator shall follow exactly the same instructions for filling in this column as for the filling of column 19.

91 Français – L'énumérateur suivra ici exactement les mêmes instructions que pour la colonne 19.

What to Enter: Enter the number of years as recorded by the Enumerator, or *A* if that has been recorded.

Exceptional Cases: None anticipated.

Column 21 – Province or Country of Former Permanent Residence

Question Category: Residence

Enumerator Instructions: 92

Citation from Enumerator Instructions: [E]nter the province or country of previous permanent residence, i.e., the province or country where the person resided before moving to the present province of residence. By permanent residence is meant residence which lasted one year or more. If the person never resided permanently in a province or country other than the one where he or she now resides, the entry in this column will be ‘none’.

92 (1) Français – Dans cette colonne l'énumérateur indiquera la province ou le pays de résidence permanente antérieure, i.e. la province ou le pays où la personne résidait avant de venir dans sa province de résidence actuelle. Par résidence permanente on entend une durée de résidence d'un an ou plus. Si la personne n'a jamais résidé en permanence dans une province ou un pays autres que celle ou celui qu'elle habite présentement, l'entrée dans cette colonne sera ‘aucune’.

What to Enter: Enter the province or country as indicated by the Enumerator, or *none/ aucune* if the person has not resided elsewhere. (If the Enumerator has also entered the code *F*, *RNF* or *U* in this column, enter it in the next column of the data-entry software - see instructions for the next column.)

Exceptional Cases: None anticipated.

Column 21 - Supplemental Province or Country of Former Permanent Residence – F, RNF, U

Question Category: Residence

Enumerator Instructions: 92(2)

Citation from Enumerator Instructions: 92(2) After the entry of the province or country of previous permanent residence in column 21, the Enumerator will enter 'F' if the person was then living on a farm, 'RNF' if the person was living in a rural community but not on a farm and 'U' if the person was living in an incorporated city, town or village.

92(2) Après l'entrée de la province ou du pays de résidence permanente antérieure dans la colonne 21, l'énumérateur inscrira la lettre 'F' si la personne vivait alors sur une ferme, 'RNF,' si elle vivait dans un district rural mais non sur une ferme et 'U' si elle vivait dans une cité, une ville, ou un village incorporés.

What to Enter: Enter *F*, *RNF* or *U* as indicated by the Enumerator. Be sure to enter this code in this column of the data-entry software, and NOT in the same column as the name of the province or country of previous residence. If the Enumerator has not included this information (i.e., *F*, *RNF*, or *U*) in Column 21, leave this field blank.

Exceptional Cases: None anticipated.

Immigration and Naturalization – 2 Columns

Column 22 – Period of Immigration to Canada

Question Category: Immigration and Naturalization

Enumerator Instructions: 93

Citation from Enumerator Instructions: Period of Immigration to Canada. 93(1) Persons born outside of Canada. The period during which each person born outside of Canada first came to reside in this country shall be entered in Column 22 in accordance with the following table:

English		Français	
Year of first arrival in Canada	Entry in Column 22	Année de première arrive au Canada	Entrée dans la colonne 22
Before 1911	B. 11	Avant 1911	A.11
1911 to 1920, inclusive	11-20	1911 to 1920, inclusivement	11-20
1921 to 1930, inclusive	21-30	1921 to 1930, inclusivement	21-30
1931 to 1935, inclusive	31-35	1931 to 1935, inclusivement	31-35
1936 (See Instruction 93 (2) for British born immigrants)	1936	1936 (Voir instruction 93(2) pour immigrants de naissance britannique)	1936
1937	1937	1937	1937
1938	1938	1938	1938

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1939	1939	1939	1939
1940	1940	1940	1940
1941	1941	1941	1941

93 (2) **British-born immigrants.** For persons born in the British Empire, outside of Canada, if the immigration occurred in 1936 before the month of June, the Enumerator shall enter in Column 22 “+36”; if it occurred after the first of June, 1936, he shall enter “ - 36”.

93 (3) **Where a person has come to Canada from another country in 1939, 1940 or 1941** as a result of war conditions; place the letter “X” immediately following the year of immigration in Column 22. This will not include persons who are in Canada on official missions from other countries. Such persons will be treated in the same way as members of the Diplomatic Service, that is, they will not be enumerated in the Census. It will, however, include all so-called “refugees” or “evacuees” for the duration of the war. A separate compilation of these will be made from the census returns.

93(4) **Persons born in Canada.** The Enumerator shall ask of each person for whom the name of a Canadian province or territory appears in Column 18, whether he or she has ever resided outside of Canada (for a period of a year or longer). In the affirmative, the Enumerator shall enter, in Column 22, the period during which the person has returned to Canada to live. The entry shall be made according to the table given in Instruction 93 (1). For persons born in Canada who have never resided for one year or more in another country, the Enumerator shall leave Column 22 blank.

93(1) **Français - La période au cours de laquelle chaque personne née en dehors du Canada** vint s’y établir pour la première fois devra être indiquée dans la colonne 22 conformément à la table suivante: [voir table en haut].

93(2) **Pour les personnes nées dans l’Empire Britannique,** en dehors du Canada, si l’immigration date de 1936, avant le mois de juin, l’énumérateur inscrira dans la colonne 22 ‘+36’; si elle date d’après le 1er juin, il inscrira ‘-36’.

