

Instructions for “Text Messages RECEIVED” Log Form

Please use the back of the forms if you need to make any comments. Just make sure you write the ID No. down so we know which message your comment refers to.

ID No.

The forms are pre-numbered (R1, R2, etc.) so there is room for you to enter information for 140 received messages. Let us know if you think you’ll need more forms.

Date

You only need to write in the day of the month here; e.g., for the 22nd of September, just write “22”.

Time

Please enter the time as accurately as you can; use the 24-hour clock (“9.15”, “14.35”, “21.35”, etc.); this will help us to see the correct sequencing of messages.

Received from phone (P) or Internet (I)

If you received the message from a phone, enter a “P”; if you received the message from the Internet (Genie, Breathe.com, etc.), enter an “I”. If you can’t tell where it was sent from, just write down a “?”.

Reply to your sent msg? If yes, give ID

If you received this message as a reply to one of your SENT messages, please write the ID of the sent message, “S1”, “S13”, etc. If this was NOT a reply to one of your messages, just write “No”.

Received from?

Write the name of the person you received the message from. We’d prefer you to enter people’s real names (first name only). If you want to make up a name for someone, that’s okay. Just be consistent with the made-up name so we can tell whether you’ve received messages from the same person several times.

Your physical location

Enter this in as much detail as possible. For example, rather than just saying “home”, we’d like to know whether you were “at the table in the kitchen”; “lying on your bed”, etc. Or, rather than just saying “at school”, were you “sitting in Chemistry”, “eating in the lunchroom”, etc.

Briefly describe content

Give us some idea of what the message is about. For example, was it a “goodnight message”, was it “to discuss where to meet”, was it someone “describing a new hair product”, whatever description will give us some idea about why someone sent you the message.

Length (letters or lines of text)

Most phones don’t tell you how many letters are in a received text message. If yours does, just enter the number of letters. If it doesn’t, you can just tell us how many lines of text the message is, and write a note somewhere on the form about how many letters fit in one line of text so we can figure out the number of letters in your message.

List any abbreviations, shorthands, etc. in message

We’re interested in finding out what kinds of abbreviations, etc. people use in text messages (e.g., “u” for you, “bout” for about, etc.). Please enter any that were in the received messages; if the same ones are used in several messages, you don’t need to enter them each time, just enter ones that you haven’t told us about before.

Did it lead to a phone conversation, meeting, etc? If yes, explain.

Sometimes text message conversations lead to a phone call, meeting up, or a different sort of exchange. If this happened, please explain. If not, just enter “No”. You can go back in and fill this column in later, if it turns out that this message did lead to a phone call, meeting, etc.