



PROJECT SIGMA, ESSEX
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Instructions for Encoding Sexual Diaries

Project SIGMA, Essex

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The following notes describe the process required for inputting diaries

into the Cardbox database. Please ensure that you read them carefully since correct encoding is crucial for later analysis of the data.

This document describes the diary entry process in TWO stages;

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- The first describes the Sexual Diary Code in full, and
- The second documents the procedure for putting diaries into the Cardbox database.

You will find it easiest to read this in the order it is written, and refer to it in future as you are learning. The sexual diary code is fairly intuitive and can be easily learnt. Putting the diaries into the database is not so straight forward, but is easy after doing a few diaries.

The Sexual Diary Code

■ **A Brief History**

The sexual diary code has been used since Project SIGMA (**S**ocio-**s**exual **I**nvestigations into **G**ay **M**en and **A**IDS) began systematically recruiting in Cardiff in 1986 (and in fact from its start in 1982). The code underwent a major revision and was renamed 'Chrisco'. This name came about because the person who re-evaluated the diary code was called Chris and also because 'Crisco' is a lubricant (although unfriendly to condoms)! This is the form of the diary code that currently stands because it makes explicit reference to destination of ejaculate, which is very important in terms of HIV transmission.

The code has been developed to encode sexual diaries written by SIGMA respondents and volunteers who respond to Gay press advertisements (such as Gay Times, The Pink Paper, Boyz, Capital Gay etc.). Originally, all respondents were interviewed extensively and their HIV status was tested, and a subset of them went on to write diaries. Usually respondents only write their diaries for one month, though a significant proportion write diaries for as long as six months. There are also those who have not stopped writing them for years!

■ **A Gentle Introduction**

The sexual diary code is based on the "street" (vernacular) descriptions of sexual activity. Perhaps the most important aspect is that the code takes an EGOCENTRIC view. i.e.: the diary is always written from the point of view of the person writing the diary.

Before learning the code, it is important to become familiar with some SIGMA expressions for sexual activity.

Here is a typical entry in a diary:

Saturday	We returned from the pub early and went to bed.
11pm	My partner wanked me and sucked me until I came
2/2/89	(on the sheets). He then fucked me using a condom and came. Then we fell asleep

This is an example of a sexual SESSION. A session is a period of time in which (possibly continuous) sexual activity takes place. This is not a very good definition of a sexual session - it is not always clear when the session starts or ends. For example, many diaries don't even report kissing or hugging though some do. It is obvious that the markers of the start and end of a sexual session are subjectively defined. In terms of a diary, a session is a collection of sexual acts associated with a time entry on a day in the diary (since a person may have several sessions in a day at different times).

The session is the basic block of the diary, the "sentence" of the sexual narrative, and will always form one entry in the database. In turn, the session consists of a number of sexual ACTS, the "words" of the sentence. A sexual act may be wanking your partner, being sucked by your partner, or doing anything you can possibly imagine with your partner. With each sexual ACT, there is associated three pieces of information. These pieces of information are:

- Who does what to whom [modality]
- What is done [behaviour]
- Destination of ejaculate, (if any) [outcome]

The first term is referred to as the MODALITY. There are five possible modalities in the SIGMA diary code. These modalities describe WHO is doing the sexual activity. You will learn these later.

The second term is referred to as the BEHAVIOUR. This describes the actual sexual activity taking place in terms of vernacular descriptions. Behaviours commonly include things like wanking, sucking, fucking, etc.

The final term is referred to as the OUTCOME of the act, and is included because it is the most important factor in terms of the transmission of HIV. It is included only when either the diarist or the diarists partner ejaculates.

■ THE SIGMA DIARY CODE - The formal definition

The SIGMA diary code is very precise. It must be because computers must be able to read it, and, as you know, computers are not very clever (they can only count up to 1) and need things to be exactly defined so they don't get confused.

