

# THE CODE-BOOK FOR THE PROGRAM SQP

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## **Introduction**

The purpose of this code-book is to give the user of SQP guidelines so that he/she uses the same coding rules as were used in the meta-analysis of the data of the MTMM experiments. Only if the same coding procedures are used one can expect that the program SQP predicts a value for the reliability and validity that could have been obtained from a data quality experiment using the MTMM design. From the background of the program SQP we refer to W.E. Saris and I.N. Gallhofer Design, Evaluation and Analysis of questionnaires for survey research, Wiley, 2007.

All choices will be discussed in the sequence in which they occur in the program. Also the categories are presented normally in the same order. Sometimes that will not be the most easy way to understand the differences between the different codes. In that case one has to look at the broader context to understand the codes better.

## **1. CHOICE OF OPTIONS WITH RESPECT TO THE DOMAIN**

Originally the classification of the Central Data Archive in Cologne/Germany has been used for the coding. But in the analysis only the following categories have been employed for the *domain*.

### ***Categories***

1. National politics
2. International politics
3. Health
4. Living conditions and background characteristics
5. Life in general
6. Other subjective variables, e.g. crime
7. Work
8. Others: Consumption, leisure, family, personal relations, race etc.

### ***Explanation***

All topics not coded as 1-7 should be coded as “others”

## 2. CHOICE OF OPTIONS WITH RESPECT TO THE CONCEPT

This classification system is based on Saris and Gallhofer (2004) formulation and classification of survey-questions.

### *Categories*

1. *evaluative belief*
2. *feeling*
3. *importance*
4. *expectation of future events*
5. *facts, background or behavior*
6. *all other simple concepts*
7. *complex concepts*

### *Explanation*

#### *Simple concepts*

Evaluative Belief includes structures of relations and Behavioral concepts where the assertion contains an evaluative connotation in terms of good/bad.

The structure for evaluative belief relations is  $(xR_e y)$ .  
An example could be:

*The budget reform has led to prosperity in the United States*

Where “the budget reform” is x, “prosperity in the United States” is y and “has led to” is the connector R. Since the term “prosperity” has a positive connotation We can say that this statement expresses an evaluation.

Feelings are affective evaluations. There are 3 basic structures:  $(xF_y)$  means x likes y;

$(xIf)$  means x is pleasant and  $(xRf)$  means x makes me angry.

Thus f or F stands for feelings of anger, disgust, sadness, contempt, shame, humility, hope desire, happiness, surprise etc.

Importance has two structures:

The structure  $(v I i)$  means this value is very important. Values are, e.g., life satisfaction, honesty, security etc.  
An example could be:

*How important is justice for you?*

The other structure is (x I i) which means x, being something else than a value, is important.

Example:

*How interested are you in politics?*

Note that x relates to “politics” being not a value and i refers to “interested” which indicates importance.

Expectations of future events relates to anticipations of events in which oneself is not involved. The structure is (xEy) and means x expects y.

Example:

*Do you expect that in the future your financial position will improve?*

Facts, background or behavior are factual variables and they relate to age, occupation, sex, religion, education, marital status, ethnicity, income, family size, community type.

Example:

*What is your age?*

And behavior variables The structure of them is (xDy) and means x does/did y.

Examples could be:

*Did you further attend school after primary school ?*

*When do you go shopping?*

There exist many more other simple concepts, but we could not use all of them in our research. So they were included in the Other simple concepts categories. Examples are given below. For more details we refer to Saris and Gallhofer (2007)

A cognitive judgment has the structure (xIc) which means x has predicate c or x is c.

Predicate c contains neutral words, thus no evaluations or feelings or importance

Example:

*Do you consider our government as competent?*

The structure of a relationship is (xRy) which means x has a relationship with y.

These relationships can be causal such as:

*Do you think that banks have a great influence on politics?*

Or they can refer to similarity/dissimilarity distance/closeness between x and y:

*How close are you to your children?*

*How similar are you to this person?*

The structure of evaluation is (xIe) which means x is good/bad advantageous/disadvantageous.

Note that the structure is the same as for judgments but only the predicate differs.

Example:

*Was the Gulf War good or bad for the American economy?*

Preferences can have two structures:

(xPy,z..) means x is preferred above y, z....

(sPy) means the respondent is in favor of y

Examples could be:

*Which of the following parties do you prefer?*

*Are you in favor or opposed to an attack on Iran?*

Norms consist of a person's perception how or what is the socially accepted standard behavior, i.e. how one should act.