93(3) **Français - Si une personne est venue d’un autre pays au Canada en 1939, 1940 ou 1941** à cause de la guerre, écrire la lettre ‘X’ immédiatement après l’année d’immigration dans la colonne 22. Ceci ne s’applique pas aux personnes d’autres pays en mission officielle au Canada; celles-ci seront traitées comme les membres du service diplomatique, c’est à dire qu’elles ne seront pas énumérées lors du recensement. Cette disposition s’applique cependant à tous les soi-disant ‘réfugiés’ ou ‘évacués’ pour la durée de la guerre.

93(4) **Français - L’énumérateur demandera à toute personne** pour laquelle le nom d’une province ou d’un territoire canadien a été inscrit dans la colonne 18 si elle a demeuré en dehors du Canada pour une période d’un an ou plus. Dans l’affirmative, il inscrira dans la colonne 22, la période durant laquelle elle est revenue habiter au Canada. L’entrée devra être conforme au tableau donné dans l’instruction 93(1). Pour les personnes nées au Canada et qui n’ont jamais demeuré dans un autre pays pendant un an ou plus, l’énumérateur laissera la colonne 22 en blanc.

What to Enter: Enter the year or the code (see table above) as indicated by the Enumerator. The response may also be +36 or -36. If the individual has a X after the date, enter the X in the next column of the data-entry software. If the Enumerator has entered something other than what is expected, enter it verbatim.

Exceptional Cases: None anticipated.

Column 22 - Supplemental Period of Immigration to Canada – X, Immigration Due to War

Question Category: Immigration and Naturalization

Enumerator Instructions: 73(2), 93(1) to 93(4)

Citation from Enumerator Instructions: 93 (3) Where a person has come to Canada from another country in 1939, 1940 or 1941 as a result of war conditions; place the letter “X” immediately following the year of immigration in Column 22. This will not include persons who are in Canada on official missions from other countries. Such persons will be treated in the same way as members of the Diplomatic Service, that is, they will not be enumerated in the Census. It will, however, include all so-called “refugees” or “evacuees” for the duration of the war.

93(3) **Français - Si une personne est venue d’un autre pays au Canada en 1939, 1940 ou 1941** à cause de la guerre, écrire la lettre ‘X’ immédiatement après l’année d’immigration dans la colonne 22. Ceci ne s’applique pas aux personnes d’autres pays en mission officielle au Canada; celles-ci seront traitées comme les membres du service diplomatique, c’est à dire qu’elles ne seront pas énumérées lors du recensement. Cette disposition s’applique cependant à tous les soi-disant ‘réfugiés’ ou ‘évacués’ pour la durée de la guerre.

What to Enter: Enter an *X* for those individuals for whom the Enumerator recorded one in Column 22. The 'X' may be in upper or lower case (i.e., X or x). If the Enumerator did not enter an *X* for someone, leave this column blank.

Exceptional Cases: None anticipated.

Column 23 – Period of Naturalization

Question Category: Immigration and Naturalization

Enumerator Instructions: 93-98

Citation from Enumerator Instructions: 94 'An entry must be made in this column for every person, whether born in Canada or elsewhere, who at any time was a citizen or subject of a foreign country but who has since become a British subject. Enter the period during which naturalization took place according to the table given in Instruction 93(1) for Column 22. 94(4) Foreign born children of British subjects. Children born in a foreign country of parents who were British subjects at the time of their birth are of British citizenship. For these persons, enter 'P.B.S.' (Parents British subjects).

94(5) Naturalization papers applied for. If a person has applied for naturalization papers but has not reached the full status of citizenship, the fact shall be indicated by writing 'PA', (meaning Papers) in Column 23.

94 (1) Français – Une entrée doit être faite dans celle colonne pour chaque personne née au Canada ou ailleurs qui, à un moment quelconque, a été citoyen ou sujet d'un pays étranger mais qui, depuis, est devenue sujet britannique. Inscire, d'après le tableau donné dans l'instruction 93(1) pour la colonne 22, la période au cours de laquelle elle a été naturalisée.

94(4) Français - Les enfants nés dans un pays étranger de parents qui, à leur naissance, étaient sujets britanniques, sont de citoyenneté britannique. Pour ces personnes, inscrire 'P.S.B.' (Parents sujets britanniques) dans la colonne 23. 94(5) Français – Si une personne a fait demande de son certificat de naturalisation mais n'a pas encore obtenu sa pleine citoyenneté, le fait en sera noté par l'inscription 'P.A.' (pour papiers) dans la colonne 23.

What to Enter: Enter the period of naturalization as indicated by the Enumerator. This may be a date, a code (see Table of Codes for Column 22), *PA* (to indicate papers/papiers have been applied for), or *P.B.S.* (meaning the individual's parents were British subjects), or en français, P.S.B. (parents sujets britanniques). Note that sometimes the enumerator left the column blank but DBS/STC later added 'nat.' etc. In these cases, leave the column blank, as the enumerator did. Do not enter STC's corrections.

Exceptional Cases: None anticipated.

Nationality and Racial Origin – 2 Columns

Column 24 – Nationality or Citizenship

Question Category: Nationality and Racial Origin

Enumerator Instructions: 99

Citation from Enumerator Instructions: EI 99(1) A Canadian is a person who is a national of Canada. The following are nationals of Canada and the entry in this column for them shall be 'Canada'. 93(1a) Every person born in Canada, and so entered in Column 18, unless such a person has become the citizen of another country. 93(1b) Every person born out of Canada, whose father was a Canadian citizen at the time of that person's birth... 93(1c) Every British subject who has lived in Canada for five years...EI 99(3) When a person living in this country is not a Canadian citizen his or her nationality shall be shown in Column 24 by entering the name of the country of which such a person is a citizen, as 'England', 'France', 'Italy.'