As you know a SESSION is a collection of ACTS, and each act consists of three main terms, the MODALITY, the BEHAVIOUR and the OUTCOME. The symbols used to represent all these will be defined later...but first, here's an example of a session:

PW AS MW AF,C

There are four acts in this session. Two acts are always separated by a space (and only ONE space). Can you guess what these acts symbolize? This is what they are in order;

PW **P**assive **W**ank (no orgasm)
AS **A**ctive **S**uck (no orgasm)
MW **M**utual **W**ank (no orgasm)
AF,C **A**ctive **F**uck (EGO ejaculates into a **C**ondom)

Each ACT in a session -- like the word in a sentence -- has the following basic form:

Modality Behaviour , Outcome (diarist) [Outcome (partner)]

(If only the diarist is involved, as in a solo wank, the outcome of the partner is left out).

Examples might be:

AF, HN means Active Fuck, diarist came in partner (Him); partner
did not come.
SW, C means Solo Wank, diarist came in a Condom.

■ The MODALITY

The FIRST Letter of every act is the MODALITY, and defines **who does (what) to whom**. Here are the five codes:

CODE	STANDS FOR	DESCRIPTION
S	Self	EGO to himself
H	His (Hers)	ALTER to him/herself
<hr/>		
A	Active	EGO to ALTER
P	Passive	ALTER to EGO
<hr/>		
M	Mutual	EGO to ALTER and ALTER to EGO
simultaneously		

So consider the behaviour 'W' (which is wank).

- | | |
|---------------------------------------|--|
| □ SW means 'self wank (no orgasm)', | i.e.: EGO MASTURBATES HIMSELF. |
| □ HW means 'his wank (no orgasm)', | i.e.: ALTER MASTURBATES HIMSELF. |
| □ AW means 'active wank (no orgasm)' | i.e.: EGO MASTURBATES ALTER. |
| □ PW means 'passive wank (no orgasm)' | i.e.: ALTER MASTURBATES EGO. |
| □ MW means 'mutual wank (no orgasm) | i.e.: EGO MASTURBATES ALTER and
ALTER MASTURBATES EGO
simultaneously. |

Note that the session {AW PW} is NOT the same as {MW}, because in the first case, AW is done and finished before PW is started.

The BEHAVIOUR

There are a number of behaviours that have been identified during the course of collection of diaries. The following is fairly complete, but open in the sense that new behaviours can be added.

BEHAVIOUR CODE	BEHAVIOUR	NOTES
W	Masturbation (Wanking)	As SIGMA uses it, arousal by hand; other forms of self-play usually count as BR
F	Anal-Intercourse (Fucking)	ONLY ANAL intercourse, and not necessarily with a man.
S	Fellatio (Sucking)	Blow job, oral-genital sex
V	Vaginal- intercourse	Necessarily with a woman
DK	Deep Kiss	With tongues...
BR	Frottage (Body Rubbing)	Rubbing as if doing it. Yes?
CN	Cunnilingus	Licking the genitals of a woman (male to female oral-genital)
FI	Ano-brachial (Fisting)	A fist (beyond the knuckles) inserted into the rectum
RI	Anilingus (Rimming)	Oral-anal; sometimes a dental dam is used as protection
FG	Ano-digital insertion (Fingering)	Inserting finger/s into the anus
WS	Undinism (Water Sports)	Urinating on someone.
CP	Corporal Punishment	General part of role play sessions, inc. spanking, beating, whipping
DO	Enema (Douching)	As in cleaning rectum with water
MA	Massage	Hands over body
TF	Inter-femoral frottage (Thigh Fuck)	Fucking between someone's thighs
TT	Nipple Play (Tit Torture)	Anything from sucking, nibbling, biting nipples to using tit clamps
FD	Fuck with dildo	Insertion of dildo, butt-plug in rectum
CB	Cock & Ball- Play/Torture	Working on cock and balls; restraint, whipping etc

BD	Bondage	Tie-ing up, restraint
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That just about covers most sexual behaviours that SIGMA has come across. The more obscure ones often occur while the diarist is on his own, and then generally falls under the umbrella of 'masturbation' (which may be anything from actual to intellectual and as far as downright imaginative).

Notice that some behaviours have two letters and some have one. So SWS means 'self water sports' and NOT a number of 'self wanks'. If a genuine new behaviour appears¹, be careful to specify it on the Cardbox record, and ensure that you do not invent a code which either already exists or that will cause confusion. (For example, "sheet-fuck" was coded as "SF" and then mistaken for a "self-fuck" in the count programs. In any event, bringing oneself off lying on a sheet would count as "self body-rub", SBR.