The structure is (oHb) and means one should do b.

Example:

*Do you think that couples should not divorce*

*when they have young children ?*

Policies relate to measures of the government.

The structure is (gHb) and means the government should do b.

Example:

*Should the government relax the immigration law?*

Rights consist of what authorization or competence others should have when acting.

The structure is (oIRb) and means one has the right or is allowed to do b.

Example:

*Should foreigners get the same rights as the native population?*

An action tendency consists of what one intends to do in the future. The structure is (xFDy) which means x will do y.

Example:

*Do you intend to cast your vote during the next elections?*

A complex concept arises if variables x,y of an assertion are substituted by an assertion itself.

Substitutions for the x or y can be employed for nearly all elementary concepts. In this codebook we mention as examples the following statements:

*Importance of a judgment* is a complex concept. Its structure is (a I i) and it means that assertion a (which can be any type of a concept) is important.

Example:

*How important is it to you that your children get a good education?*

*Certainty of a judgment* is also a complex concept. Its structure is (a I ce) and indicates the degree of certainty of an assertion a.

Example:

*How certain are you that you will cast your vote during the next elections?*

Frequency of behavior has the structure ((xDy) In) which means the behavior (xDy) is done frequently.

Example:

*How often did you go to church ?*

### 3. ASSOCIATED CHARACTERISTICS

The choice of the trait leads automatically to some characteristics which can have a positive or a negative effect.

#### *Social Desirability*

##### **Categories**

- 0. not present
- 1. a bit
- 2. a lot

##### **Explanation**

Social desirable responses occur when the response categories are not equally social desirable.

Topics where it can occur are: voting behavior, behavior related to drug addiction, crimes, illnesses, sexual behavior, charity, financial matters and being a well informed and cultured person. The choice of the category is of course a subjective estimate

#### *Centrality*

##### **Categories**

- 1. not at all
- 2. a bit
- 3. rather central
- 4. central
- 5. very central

##### **Explanation**

Some topics are more central in the mind of the respondents than other topics. The information about the centrality can be derived by going into the archives and registering the average percentage of “don't know” answers to this type of question.

If this information is not available, one can do it intuitively on the basis of what you know as researcher.

#### *Time specification*

##### **Categories**

- 1. Past
- 2. Future
- 3. Present

##### **Explanation**

Questions can concern the past, the future or the present.

#### 4. FORMULATION OF THE REQUEST FOR AN ANSWER

A distinction has been made between a basic choice and other choices.

##### 4.1. REQUEST FORMULATION: BASIC CHOICE

This classification is described in Saris and Gallhofer (2007).

##### *Categories*

1. *Indirect requests*
2. *Direct request without WH word*
3. *Direct requests with WH words*

##### *Explanation*

Indirect request are characterized by the use of prerequisites  
A frequently occurring example is the Agree/disagree request

An example could be:

*Do you agree or disagree that Turks are aggressive?*

But also other pre-requests can be used. For example:

*Do you think that Turks are in general friendly*

Direct requests do not contain a pre-request but are characterized by the inversion of the verb and the subject.

Examples could be:

*Do you prefer the Republicans above the Democrats?*

Direct requests with WH words are normally opened with a word like Who, which, what, when, where but also how. A number of examples are given below:

This question asks information about the actor in an assertion. Frequently it is used to determine the knowledge of a respondent in a certain domain.

Example: *Who is the president of the EC?*

Most often this type of question is used to measure preferences.

Example: *Which candidate do you prefer?*

This question form can be used for many different purposes: factual information about objects, but also cognitions like causes or effects or expectations, knowledge etc.

Examples: *What did you buy?*

*What do you think of president Bush?*

This question asks about the time when a described act took place.

Example:

*When did you go to school for the first time?*

This question asks about the place where an event took place.

Example:

*Where did you go by car?*

This question asks about the way in which the act was done or by which procedure.

Example:

*How did you pay the car ?*

1. *by credit card* 2. *cash* 3. *in another way*

This question word can also be used to ask about relations.

Example: *How did it happen that the position of the blacks changed?*

“How” also can measure an opinion.

Example: *How do you see the future?*

The fourth use of “how” is in questions about quantities and frequencies such as:

*How often do you go to church?*

*How many hours a day do you watch television?*

“How” can also relate to requests which ask about the extremity of an opinion.