99(1) Français – Un Canadien est une personne faisant partie de la nation canadienne. Les personnes qui suivent sont des nationaux du Canada et l'entrée à faire dans cette colonne doit être 'Canada' pour tous. 93(1a) Toute personne née au Canada et inscrite comme telle à la colonne 18, à moins qu'elle ait acquis la citoyenneté d'un autre pays. 99 (1b) Toute personne née en dehors du Canada, dont le père est citoyen canadien au moment de la naissance de cette personne... 99(3) Tout sujet britannique qui a vécu au Canada cinq années après son arrivée, comme immigré. 99(3) Lorsqu'une personne

vivant au pays n'est pas un citoyen canadien, sa nationalité doit être indiquée dans la colonne 24 par le nom du pays auquel elle doit allégeance, comme par exemple 'Angleterre', 'France', 'Italie'.

What to Enter: Enter the country of nationality as recorded by the Enumerator. One abbreviation is allowed: you may use *C* or *c* for Canadian, or en français, *c* ou *C* pour canadien ou canadienne. If there has been a correction, enter it in the next column of the data-entry software.

Exceptional Cases: None anticipated.

Column 24 – Supplemental Nationality or Citizenship – DBS Correction

Question Category: Nationality and Racial Origin

Enumerator Instructions: 99

Citation from Enumerator Instructions: See above.

What to Enter: Enter something in this column ONLY IF DBS/STC made a correction to the Enumerator's original response in Column 24. If the original response has been corrected, enter the correction in this column of the data-entry software. Use your best judgement (by noting the handwriting style, the weight of the writing, the location of the answer within the column, and so forth) as to which response is the Enumerator's original response, and which is the corrected version. When in doubt, please consult your supervisor. Also, if the Enumerator's response was crossed out, but a correction was not written in, use the F2 key to invoke the box of radio buttons, and select '*missing*' for this field, but leave the alternate value empty. In this way, we can record the difference between responses such as Canada and ~~Canada~~, even though DBS/STC did not write in a corrected response after crossing out that of the Enumerator. If STC did not correct the nationality question, leave this column blank.

Exceptional Cases: None anticipated.

Column 25 – Racial Origin

Question Category: Nationality and Racial Origin

Enumerator Instructions: 100

Citation from Enumerator Instructions: 100(1) What is racial origin? The word 'race' signifies – 'descendants of a common ancestor.' 100(2) As a general rule, a person's racial origin is to be traced through his father... (2a) For the Canadian aborigines, the entry will be Indian or Eskimo as the case may be. For a person of White and Indian blood, the entry shall be 'Half-Breed'. ... (2b) For persons belonging to stock involving difference in colour (i.e., the black, yellow and brown races) the entry shall be Negro, Japanese, Chinese, Hindu, Malayan, etc., respectively. ... (2c) The children begotten of marriages between white and black or white and Chinese, etc., shall be entered in the Column as Negro, Chinese, etc., as the case may be.

100(1) Français – Qu'est-ce que l'origine raciale? Le mot 'race' signifie: 'descendants d'un ancêtre commun'. 100(2) Règle générale, l'origine raciale d'une personne doit être basée sur celle du père, e.g., si le père d'une personne est anglais et la mère française, l'origine raciale à indiquer doit être 'anglaise' tandis qu'une personne dont le père est français et la mère anglaise, doit être inscrite comme étant d'origine française. (2a) Pour les aborigènes du Canada, l'entrée sera 'Indien' ou 'Esquimau' selon le cas. Pour une personne de sang blanc et de sang indien, l'entrée sera 'Métis'. (2b) Pour les personnes de races de couleurs différentes (i.e., races noire, jaune, brune) l'entrée doit être 'Nègre', 'Japonais', 'Hindou', 'Malais', etc., respectivement ... (2c) Les enfants issus de mariages entre blancs et noirs ou blancs et Chinois, etc., seront désignés comme 'Nègres', 'Chinois', etc., selon le cas.

What to Enter: Enter the racial origin as originally recorded by the Enumerator. If the answer in Column 25 has been corrected, enter the correction in the NEXT column of the data-entry software.

Exceptional Cases: None anticipated.

Column 25 – Supplemental Racial Origin – DBS Correction**Question Category:** Nationality and Racial Origin**Enumerator Instructions:** 100**Citation from Enumerator Instructions:** See above.

What to Enter: Enter something in this column ONLY IF there DBS/STC has made a correction to the Enumerator's original response in Column 25. If the original response has been corrected, enter the correction in this 'supplementary' column of the data-entry software. If you are unsure which response is the Enumerator's original and which is the corrected version, use your best judgement (by noting the handwriting style, the weight of the writing, the location of the answer within the column, and so forth), and by consultation with your supervisor.

Follow also the instructions from 1931 DE manual: Note that sometimes STC crossed out the enumerator's response and wrote its corrected response above the enumerator's and that other times STC added to the enumerator's response. If STC wrote a complete response above the enumerator's, enter it as such in this column. If STC added to the enumerator's response, repeat the preserved part of the enumerator's response in addition to STC's addition. If you look at the examples in the image below, you will see that:

- ❖ Example 1 - it is obvious that STC's correction is 'indian' and thus 'indian' should be entered in this field.
- ❖ Example 2 - STC added the word 'indian' but kept the word 'Cree' and therefore 'Cree indian' should be entered in this field.
- ❖ Example 3 - again, STC added a word to the original enumerator's response, namely 'irish' and thus 'scotch irish' should be entered in this field.