■ The Outcome

The outcome needs to describes the destination of the ejaculate (where the "cum" goes) for BOTH partners during a sexual act. If neither ejaculate it may be omitted. If only EGO ejaculates, then ALTER'S orgasm may be omitted. If only ALTER ejaculates, it MUST be specified that EGO did not ejaculate. The outcome code is simply NONE, ONE or TWO letters, depending on circumstances as described above. There are seven different codes for orgasm destinations according to the Crisco definition, and here they are:

Code	Destination
N	No ejaculation
X	Ejaculation 'elsewhere' (on the floor, in a tissue ...)
I	On Me (i.e.: on EGO)
O	On Him (i.e.: on ALTER)
C	into a Condom
H	In Him (i.e.: in ALTER)
M	In Me (i.e.: in EGO)

First, to make it easier for a moment, let us assume we must always put the outcome down for both EGO and ALTER whether or not they ejaculate. So the first place of the outcome block is Ego's and the second is Alter's.

¹ some already in use include "docking" (pulling foreskin over your partner's cock-head and moving to orgasm), "shrimping" (sucking toes erotically) and "felching" (suck semen out of your partner's arse after you have ejaculated into it).

So 'I wanked myself until I came on the sheets'

Would be encoded as SW,XN

which occupy the positions:

S	W	,	X	N
modality	act	,	ego's ejaculation	alter's ejaculation

This is probably the most critical part of diary encoding, as the information in the act is crucial for making analysis of risk, *and mistakes here can have drastic consequences for the analysis*. Mistakes like getting the modality wrong or mixing up the positions of the diarist and the partner can mean that a risky act is allocated to the wrong partner. *If in doubt ALWAYS check, or put a question mark on your coding*. In particular, you will notice the following:

- A comma ALWAYS precedes the outcome(s),
- The FIRST orgasm code is ALWAYS the one for EGO and the second is ALWAYS the one for ALTER.

So the encoding SW,NX is WRONG, because it says EGO wanked himself but did not come, but that some ALTER or other did come (I'm assuming ALTER is not there)! However answer this question:

Is HW,X correct (assuming EGO is not there) ? *Answer:* NO.

This says He (ALTER) wanked himself and that EGO came elsewhere (because the orgasm code appears in the first position). In order to code 'He (alter) wanked himself to orgasm', we must write : HW,NX.

Another word of caution: people often say "I wanked myself off" or "I sucked him off"; in common usage, to wank off usually implies they came, but they also say "I wanked off and came", making it clear. It is safer to assume that "... *off*" means that ejaculation occurred (i.e. he came).

It is especially important to ensure that fucking-and-coming is properly and adequately encoded. Remember that the Diary instructions ask the diarist to pay especial attention to whether a condom is used and to where semen goes. If a condom is not mentioned, assume that it is not used. The expression "... fuck and came" will almost always mean "fuck and came *in him*" unless some other destination is specified. Even "I fucked him" normally means that "I fucked him and came in him". If there is ambiguity about this phrase it often helps to see whether some other act that resulted in ejaculation (e.g. wanking or sucking) occurred *after* the fucking; if so, then ejaculation may well not have happened in the fucking. But if the fucking occurs as an end-marker (at the end of a session) it almost certainly means that ejaculation occurs. If there is still ambiguity, *check back with your supervisor*.

■ A Brief Interlude

So far we have covered nearly all the SIGMA diary code. It is now simply a matter of you learning it. It is worth looking over all the above tables for MODALITY, BEHAVIOUR and OUTCOME and committing them to memory.

There is one very important note that you must be aware of. Previous to Chrisco days, the only orgasm codes were O (meaning orgasm) and X (meaning no orgasm). Now you can see that in the Chrisco definition there is a slight conflict because in Chrisco, X means ejaculate elsewhere. The reason you must be aware of this is because some diary writers think that they know the code, but they actually only know PRE-Chrisco code. So when they write their diaries they do so using the old code. The following assumption must be made if you have a diary written in code:

- If the orgasm destinations are obviously not Chrisco (i.e.: if they contain no N's, H's, M's C's or I's) they you must assume that they are PRE-Chrisco and translate all Os into Xs, and All Xs into Ns.(And not recursively otherwise you'll end up with more N's than you bargained for...)