Example: *How interested are you in politics:*

*Very interested, rather interested, a bit interested, not at all interested?*

*How strongly do you believe that you will get a new job next year?*

This question word can also relate to the intensity of an opinion.

*Why did you leave school?*

This question asks for the reasons why something had to be done.



## Other Variables

*Use of a statement or a stimulus in the request*

### **Categories**

- 0. no stimulus or statement used
- 1. stimulus or statement used

### **Explanation**

A stimulus in a question can be a noun or a combination of nouns like a party name, a name of an institution or a brand. Frequently they occur in batteries of survey items.

Example:

*How do you evaluate the following brands of cars:*

*Citroen*

*Peugeot*

*Mercedes*

*Renault*

*Volkswagen*

*Etc.*

*1. Very good 2. good 3. neither good nor bad 4. bad*

*5. very bad*

Statements in a question consist of complete sentences.

Example:

*Do you think that the following statement is true:*

*“Men are more intelligent than women”.*

*Use of gradation*

### **Categories**

- 0. no gradation used
- 1. gradation used

### **Explanation**

Is gradation in an opinion asked ?

This is the case if more than 2 ordered categories are used.

Examples:

*How much do you agree or disagree with the following statement?*

*How much do you like your job?*

## 4.2 FORMULATION OF THE REQUEST: OTHER CHOICES

### **Variable**

*Absolute or comparative judgment*

### **Categories**

*0= an absolute judgment*

*1= a comparative judgment*

### **Explanation**

When respondents have to evaluate an event or something else, they often have to give an absolute judgment

An example could be:

*How satisfied are you with your health?*

However, it is also possible to ask respondents to compare two events or things.

Example:

*Are you now more or less satisfied than in the past?*

*Balance of request*

### **Categories**

*0=balanced*

*1=unbalanced*

*2 not applicable*

### **Explanation**

A request is balanced when answer categories of both directions are mentioned in the request.

Example:

*Do you like or dislike foreigners?*

A request is also balanced when no answer categories are mentioned because in this case the question does not point in a certain direction:

Example:

*What do you feel about foreigners?*

From this it follows that a question is unbalanced when only answer categories in one direction are indicated, because it suggests one direction of answers.

Example:

*Do you dislike foreigners?*

*Presence of exhortation to answer*

### **Categories**

*0= not present*

*1 =present*

### **Explanation**

Is there a specific phrase in the requests that tries to

stimulate the respondent to answer.

Examples of exhortation to answer could be:

Please read this question carefully before answering

*Could you tell me....,*

*We would like to ask you.... etc.*

*Emphasis on the subjective opinion*

**Categories**

0= not present

1 =present

**Explanation**

Examples could be:

*Please,give us your opinion about...*

*What do you think about...,*

*According to you...,*

*In your opinion... etc.*

Information about the *Opinion of other people*

**Categories**

0=no

1=yes

**Explanation**

Opinions of other people are given in the request

An example could be:

*Some people are against nuclear energy others favor it...,*

## 5. THE RESPONSE SCALE

The response scale characteristics concern basic and other choices.

### 5.1 THE RESPONSE SCALE : BASIC CHOICES

#### *Categories*

1. Categories
2. Yes / no
3. Frequency of amounts
3. Magnitudes
4. Line production
5. More steps procedure

#### *Explanation*

We speak about category scales when the number of categories is between 3 and 12.

One can also distinguish two different classes of categories.

Nominal categories consisting of a set of options.

An example could be:

*What is the most important problem our country faces today?*

1. *terrorism*
2. *unemployment*
3. *racism*
4. *criminality*
5. *others, namely*

Ordinal response categories require an ordering of the alternatives.

*How would you evaluate the policies of the incumbent president of the United States?*

1. *very bad*
2. *rather bad*
3. *bad*
4. *neither bad nor good*
5. *good*
6. *rather good*
7. *very good*

All category scales with 2 categories we summarize under yes no scales.