ENTRY ON CENSUS	VERBATIM RESPONSE	CORRECTED RESP.
STC 'corrected' info Eg.1 indian CREE	CREE	indian
STC 'added' info Eg.2 CREE indian	CREE	CREE indian
STC 'added' info Eg.3 irish Scotch	Scotch	Scotch irish

Also, if the Enumerator's response was crossed out, but a correction was not written in, use the F2 key to invoke the box of radio buttons, and select '*missing*' but leave the alternate value empty. In this way, we can record the difference between responses such as Canadian and ~~Canadian~~, even though DBS/STC did not write in a corrected response after crossing out that of the Enumerator. If STC did not correct the racial origin question, leave this column blank.

Exceptional Cases: None anticipated.

Language – 3 Columns

Column 26 – Can Speak English

Question Category: Language

Enumerator Instructions: 101

Citation from Enumerator Instructions: In column 26, write ‘yes’ for every person who can speak English. Write ‘no’ for every person who cannot speak English.

101 Français - Dans la colonne 26, écrire ‘oui’ pour toute personne pouvant parler anglais. Ecrire ‘non’ pour toute personne ne pouvant parler anglais.

What to Enter: Enter *y* for yes or *n* for no as indicated by the Enumerator, or en français, *o* pour oui et *n* pour non. Abbreviations are mandatory for this field.

Exceptional Cases: None anticipated.

Column 27 – Can Speak French

Question Category: Language

Enumerator Instructions: 102

Citation from Enumerator Instructions: In Column 27, write ‘yes’ for every person who can speak French. Write ‘no’ for every person who cannot speak French.

102 Français – Dans la colonne 27, écrire ‘oui’ pour toute personne sachant parler français, et ‘non’ pour toute personne ne sachant pas parler français.

What to Enter: Enter *y* for yes or *n* for no as indicated by the Enumerator, or en français, *o* pour oui et *n* pour non. Abbreviations are mandatory for this field.

Exceptional Cases: None anticipated.

Column 28 – Mother Tongue

Question Category: Language

Enumerator Instructions: 103-104

Citation from Enumerator Instructions: By mother tongue is meant the first language learned in childhood if still understood by the person.

103 Français – Par langue maternelle on entend la première langue que la personne a apprise dans son enfance si elle est encore comprise de cette personne.

What to Enter: Enter the language as indicated by the Enumerator. If more than one language was entered, enter it verbatim in the same order as entered by the Enumerator. If STC crossed out any of the multiple languages entered by the enumerator, ignore STC’s markings and enter everything that the enumerator recorded. Sometimes STC’s crossings out made the original enumerator’s response illegible. In these cases, pop up the ‘Suggestion’ window and select ‘Illegible’ – and do not enter STC’s corrections, even if they are the only ones legible. We are only interested in the Enumerator’s final answer.

Exceptional Cases: None anticipated.

Education – 1 Column***Column 29 – Total Years of Schooling*****Question Category:** Education**Enumerator Instructions:** 105**Citation from Enumerator Instructions:** An entry shall be made in Column 29 for every person enumerated. Simply enter the total number of school years the person attended any kind of educational institution. 105(2) If a person has never attended school ... enter 'no' in Column 29.

105 Français – Une entrée doit être faite dans la colonne 29 pour chaque personne énumérée. Inscrive simplement combien d'années la personne a fréquenté une maison d'enseignement quelconque, telle qu'une école primaire, une école technique, une école secondaire, un collège ou une université. 105 (2) Si une personne n'est jamais allée à l'école, n'a jamais fréquenté une institution d'enseignement ou n'a jamais eu de précepteur privé, inscrire 'non' dans la colonne 29.

What to Enter: Enter the number of years of school as indicated by the Enumerator, or *n* for 'no' if this is what is written.**Exceptional Cases:** None anticipated.***Column 29 – Supplemental Total Years of Schooling – Circle if Attended Since Sept. 1940*****Question Category:** Education**Enumerator Instructions:** 105(3)**Citation from Enumerator Instructions:** If a person has attended school any time since September 1, 1940, make a circle around the number of years at school.

105(3) Français – Si une personne a fréquenté l'école pour une période de temps quelconque depuis le 1er septembre 1940, tracer un cercle autour du nombre d'années d'école.

What to Enter: Enter *c* (for circled/cerclé) by the name of each individual for whom the answer in Column 29 is circled (circling being a way to indicate the person attended school in the previous year).**Exceptional Cases:** None anticipated.**Religion – 1 Column*****Column 30 – Religion*****Question Category:** Religion**Enumerator Instructions:** 106-109**Citation from Enumerator Instructions:** The religion of each person will be entered according as he, or she professes, specifying the religious body, denomination, sect or community to which the person adheres or belongs, or which he or she favours. An entry **MUST** be made in this column regarding the religious belief or affiliation of each and every person enumerated in Column 4.

106 Français – La religion de chaque personne sera inscrite selon ce qu'elle professe, spécifiant l'organisation religieuse, la dénomination, la secte ou communauté à laquelle cette personne adhère ou appartient ou qu'elle favorise. Dans cette colonne il faut faire une entrée de la confession ou affiliation religieuse de chaque personne énumérée dans la colonne 4.