You needn't worry about this at the moment - the new diary forms try to discourage people writing in diary code, so hopefully there won't be many more.

■ Simple Coding Examples

The following are a set of examples of coding, to help you see how to form simple coding out of the basic building blocks, MODALITY, BEHAVIOUR and OUTCOME. On the left are typical diary descriptions, and on the right is its translation into code.

<i>`I wanked my partner'</i>	AW
<i>`I wanked my partner and he came on me'</i>	AW,NI
<i>`He sucked me and I came in his mouth'</i>	PS,HN
<i>`I fucked him and came into a condom'</i>	AF,CN
<i>`I fucked him and came'</i>	AF,HN
<i>`He fucked me'</i>	PF
<i>`We wanked each other and came'</i>	MW,XX
<i>`We had a 69, and both came'</i>	MS,HM
<i>`I wanked myself'</i>	SW
<i>`He wanked and came'</i>	HW,NX

As you can see, these only cover simple acts. For example, how would you code *'I fucked him and wanked him off at the same time'*. If we wrote AF AW, this says that they occurred one after the other and sometimes we need to ensure that this simultaneity is captured. In such cases we use the special symbol *'&'* (ampersand) to denote the concatenation of the two acts into one. In the normal way, however, it is safer to code them as if they followed each other.

■ Sexual Accompaniments

During earlier research into HIV, transmission co-factors were of much interest. Co-factors of interest to SIGMA included things such as *'poppers'* (amyl, butyl or isobutyl nitrite), or even the type of lubricant used. Sexual accompaniments include ("recreational") drugs, alcohol, poppers, condoms, lubricants, sex toys (anything from dildos and ball-weights to umbrellas and toilet rolls...), porn videos etc. These are

simplified into a smaller set of groups, each which has a lower-case letter associated with it as in the following table:

LETTER CODE	ACCOMPANIMENT
c	condom
p	poppers
l	lubricants
d	recreational, non-prescribed drugs
a	alcohol
t	sex toys (including videos, enemas, dildos...)

The `c' code is never needed if there is an ejaculation into a condom since it will then appear in the outcome code for the act. The accompaniment code(s) appear after the act they are associated with after a `/' (forward-slash) symbol, and each is separated by commas. A few examples follow:

<i>`I fucked him using a condom [but did not come]</i>	AF/c
<i>`He wanked me off using a lubricant</i>	PW/l
<i>`I wanked, sniffing poppers'</i>	SW/p
<i>`We'd both smoked dope, and were still drinking;</i>	
<i>`He fucked me without a condom using a lubricant'</i>	PF/d,a,l

Things can get very complicated! Consider this case:

`I fucked him without a condom, then put one on and came'.

This must be coded as two acts because HIV transmission could conceivably occur as a result of any pre-ejaculation fluids, so it has to be coded as:

AF AF,CN.

Or, say that during a particularly imaginative moment, the diarist said:

`I fingered myself, using a lubricant, and then inserted a dildo , put on tit-clamps, sniffing poppers, wearing a condom and wanked myself off, and came...'

It would probably be coded as:

SFG/l SFD SW,C/t,p

If, as often happens with poppers and alcohol, they are used during a whole session or during parts of it, the relevant part of the session is put in brackets. So if the diarist said:

'I sucked him and then started to use poppers whilst we fucked each other and came'

this would be coded as:

AS (AF,HN PF,NM)/p.

We have now covered just about all there is to know about the SIGMA code. The only problem that has not been faced is what to do when there are multiple partners in a session? How do we know which acts were with who?

■ **Multiple Partner Acts**

In the diaries, the diarist records each person with whom he had a sexual encounter by describing him (or her) with what they know about them. There are three types of partner being Regular, Occasional and Casual (or One-off). These are symbolised with the letters P,O and C. These letters are then followed by the partner number (as they occur chronologically in the diary). So say Mr.Right has a Regular boyfriend (oops, not PC, I mean partner) called `Fred' and on Friday night :

`Fred wanked me off, I sucked him, we had a 69, then I fucked him using a condom and a lubricant, coming in the condom...'

The session would appear as follows:

PW AS MS AF,C/I

We do not need any labels, because there is only ONE partner all the way through, and this partner will already have been specified on the session record.