Example:

*Did you go to college, yes or no?*

Examples of Frequencies or amount requests could be:  
*How many years did you live in New York?*

Example of magnitude estimation:  
*How satisfied are you with your house?*  
*Express your opinion with a number between*  
*0 and 100, where 0 means completely dissatisfied*  
*and 100 completely satisfied.*

Example line production:  
*How satisfied are you with your house?*  
*Express your opinion in length of lines, where*  
*completely dissatisfied is expressed by the following*  
*line*

—  
*and completely satisfied by the following line*

---

Example of a More steps procedure  
 As the term states these requests consist of more  
 than one question. An example could be:

*Do you favor or oppose abortion?*  
*1. favor 2. oppose*

*How much do you favor abortion?*  
*1. I am absolutely for it 2. I am for it*

*How much do you oppose abortion?*  
*1. I am absolutely against it 2. I am against it*

## 5.2 RESPONSE SCALE: OTHER CHOICES

*Labels of categories*

### ***Categories***

- 1 none
- 2 some
- 2 all

### ***Explanation***

Categories can be entirely labeled, partially labeled  
 or not labeled at all.

An example with some categories labeled:  
 give a number between 1 and 5 where

- 1. very good      5.very bad

*An example where all categories are labeled*

1. very good 2. good 3. not good at all

*Kind of labels*

**Categories**

1=short text

2=complete sentence

**Explanation**

One has the choice between full sentences, or short predicates.

Examples of a short text could be:

1. *in favor* 2. *against*

Examples of complete sentences

1. *I am in favor of the President*

2. *I am neither in favor nor against the President*

3. *I am against the President*

*Neutral or middle category*

**Categories**

1=present

2=only registered

3=not present

4=not applicable

**Explanation**

The following options can be considered:

Present =the middle is explicitly mentioned

only registered = the middle is not explicitly mentioned but such a response will be registered

not present =the middle is not present and not registered

It might not be applicable if frequencies or yes/no answers are requested.

Note that the neutral category is not equal to no answer or no opinion.

*The Range of the scale*

**Categories**

1.unipolar-unipolar

2.bipolar-bipolar

3.bipolar-unipolar

4 Not applicable

**Explanation**

We consider the following options relevant for the full theoretical range of the scale and compare it with the used scale.

If the theoretical range is *unipolar* then the response scale is normally also unipolar.

Example:

frequency scale are typically unipolar and the response scale as well

*1.very often.....4. never*

The theoretical range is *bipolar*. This means that the response scale contains the two opposing poles. If the used scale is also bipolar we use code 2.

Examples:

For the theoretical and used scale we have:

*1. very satisfied.....5. very unsatisfied*

*1. bad.....3. good*

The theoretical range may be bipolar but the used response scale might only be unipolar

Example:

Theoretically satisfaction goes from very dissatisfied till very satisfied

If the used scale is

*1. not satisfied.....5.very satisfied*

then code 3 should be given

The term theoretical range is not applicable in the case where yes/no , true/false answers, or numbers are used. In that case give code 1.

*Correspondence between the labels and the numbers of the scale*

#### **Categories**

1=high

2=medium

3=low

0=not applicable

#### **Explanation**

Example of high correspondence

-3	-2	-1	0	1	2	3
disagree	disagree	disagree	neither	agree	agree	agree
completely	strongly		agree		strongly	completely
			nor			
			disagree			

Example of medium correspondence:

1	2	3	4	5	6	7
disagree	disagree	disagree	neither	agree	agree	agree
completely	strongly		agree		strongly	completely
			nor			
			disagree			

Example of low correspondence:

1	2	3	4	5	6	7
agree completely	agree strongly	agree	neither agree nor disagree	disagree	disagree strongly	disagree completely

This concept is not applicable in the case where yes/no, true/false answers, frequencies or numbers are used.

### *Symmetry of response scale*

#### **Categories**

0=asymmetric

1= symmetric

2 non applicable

#### **Explanation**

The following options can be considered:

A scale is asymmetric when there are no equal response options at both sides of the scale

Example

1. *like very much* 2. *like it* 3. *don't like it*

A scale is symmetric when there is a correspondence between all terms such that their relationship is reversible. The scale thus must be bipolar and the quantifiers on both sides must be similar.

Example:

1. *very good*.....2.*good*.....3.*bad*.....4.*very bad*

This concept is not applicable when nominal categories and frequencies are used.

### *Order of the labels*

#### **Categories**

1=most negative

2=most positive

0=neither

#### **Explanation**

The question is whether the scale starts with the lowest, most negative, score or the highest, most positive one.



*Number of fixed reference points*

**Categories**

numeric

maximum=3

**Explanation**

The subjective scale can be connected to the response scale by reference points.

Example: *give a number between 1 and 10:*

*1=good 5= neither good nor bad 10=bad*

This scale has 3 reference points.

If there are completely labeled category scales then the number of reference points equals the number of categories mentioned.

The reference points on a scale can have a fixed position on the subjective scale. In that case we speak of fixed reference points.