What to Enter: Enter the religion as indicated by the Enumerator. If the Enumerator has used abbreviations, enter them as indicated (e.g., *C of E*, *R.C.*, *Ang.* and so forth). If the Enumerator wrote an answer in full on the line of the 'Head' but used abbreviations on the lines of the other household members, then please do as the Enumerator did.

Exceptional Cases: None anticipated.

Note: Apparently, abbreviations were allowed in response to this question, but they were not listed in the Enumerator Instructions, and so are not available to us now. EI 106 notes, ‘Abbreviations to be used here must be those given on the cover sheet (forms #30A and 30B) / Les abréviations employées ici devront être données sur le couvre-feuille (Formule 30A ou 30B).’ In any event, this question should not involve a lot of keystrokes by DEOs as the Enumerators did tend to use abbreviations in the answers in this column.

Occupation, Industry and Status – 4 Columns + 2 Office-use Only Columns

Column 31- Occupation

Question Category: Occupation and Industry Status

Enumerator Instructions: 110-118, and 124

Citation from Enumerator Instructions: The Enumerator must make an entry in this column for every person of 14 years of age or over. The entry that he shall make must be one of the following:

- (a) The chief occupation of every gainfully occupied person.
- (b) Retired.
- (c) Homemaker.
- (d) Student.
- (e) None (yes) – only for persons 14 to 24 years of age inclusive.
- (f) None (no) – only for persons 14 to 24 years of age inclusive.
- (g) None – only for persons 25 year of age and over.

111 Français – L'énumérateur doit faire une entrée dans cette colonne pour chaque personne âgée de 14 ans ou plus. L'entrée à faire est l'une des suivantes :

- (a) La principale occupation de chaque personne occupant un emploi rémunéré.
- (b) Retiré.
- (c) Maîtresse de maison.
- (d) Étudiant.
- (e) Aucune (oui) – pour les personnes de 14 à 24 ans inclusivement seulement.
- (f) Aucune (non) – pour les personnes de 14 à 24 ans inclusivement seulement.
- (h) Aucune – pour les personnes de 25 ans et plus seulement. [Note: the reference letter (h) is not a typo.]

What to Enter: Enter the occupation as originally recorded by the Enumerator. If the Enumerator entered multiple occupations, then please do so also. If STC crossed out an answer, enter the Enumerator's final answer whether or not STC wrote another answer or not above the crossing out. Note: If the Enumerator has entered answer (e) or (f) above, enter the 'yes' or 'no' (or 'oui' or 'non') in a separate column of the software (see instructions for 1st and 2nd Supplemental Questions). Likewise, if the answer in Column 31 has been corrected, enter the correction in the next column (1st Supplemental Column 31) of the data-entry software.

Exceptional Cases: If the Enumerator has entered two or more occupations, enter them all.

Column 31- 1st Supplemental Occupation – DBS Correction

Question Category: Occupation and Industry Status

Enumerator Instructions: 110-118, and 124

Citation from Enumerator Instructions: See instructions for Column 31.

What to Enter: Enter something in this column ONLY IF there has been a correction to the Enumerator's original response in Column 31. If the original response has been corrected, enter the correction in this 'supplementary' column of the data-entry software. If you are unsure which response is the Enumerator's original and which is the corrected version, use your best judgement (by noting the handwriting style, the weight of the writing, the location of the answer within the column, consultation with your supervisor, and so forth). Note that sometimes STC crossed out the Enumerator's response and wrote its corrected response above the

Enumerator's, and other times STC added to the Enumerator's response. If STC wrote a complete response above the Enumerator's, enter it as such in this column. If STC added to the Enumerator's response, repeat the preserved part of the enumerator's response in addition to STC's addition (see example page 60 of the 1931 DE Manual, Jan. 4, 2006 version). Also, if the Enumerator's response was crossed out, but a correction was not written in, use the F2 key to invoke the box of radio buttons, and select '*missing*' but leave the alternate value empty. In this way, we can record the difference between responses such as Student and ~~Student~~, even though DBS/STC did not write in a corrected response after crossing out that of the Enumerator.

Exceptional Cases: None anticipated.

Column 31 – 2nd Supplemental Occupation – Seeking Work Yes/No for 14-24

Question Category: Occupation and Industry Status

Enumerator Instructions: 116 and 124

Citation from Enumerator Instructions: Young person 14-24 years of age who have never had a gainful occupation and are not at present attending school shall in addition be asked whether or not they are actually seeking employment. If the answer is in the affirmative the Enumerator must add the word 'yes' in the same Column [31], as 'none (yes),' and if the reply is in the negative the entry in Column 31 shall be 'none (no)'. In the case of persons of 25 years of age or more who have never had a gainful occupation, the Enumerator shall enter 'none in Column 31.

116 Français – Les jeunes personnes de 14 à 24 ans qui n'ont jamais eu d'emploi rémunéré et qui, présentement, ne fréquentent pas l'école, devront dire en outre si elles sont en quête d'emploi. Dans l'affirmative, l'énumérateur ajoutera le mot 'oui' dans la même colonne, tel que 'aucun (oui)'; dans la négative l'entrée dans la colonne 31 sera 'aucun (non)'.

What to Enter: Enter *y* for the word yes, or *n* for the word no, if the Enumerator has included it in the answer in Column 31, or, en français, enter *o* for the word oui, or *n* for the word non. There is no need to include the brackets () as the Enumerators were instructed to do.