But now, if Right, and Fred had a few friends round on Saturday called Angus, Billy and Chris and they all climbed into bed and Right wrote it all down in his diary, How do we know who had sex with Right and who did not?

The answer is simply that we use the partner number label. Assume that Angus, Billy and Chris each have partner numbers 4,5, and 6 respectively. They would then have **ACT LABELS** that would appear as follows #4: #5: and #6:. These labels would then appear before any activity that occurs with Mr.Right (the diarist). Any activity that does not involve Mr.Right is NOT recorded (it's nothing to do with EGO!).

Here's an example to help you understand (Mr Right is writing it):

We assume that Fred is the Primary partner P1.

"Myself and Fred invited some friends around (partners 4,5 and 6). 6 is a one-off, the other two are occasional. We all piled into an empty sauna place we know and had a sauna. Naturally things happen, and 5 began sucking me off, so I wanked him back. Partners 4, 6 and Fred all started wanking each other off. I then sucked, then wanked then fucked partner 6 (using a condom) whilst 5 and 4 wanked over each other....etc. etc."

This would be coded as:

#5:PS AW #6:AS AW AF,C

Notice that the bits that don't involve Mr.Right are not included, and that the **ACT LABELS** for a partner number stay in force until a new one appears.

Here are a few for you to try coding yourself. The answers are written after the little test. If you get any wrong, make sure you know why. At the end of this section is a summary of all the codes.

[1] *With P1 (partner 1). Feeling randy in the morning. I held P1's cock and pulled his balls and then put my finger up his arse (I used KY). He wanked off whilst I kissed him. I wanked off after.*

[2] *Fuck each other till we both came*

[3] *Sucked P1 with poppers and he came in my mouth. I swallowed his cum.*

[4] *Leather Bar and at home. Kissing, tits, balls, sucking, drank his piss, he rimmed me, then fucked me using a condom (didn't come). He fingered my arse.*

[5] *Wanked each other, kissed and then sucked him. He came on my stomach. I fucked him using a condom. came.*

ANSWERS

[1] AW ACB AFG/I HW,NX&MDK SW,X.

Note that cock-and-ball work counts as CB. The wank&kiss act is clearly simultaneous (if it had said "He wanked off and I kissed him" would more likely mean that the kissing followed the wanking.

[2] AF,HN PF,NM

There's no indication of who fucked who first (and mutual fucking isn't possible!), so the two acts could be coded the other way round. But nothing explicit is said about exactly where the semen went (it is just conceivable, but very unlikely that each came as a result of the other one fucking them, and the active fuckers did not come. **I have assumed that the fucking involved coming into the partner, and so should you** -- this is from the experience of the gay vernacular and reading VERY many diaries. And if they did use a condom, they'd almost certainly say...

[3] AS,NM/p

No ambiguities here

[4] PTT PCB PWS ARI AS PF/c

Since this occurs in an SM context, role-playing is very likely and can be assumed. The occurrence of passive fucking mark the report as coming from the submissive partner, which is confirmed by the act of active sucking (which, as here, usually precedes passive fucking). The 'slave' began by submitting to tit-torture, cock and ball torture and he was then pissed on. He then rimmed his Master, sucked him and got fucked by him. The Master wore a condom but didn't come.

[5] MW MDK AS,NI AF,CN

Fairly unambiguous.

The above is a guideline as to how to encode what is written. Each coder will have a slightly different style, depending on how what is written is interpreted.

Part II : Entering the diary

What is needed from the Diary Forms

The new diaries from wave five have seven sheets. The first two are yellow, and the next five are blue. The yellow sheets contain section A (the background information) and section B (the partners list), and the blue sheets CONTAIN AN EXAMPLE PAGE and then four pages of their sexual diary. In these sections, there is a set of information, of which you only need some. The information you need are the answers to:

- Question 1 (Age)
- Question 2 (Relationship type)
- Question 6 (HIV status)

From section B, you will need all there is about their partners.

From the blue pages, you will need all the information (except for the first page which is an example).

■ Starting Cardbox

When you enter diaries, you will do so using the CARDBOX database. Initially you will have a pair of files made for you which will usually be named using your name. If your name is fred they would be called:

FRED.FIL
FRED.FRM

To start cardbox, you will usually put your floppy disk into the A: drive, then type:

CARDBOX [ENTER]

You will then be at the starting screen. You will then type:

F [ENTER]

Then you will type the name of the file you are using and then press **[ENTER]**.