Taking the example of above

*1=good 5=neither good/nor bad 10=bad*

good/bad are not fixed reference points because their position is not necessarily on the end points of the scale only the neutral point 5 is fixed

Example of fixed reference points:

*1= as good as possible/extremely good*

*10= as bad as possible/extremely bad*

These terms are fixed because their position is on the end points of the scale

*Number of categories*

**Categories**

numeric

maximum=12

**Explanation**

The code is equal to the number of categories of the category scale provided.

Do not include the “don’t know” category in the count

.

*Highest number possible*

**Categories**

Numeric

Maximum=5000

**Explanation**

This code is equal to the maximum value possible on the frequency question.

.

.

*Don't-know-possibility*

**Categories**

- 1=present
- 2=only registered
- 3.=not present
- 4=not applicable

**Explanation**

The following options can be considered:

Present =the middle is explicitly mentioned

only registered = the middle is not explicitly mentioned but such a response will be registered

not present =the middle is not present and not registered

It might not be applicable if frequencies or yes/no answers are requested.

Note that the neutral category is not equal to no answer or no opinion.

## 6. SURVEY ITEM SPECIFICATION: BASIC CHOICES

A survey item can contain many different components. The more there are the longer the item becomes. This can have a negative effect on the response and the quality of the response.

We study the presence or absence of the following components.

**Categories**

- 1. direct question
- 2. instruction
- 3. declarative
- 4. none of the three

**Explanation**

Direct question

Examples:

*Did you vote or not during the last elections?*

*How satisfied are you with the accomplishments of your children, very satisfied, satisfied, neither satisfied nor unsatisfied, unsatisfied, very unsatisfied?*

Question instruction

This part contains instructions to the respondent which are combined with a subordinate question clause.

Examples :

*Tell me for each proposal whether you are for or against it?*

*Please, indicate in how far you agree with this statement.*

Declarative

Example:

Now I would like to ask you .....

None of the three

These parts are absent, e.g., when stimuli are presented in a battery. We assume that only the first item in a battery contains these parts. We assume that the later items only consist of the statement or stimulus and the response categories.

*Respondent's instruction***Categories**

0=absent

1=present

**Explanation**

Researchers can give instructions to the respondent which are linguistically characterized by the imperative mood or polite versions of it.

examples:

- *Answer the question with this card.*
- *Please, imagine a scale from 1 to 5.*

*Interviewer's instruction***Categories**

0=absent

1=present

**Explanation**

Examples:

- *Read out*
- *If unclear, repeat the instructions.*

*Extra motivation/ information/definitions***Categories**

0=absent

1=present

**Explanation**

Motivation explains the broader purpose of the research to the respondent.

Examples:

*We are doing research to find out the best way to ask these questions.*

*For the statistically processing of a survey research it is important that the research is representative for the entire population. In order to obtain this we need to know the general range of incomes of all people we interview.*

Sometimes a definition of or information about concepts is provided in the survey item.

Example:

*By abortion we understand the deliberate break off of a pregnancy by a physician.*

### *Introduction*

#### ***Categories***

0=absent

1=present

#### ***Explanation***

Introductions have mainly the function to initiate the topic of the request for answers to the respondent and consist of one or more sentences.

Examples could be:

*Now, a couple of questions follow about your health.*

*The next question deals with your work.*

Sometimes a survey item contains two requests where the first request just functions as an introduction because no answer is required. The second request is the one to be answered which is indicated by the answer categories.

Example:

*Would you mind telling me your race or ethnic origin?*

*Are you white black, Hispanic American, Alaskan native, Asian or Pacific Islander?*

## 7. SURVEY SPECIFICATION: OTHER CHOICES

### 7.1 COMPLEXITY OF THE INTRODUCTION

#### *Variable*

#### *Explanation*

*Request present in the Introduction*

#### ***Categories***

numeric

maximum=2

#### ***Explanation***

An introduction of a survey item can consist of one or more sentences. As shown earlier also in the introduction a question form can be used.

Example:

*Would you mind telling me your race or ethnic origin?*

(Thereafter the actual question follows)

*The number of words*

#### ***Categories***

numeric

maximum=30

#### ***Explanation***

This is a simple count of the number of words in the introduction.

*The mean of words per sentence*

#### ***Categories***

numeric

maximum=30

#### ***Explanation***

This score can be created by dividing the total number of words in the introduction by the number of sentences in the introduction.