Exceptional Cases: None anticipated.

Column 32 – Industry – Kind of Product or Service

Question Category: Occupation and Industry Status

Enumerator Instructions: 119-120, and 124

Citation from Enumerator Instructions: In this column will be entered the kind of product grown, raised, obtained, made, processed, repaired or dealt in, or the kind of service rendered. Several words must be used in many instances to fully identify the product or service, e.g., leather shoes (to distinguish from rubber shoes), iron foundry prod. (to distinguish from brass foundry prod., pig iron, etc)...

120 Français – Dans cette colonne sera inscrite la nature du produit cultivé, élevé, obtenu, fabriqué, ouvré, réparé, ou à la production ou au commerce duquel on est engagé, ou la nature du service auquel on est employé. Diverses expressions pourront servir en plus d'un cas pour identifier pleinement le produit ou le service, e.g., chaussures en cuir (à distinguer des chaussures en caoutchouc), produit d'une fonderie de fer (à distinguer d'une fonderie de laiton, de fonte en gueuse, etc.) ...

What to Enter: Enter the kind of product or service as indicated by the Enumerator.

Exceptional Cases: None anticipated.

Column 33- Industry – Branch of Industry

Question Category: Occupation and Industry Status

Enumerator Instructions: 121-122, and 124

Citation from Enumerator Instructions: One of the twelve main branches of industry listed below must be entered for each person reporting an occupation...

- (a) Farming.

- (b) Forestry.
- (c) Fishing.
- (d) Trapping.
- (e) Mining.
- (f) 'Mfg.' for manufacturing.
- (g) Repair.
- (h) 'Const.' for construction.
- (i) 'Ret. Tr.' for retail trade.
- (j) 'Whole Tr.' for wholesale trade.
- (k) 'Trans.' or 'Comm.' for transportation and communication.
- (l) Service.

121 Français – L'une des douze branches principales de l'industrie énumérées plus bas devra être inscrite pour chaque personne déclarant un emploi...

- (a) Agriculture.
- (b) Industrie forestière.
- (c) Pêche.
- (d) Piégeage.
- (e) Mines.
- (f) 'Mnf' pour manufacture.
- (g) Réparations.
- (h) 'Const.' pour construction.
- (i) 'C.D.' pour commerce de détail.
- (j) 'C.G.' pour commerce de gros.
- (k) 'Trans.' Ou 'Comm.' Pour transports et communications.
- (l) Service.

What to Enter: Enter the branch of industry as indicated by the Enumerator. It should be one of the types listed above. If the Enumerator has entered the response in full, enter it in full; if the Enumerator has used an abbreviation, enter the abbreviation as recorded. Note: If, after the entry, the Enumerator has also written *D.G.*, *P.G.*, or *M.G.*, or, en français, *G.F.*, *G.P.*, ou *G.M.*, do not record it here, but record it in the next column for data entry (see Supplemental Question).

Exceptional Cases: None anticipated.

Column 33 - Supplemental Branch of Industry – Government

Question Category: Occupation and Industry Status

Enumerator Instructions: 122 and 124

Citation from Enumerator Instructions: An entry shall be made also in Column 33 immediately following the entry for branch of industry for all Dominion, Provincial and Municipal Government employees, whether engage in purely governmental activities or in enterprises undertaken by public authorities. The entry shall be one of the following:

- D.G. – for Dominion Government.
- P.G. – for Provincial Government.
- M.G. – for Municipal Government.

122 Français Une entrée sera faite dans la colonne 33 immédiatement après l'entrée relative à la branche de l'industrie pour tous les employés des gouvernements fédéral, provinciaux et municipaux ayant des emplois purement administratifs ou occupés à des entreprises publiques. L'entrée sera l'une des suivantes:-

- G.F. – Pour Gouvernement fédéral.
- G.P. – Pour Gouvernement provincial.
- G.M. – Pour Gouvernement municipal.

What to Enter: If the Enumerator has written *D.G.*, *P.G.*, or *M.G.*, or, en français, *G.F.*, *G.P.*, ou *G.M.* after the entry in Column 33, record it here. If there is no such entry, leave this field blank.

Exceptional Cases: None anticipated.

Column 34- Occupation Status

Question Category: Occupation and Industry Status

Enumerator Instructions: 123-124

Citation from Enumerator Instructions: 123 (1) Where an occupation has been entered in Column 31, there must be an entry indicating the status of the person in Column 24. Following is a list of the different types of workers and the abbreviation which shall be entered in each case in this column:

- (2) Employer 'E'
- (3) Own Account, 'O.A.'
- (4) Wage-Earners, 'W'
- (5) Unpaid family worker, 'N.P.' (No pay)

123 (1) Français – Lorsqu'une occupation a été déclaré dans la colonne 31, il doit y avoir une entrée dans la colonne 34 indiquant le statut de la personne. Suit une liste des différentes catégories de travailleurs avec les abréviations qui devront servir dans chaque cas dans cette colonne.

- (2) Définition d'un employeur 'P'.
- (3) Définition d'une personne travaillant à son propre compte 'P.C.'.
- (4) Définition de l'employé à gages 'E.G.'.
- (5) Membre de la famille travaillant sans rémunération 'S.R.' (sans rémunération).

What to Enter: Enter the occupational status as indicated by the Enumerator. The response should be either *E*, *O.A.*, *W* or *N.P.*, or, en français, *P*, *P.C.*, *E.G.*, or *S.R.*

Exceptional Cases: None anticipated.