E.g.: **FRED [ENTER]**

(replace FRED by the name of your file)

You will then be at the inputting part where you enter the data. This screen appears as follows:

```

=====
NO:      | TYPE:      | STATUS:      | DAY:      | DATE:
-----
TIME:    | PLACE:
-----
PARTNER:
=====
ACT:
-----
POPPERS:      | CONDOMS:      | LUBS:
-----
OTHER:
-----
DRUGS:
-----
DIARY START:  | DIARY END:    | RECORD CODE:
=====

```

This is called a **RECORD**. In each record you will enter the code number (NO) for the diarist you are entering, their relationship type (TYPE), their HIV status (STATUS), the day the session occurred (DAY), the date the session occurred (DATE), the time the session occurred (TIME), the place it occurred (PLACE), and who it was with (PARTNER) which may include multiple partners. You then enter the session using the SIGMA diary code (ACT). If poppers were used you put 'Y' by POPPERS. The same is true for CONDOMS and LUBS (Lubricants). Any other interesting information (*including their age in years, if known*) is put in OTHER, as is information about alcohol consumption. If drugs were used, they are listed in DRUGS. Also on each record you enter the starting date for the diary (DIARY START), the ending date for the current diary (DIARY END) and the RECORD CODE which is one of 'S' (for starting or first session), 'I' (for all intermediate sessions), and 'E' (for the end or last record).

Each of these entry positions is called a '**FIELD**'. As you can see, each field is **LABELLED** with what should go into it. You can think of the database as a collection of cards (like recipe cards). Each card forms one record. On each card goes all the relevant information (E.g.: the ingredients of the recipe and how to make it). In this SIGMA database, each card contains all the 'ingredients' associated with a session, and the session itself.

At the bottom of the screen you will see a list of words. These words are commands that you issue to CARDBOX to tell it to do something. The only ones you will need are

```

ADd          to add a record
EDit        to edit a record

```

DUPLICATE to duplicate (copy) a record
 QUIT to quit out of CARDBOX.

You Edit a record by typing **ED [ENTER]** when the cursor is at the bottom of the screen. To copy a record you would type **DU [ENTER]**. To finish you would type **QU [ENTER]**. To add a record you will type **AD [ENTER]**. You will be shown how to use Cardbox properly when you start putting diaries in. The following discussion is just to help remind you what to do when you are entering the data. There are a few very useful keys to use when you are entering data into the database. These are

Page Up
 Page Down
 ESC
 and the ARROW keys.

WHEN YOU ARE EDITING A RECORD:

The Page Up and Page Down keys move the flashing cursor from field to field. (The flashing cursor is where the text will go in)
 The left and right arrow keys move the cursor left and right.
 The ESC key exits editing mode and allows you to store (save) the record. The ESC key will move you into BROWSE mode when you can move through the database.

WHEN YOU ARE IN BROWSE MODE:

The arrow keys move you through the database. You will see the record number change at the top of the screen. **Whenever you add a new record, you want to be at the last record of the database.**

You may type ED, AD, DU, or QU to EDIT or ADD or DUPLICATE or QUIT the database.

■ Relationship Type and HIV Status

Relationship types are defined by age and what sort of relationship the diarist describes themselves as having. This is found on the yellow part of the diary in section A. The relationship type is indicated by a ROMAN NUMERAL, being one of I,II,III,IV,V,VI,VII,VIII,IX. The following table allows you to determine the relationship TYPE:

	Under 21 years	21 to 39 years	over 39 years
One sexually exclusive partner	I	II	III
At least one regular partner, and others	IV	V	VI
No regular sexual partner	VII	VIII	IX

Their HIV status, which tells us their human immunodeficiency virus antibody status, is one of:

- NEG (for HIV negative)
- POS (for HIV positive)
- NT (for Not Tested or Don't know)

Often, in a diary, a diarist will write NK, which means NOT KNOWN, or DK (DON'T KNOW) which translates to Not Tested (NT).