For Office Use Only Column Between 34 and 35 — Occupation

Question Category: Occupation and Industry Status

Enumerator Instructions: N/A. [Note: It appears this column was used by the DBS to enter a three-digit occupational code after the enumeration.]

Citation from Enumerator Instructions: None.

What to Enter: Enter the code as recorded on the census schedule. It will likely be a three-digit numeric code such as 000 or 090, but it may also be an alphabetic code such as BBB.

Exceptional Cases: None anticipated.

For Office Use Only Column Between 34 and 35 -- Industry

Question Category: Occupation and Industry Status

Enumerator Instructions: N/A

Citation from Enumerator Instructions: N/A. [It appears this column was used by the DBS to enter a three-digit industry code after the enumeration.]

What to Enter: Enter the code as recorded on the census schedule. It will likely be a three-digit numeric code such as 070 or 040.

Exceptional Cases: None anticipated.

Occupational Trend – 1 Column

Column 35- Occupational Trend**Question Category:** Occupational Trend**Enumerator Instructions:** 125**Citation from Enumerator Instructions:** The Enumerator shall inquire of every person 25 years of age and over what his or her occupation was in 1931. The rules for recording the occupation will be the same as those given in instruction 118 and relating to Column 31.

125 Français – L'énumérateur demandera à toute personne de 25 ans et plus quelle était son occupation en 1931. La méthode d'inscrire cette occupation sera la même que celle qui est donnée dans l'instruction 118 relativement à la colonne 31.

What to Enter: Enter the occupation as recorded by the Enumerator.**Exceptional Cases:** None anticipated.**Column 35- Supplemental Occupational Trend – DBS Correction****Question Category:** Occupational Trend**Enumerator Instructions:** 125**Citation from Enumerator Instructions:** See instructions for Col 31 above.**What to Enter:** Enter something in this column ONLY IF there has been a correction to the Enumerator's original response in Column 35. If the original response has been corrected, enter the correction in this 'supplementary' column of the data-entry software. If you are unsure which response is the Enumerator's original and which is the corrected version, use your best judgement (by noting the handwriting style, the weight of the writing, the location of the answer within the column, consultation with your supervisor, and so forth). Note that sometimes STC crossed out the Enumerator's response and wrote its corrected response above the Enumerator's, and other times STC added to the Enumerator's response. If STC wrote a complete response above the Enumerator's, enter it as such in this column. If STC added to the Enumerator's response, repeat the preserved part of the enumerator's response in addition to STC's addition (see example page 60 of the 1931 DE Manual, Jan. 4, 2006 version). Also, if the Enumerator's response was crossed out, but a correction was not written in, use the F2 key to invoke the box of radio buttons, and select '*missing*' but leave the alternate value empty. In this way, we can record the difference between responses such as Homemaker and ~~Homemaker~~, even though DBS/STC did not write in a corrected response.**Exceptional Cases:** None anticipated.**Unemployment – 2 Columns****Column 36- At Work on June 2, 1941?****Question Category:** Unemployment**Enumerator Instructions:** 126-130**Citation from Enumerator Instructions:** 127 If a wage-earner, were you at work on Monday, June 2, 1941? This question shall be asked of every person who is recorded as a wage-earner in Column 34. If the answer is 'No' in this column there must be an answer in Column 37. If the answer is 'Yes,' Column 37 will be left blank.

127 Français – Si vous êtes un salarié, aviez-vous un emploi le lundi 2 juin 1941? Cette question sera posée à chaque personne inscrite comme 'salarié' dans la colonne 34. Si la réponse est 'non' dans cette colonne, il devra y avoir une réponse correspondante dans la colonne 37. Si elle est 'oui', la colonne 37 restera en blanc.

What to Enter: Enter *y* for yes or *n* for no, or en français, *o* for oui or *n* for non, as recorded by the Enumerator.**Exceptional Cases:** None anticipated.

Column 37- Unemployment Reason

Question Category: Unemployment

Enumerator Instructions: 131

Citation from Enumerator Instructions: If not, why? If the answer to the previous question is 'No', there must be an entry in this column... The entry will be one of the following:

No job – 'N.J.'

Lay-off – 'L.'

Holiday – 'H.'

Illness – 'I.' Illness in family – 'I.F.'

Accident – 'A.'

Strike or lockout – 'S'

Other cause – 'O.C.'

131 Français – Si non, pourquoi? Si la réponse à la question précédente est 'non', il devra y avoir une entrée dans cette colonne. L'énumérateur ne négligera aucun effort pour découvrir la raison exacte de ce chômage. L'entrée sera l'une des suivantes:

Pas de travail – 'P.T.'.

Congé – 'C'.

Vacances – 'V'.

Maladie – 'M'. Maladie dans la famille – 'M.F.'.

Accident – 'A'.

Grève ou lockout – 'G'.

Autre cause – 'A.C.'

What to Enter: Enter the reason for the unemployment as recorded by the Enumerator. This should be one of the following abbreviations: N.J., L, H, I, I.F., A, S or O.C. or, en français, P.T., C., V., M., M.F., A., G., or A.C.

Exceptional Cases: None anticipated.

Employment and Earnings – 2 Columns

Column 38 – Weeks Employed

Question Category: Employment and Earnings

Enumerator Instructions: 132-134

Citation from Enumerator Instructions: An entry must be made in this column for all persons reporting 'W', wage-earner, in Column 34. Where the information is given in months, care must be taken in converting the period reported to a weekly basis.