■ **Entering a diary - The method**

To enter a new diary you use the following method. Please note: The diarists code number is always two letters (e.g. **GP** for "Gay Press") followed by the number written on the front of the diary form in pen . The number **MUST** have four digits. Pad the number with zeros to make it four digits wide (E.g.: 0006). So an identifier would appear, for example, as: **GP/0006**.

- If you are not in the Cardbox database already:
 - Put the disk in the drive
 - Type **cardbox** [ENTER]
 - Press 'F'
 - Enter the name of the file (E.g.: **FRED**)
 - Using arrow keys, highlight '**Use Database**' and press [ENTER]
 - continue below

(You are now in the database, in BROWSE mode)

- Move to the end of the database by pressing **ARROW DOWN**

- Type **AD** [**ENTER**]
- From now on, remember to ensure that all your entries are done in CAPITALS. (It helps to put the CAPS LOCK on)

- Now enter the *code number* of the diarist (E.g.: **GP/0001**)
- Press [**ENTER**] to get to the next field.
- Now enter their *type*, as calculated from the type table. Which is one from I,II,III,IV,V,VI,VII,VIII or IX. DO NOT USE DECIMALS, ALWAYS USE ROMAN NUMERALS.
- Press [**ENTER**] to get to the next field.
- Now enter their *HIV status* (one of NEG, POS or NT)
- Press [**ENTER**] to get to the next field.
- Now enter the *day* of the session, using the 3-letter code: MON, TUE, WED, THU, FRI, SAT, SUN.
- Press [**ENTER**] to get to the next field.
- Now enter the *date* of the session, in the form: dd/mm/yy, so April 3rd 1993 is entered as 03/04/93
- Press [**ENTER**] to get to the next field.
- Now enter the *time* of the session, in the form aa.bb (note the full-top as separator) in the 24-hour clock (so 2pm is 14.00)
- Press [**ENTER**] to get to the next field.
- Now enter the *place* the session occurred, and the actual location name, such as "Hampstead Heath" or "P1's flat" or "Rockies, Manchester", if the diarist gives it.
- Press [**ENTER**] to get to the next field.
- Now enter the *partner(s)* involved in the session. Whatever their status (regular, occasional, or casual/1-off) refer to them as P1, P2, P3 etc. (and see note below on Partner List)
- Press [**ENTER**] to get to the next field.
- Now enter the *detail of the sexual session* as recorded in the diary using the SIGMA diary code. This is the crucial part of the exercise to get right. Make especially sure you get the information on outcome (ejaculation) accurately coded.
- Press [**ENTER**] to get to the next field.
- If *poppers* were used, enter 'Y', otherwise 'N', and give the brand, if specified
- Press [**ENTER**] to get to the next field.
- If *condoms* were used, enter 'Y', otherwise 'N', and enter detail of brand (e.g. "Mates Extra-strong")
- Press [**ENTER**] to get to the next field.
- if *lubricants* were used, enter 'Y', otherwise 'N', and the trade-name if given
- Press [**ENTER**] to get to the next field.
- If you think there's any *other* thing important to add, type it into this field². Details of alcohol consumption before or during the session

² sometimes key words have been entered on the front sheet of the diary by a researcher; these should be entered here in the "OTHER" field. Add information yourself if appropriate, under headings such as PSE (Public Sex Environment -- Cottage, Park, Outside cruising area, sauna), Minority (SM, Fetish, Rubber, Tranvestite), RISK (unprotected fucking). Extended comment should be put in the

should be entered here, such as "6 pints lager each before" or "2 glasses of wine during session"

- Press **[ENTER]** to get to the next field.
- If any recreational (non-prescribed) *drugs* were used, enter them here, using whatever term the diarist uses (e.g. "Whizz", "MDMA", "E")
- Press **[ENTER]** to get to the next field.
- Now enter the date that the current diary *started*, in the format: dd/mm/yy
- Now enter the date that the current diary *ended* in the format: dd/mm/yy
- Now enter one of 'S', 'I' or 'E' for start, intermediate or end
record of the current diary
- If you are adding additional information or comment (see below), press F3 to reveal the comment page. When you have entered the information, press F3 again to return to the main record
- Now press **ESC**
- Now press 'S' to store the record.