132 Français – Une entrée doit être faite dans cette colonne pour toutes les personnes désignées par les lettres 'E.G.' (pour ouvrier ou employé) dans la colonne 34. Là où ces vacances, etc., sont déclarées en mois, on veillera à l'exactitude en convertissant, ces mois en semaines.

What to Enter: Enter the number of weeks of employment as recorded by the Enumerator. Enter only the number; it is not necessary to enter the word 'weeks' even if the Enumerator did so.

Exceptional Cases: None anticipated.

Column 39 – Total Earnings

Question Category: Employment and Earnings

Enumerator Instructions: 135-137

Citation from Enumerator Instructions: In this column shall be entered the total cash earnings for the 12 months prior to June 2, 1941, of every person recorded as ‘W’, wage-earner, in Column 34.

135 Français – Dans cette colonne sera inscrit le gain total en espèces des 12 mois antérieurs au 2 juin 1941 de chaque personne inscrite comme ouvrier ou employé (‘E.G.’) dans la colonne 34.

What to Enter: Enter the earnings as recorded by the Enumerators. Enter only the number amount (e.g., 500 or 2300, 1423); it is not necessary to enter the ‘\$’ sign or commas.

Exceptional Cases: None anticipated.

Other

Right Margin

Question Category: Not Applicable

Enumerator Instructions: 68

Citation from Enumerator Instructions: On the right margin of the schedule the Enumerator shall indicate the daily progress of his work by writing the date opposite the last person enumerated on that day.

68 Français – En marge droite, l’énumérateur indiquera le progrès quotidien de son travail en y inscrivant la date en regard de la dernière personne énuméré au cours de la journée.

What to Enter: Enter nothing. It is not necessary to record this information, and thus the software has no column in which to do so.

Exceptional Cases: None anticipated.

Data Entry for Form 1C

The questions on Form 1C are a subset of those that appear on Forms 1A and 1B, and are sometimes in a slightly different order. The responses should be entered for each question following the same instructions as for Forms 1A and 1B. In instances where the question/column number varies, the corresponding question/column is included in the third column of the table below.

Column Number	Question on Form 1C	Enter Columns as per directions from Form 1A or 1B or per Col. X
Row Field	NA	Identical column.
Notes Field	NA	Identical column.
Page Number	NA	Identical column.
Left Margin #1	NA (Enumerators instructed to enter institution name in left margin)	Identical column.
Left margin #2	NA (absentee households – all members to be noted with * in the left margin)	Identical column.
Line Number	NA	Identical column.
Institution Name	NA (from left margin or other column on schedule)	Identical column.
Institution Type	NA (from left margin or other column on schedule)	Identical column.
1	Dwelling Number / Habitation	Col 2
2	Household Number / Ménage	Col 3
3	Name of each person in the household / Nom de chaque personne dans le ménage	Col 4 and Supplementary Cols 4
4	Relationship to Head of Household / Parenté ou relation avec le chef du ménage	Col 11 and Supplementary Cols 11
5	Sex / Sexe	Col 12
6	Single, married, widowed, divorced, permanently separated / Célibataire, marié, veuf, divorcé, séparé de façon permanente	Col. 13
7	Age at Last Birthday / Age au dernier anniversaire	Col 14 and Supplementary Cols 14
8	Country or Place of Birth / Pays ou lieu de naissance	Col 18 and Supplementary Cols 18
9	Racial or Tribal Origin / Origine selon la race ou tribu	Col 25 and Supplementary Cols 25
10	Can Speak English / Sait parler anglais	Col 25

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11	Can Speak French / Sait parler français	Col 27
12	Mother Tongue / Langue maternelle	Co. 28
13	Religion	Col 30
14	Education – total number of years of schooling and school attendance / Education – nombre total d'années d'études et la fréquentation scolaire	Col 29 and Supplementary Cols 29
15	For Married Women, age at first marriage / Femmes mariées – age au premier mariage	Col 13
16	For Married Women, children born to this mother – total / Femmes mariées – enfants nés de cette mère - total	Col 14
17	For Married Women, children born to this mother – number living / Femmes mariées – enfants nés de cette mère – nombre vivants	Col 15
18	Occupation	Col 31 and Supplementary 31

Note: Citizenship is not asked on Form 1C for the North.

Header Information for Form 1C:

District _____

Enumerator (Name in full) / Enumérateur (Nom au long) _____

Name of Locality, Port or other description / Nom de la localité, du poste ou autre description

Page _____

Chapter 11: Read and Edit Instructions

The final task in the Data Entry Process is 'Read and Edit'. During the 'Read and Edit' task, you will review a certain percentage of your work and you will have a chance to make any changes necessary.

How to Read and Edit Dwellings

SPIDER will automatically determine a random starting point for each reel and will display 5% of all dwelling sample points. You should review all the individuals in each selected sample point.

When a Read and Edit task is opened from the task list, SPIDER's familiar Data Entry Component (DEC) is displayed. You will need to do the following:

1. Review the individual data in the data entry table and compare it to contents of the displayed highlight.
2. Correct the data in the table if an error is detected.
3. If an individual was omitted, add the missing individual in the last row of the table.
4. If an extra individual (an individual that does not belong to the sample point) was entered, delete the invalid individual.
5. Use the Next/Previous buttons to navigate between all sample points of the task.

For further instructions, please see your supervisor.