This is the lengthy procedure required for the first session that is entered from each diary. For every other record of the diary just copy this record using **DUPLICATE**, press **ARROW RIGHT** once or twice (to ensure you are at the end of the database) and edit the relevant fields for the next entry in the diary. You will then store this record and **DUPLICATE** it for the next session to enter. You will repeat this process for each record in the diary.

For each new diary, you will start at the beginning of this process. *Remember to only add the records to the end of the database, in order to preserve the chronological ordering of the diary.* You may need to press **ARROW RIGHT** a few times to move the record number to the last one after **AD**ding or **DUPLICATE**ing a record³

Partner List

When you first enter information about a diarist's partner, remember to write all information that the diarist has given about him, *in the PARTNER field and in the same order as on the Partner List sheet.* Separate each piece of information by a semi-colon (;). If they have missed out one of the 6 fields put a query-mark (?) to denote this. Currently, the Partner List ask for information about :

- [1] Whether he is **REGULAR / OCCASIONAL / `ONE-OFF`**.
- [2] His **AGE** (if you know it, or your guess).
- [3] How long you have been having sex with him.
- [4] Where you met him: originally (if a regular partner), or on that occasion (if a casual partner)
- [5] His **HIV status** (one of: Negative, Positive or Don't Know)

Comment field (F3 see below).

³ if you get the records out of chronological order they can be restored, but don't do it yourself -- seek advice of the expert.

[6] Initials or name of partner.

An example of a partner list when he first appears in the diary might be:

P1: **Regular; 18ish; 3 months; Thru local paper; Negative; Tom**

but a diarist might simply say "1-off , met in Park"; in that case enter it in the diary as:

C2: **1-Off;?;?;Met in park;?;?**

Precede all partner numbers by one of P,O or C. 'P' means a regular partner, 'O' means an occasional partner (i.e.: more than once) and C means a casual partner (i.e.: `one-off').

■ Entering comment

Attached to each record is an additional page, accessed by pressing F3. In this field any additional, explanatory or comment material should be typed. Be alert especially to unusual or uncommon or noteworthy activity or event, and use the diarist's own words for quotable quotes.

For example:

- condom slipped off or tore
- comments on sexual activity made by the respondent, such as
"let me fuck him without condom" or *"don't remember any more; drunk"*
- comments by you (with your initials!) for attention of Investigator, or general interest.

■ Identifying yourself

Finally, don't forget to initial and date the front of the diary when you have entered it on Cardbox. ... Many thanks, and good luck!

QUICK REFERENCE GUIDE TO SEXUAL DIARY CODES

STRUCTURE OF SEXUAL ACT:
Modality Behaviour , Outcome/diarist Outcome/ Partner

Modalities:

S ... elf

H ... im

A ... ctive

P ... assive

M ... utual



BEHAVIOURS



W...anking
 F...ucking
 S...ucking
 DK...issing
 V...aginal intercourse
 CN **Cunnilingus**
 RI...mming
 TF **Thigh Fuck**
 FG **Fingering**
 FL...sting
 BR **Body Rub**
 MA...ssage
 CP **Corporal Punishment** (of some form)
 DO...uching (Enema)
 TT **Tit Torture** (Nipple play)
 WS **Water Sports**
 FD **Fuck with a Dildo**
 BD **Bondage**
 CE **Cock & ball play/torture**



Code	OUTCOME Destination
N	No ejaculation
X	Ejaculation `elsewhere'
I	On Me (ie: on EGO)
O	On Him (ie: on ALTER)
C	into a Condom
H	In Him (ie: in ALTER)
M	In Me (ie: in EGO)

ACCOMPANIMENTS

c
 condom
 p
 poppers
 l
 lubricants
 d
 illegal drugs
 a
 alcohol
 t
 toys (including
 s e x
 vide
 os,ti
 t -
 clam
 ps...
)

SIGMA 9-FOLD TYPOLOGY

	Under 21 years	21 to 39 years	over 39 years
One sexually exclusive partner	I	II	III
At least one regular partner, and others	IV	V	VI
No regular sexual partner	VII	VIII	IX

OTHER

& means simultaneous act
 , separates outcomes from the act
 / to indicate the start of an accompaniment list.
 #n: partner number (in multiple partner sessions)

HIV-1 antibody STATUS CODES:

NEG negative
 POS positive
 NT not tested