*The number of subordinate clauses*

#### ***Categories***

numeric

maximum=3

#### ***Explanation***

An introduction can consist of a main clause and subordinate clauses. Subordinate clauses can not stand alone while main clauses can.

Markers for subordinate clauses can be, f.i., conditional (if / whether/suppose that...) concessive (although...); causal (because...); or consecutive (...so that.../ to...) relative (who or that...) etc.

Example:

*Now we would like to ask you whether or not you are satisfied with your job.*

*“whether or not you are satisfied with your job” is a subordinate clause.*

Knowledge provided

### **Categories**

1=nothing

2=definitions only

3=extra information

4=both

### ***Explanation***

In survey items relevant information can be provided such as information about the topic or definition of terms or both.

Examples of extra information could be:

*An overview of the consequences when leaving Nato is given below.*

*As you might know there was an extended discussion in congress about gun control...*

An example of a definition is as follows:

*By euthanasia we understand the administering of.... etc.*

## **7.2 COMPLEXITY OF THE REQUEST**

### ***Variable***

### ***Explanation***

*The number of interrogative sentences*

### ***Categories***

numeric

maximum=3

### ***Explanation***

A request for an answer can consist of one or more interrogative sentence.

Examples:

*What party did you vote for ? Was it the Democrats of the republicans ?*

*The number of words*

**Categories**

Numeric

Maximum=30

**Explanation**

This is a simple count of the number of words in the request.

*The mean number of words per sentence*

**Categories**

Numeric

Maximum=30

**Explanation**

This score can be created by dividing the total number of words in the request by the number of sentences in the request.

*The mean number of syllables per word*

**Categories**

Numeric

Maximum=4

**Explanation**

This mean is based on a simple count of the number of syllables per word in the request

*The number of subordinate clauses*

**Categories**

Numeric

Maximum=3

**Explanation**

A request can consist of main clauses and subordinate clauses. Subordinate clauses can not stand only while main clauses can. Markers for subordinate clauses can be, f.i., conditional (if / whether/suppose that...) concessive (although...); causal (because...); or consecutive (...so that.../ to...).relative ( who or that...) etc.

Example:

*Do you think that in the future your financial situation might improve?*

(1 subordinate clause “that in the future your financial situation might improve).

*The number of nouns*

**Categories**

Numeric

Maximum= 15

**Explanation**

The request mentioned above had 2 nouns future and situation

*The number of abstract nouns on the total number of nouns*

**Categories**

Numeric

Maximum 15

**Explanation**

We need this information to get an index of the abstractness of the request. Thus the number of nouns has to be counted. and from this amount the number of abstract nouns has to be detected. Abstract nouns indicate objects which in principle can not *be touched*; *thus no living beings or physical objects*. In English they can often be found by looking at nouns with the following endings:

-HOOD these nouns indicate a status, e.g.: boyhood.

-SHIP indicate a status/condition e.g.: friendship, dictatorship.

-DOM indicate a domain or condition, e.g.: kingdom, stardom.

-(A)TION e.g.: relation, information.

-ISM showing qualities typical/specific of a doctrine, principle or movement, e.g.: Americanism, heroism, communism.

-CY e.g.: accuracy, infancy

-AGE e.g.: breakage, sabotage

-NESS indicate state or quality, e.g.: happiness

-ITY indicate state or quality, e.g.: sanity



## 8. MODE OF DATA COLLECTION: OTHER CHOICES

### *Variable*

*Computer assisted*

#### ***Categories***

0=no, paper and pencil

1=yes

#### ***Explanation***

The data can be collected by computer assisted *interviewing* or not

*Interviewer-administered*

#### ***Categories***

0=self-administered

1=interviewer administered

#### ***Explanation***

One can use interviewers to present the information or not, e.g. self-administered.

*Presentation of information*

#### ***Categories***

0 visual

1 orally

2 orally with show cards

#### ***Explanation***

The information can be presented orally, that means that the interviewer reads the text or visually, which includes written text or on computer screens.

The requests can also be presented orally, but next to oral presentation, the interviewer can provide show cards to the respondent.

## 9. POSITION OF THE ITEM IN THE QUESTIONNAIRE

*Item placed in a battery of similar items*

**Categories**

0=no

1=yes

**Explanation**

A survey item can be placed in a battery with identical answer scales within the question or not

*The position of the item in the questionnaire*

**Categories**

Numeric

Maximum 250

**Explanation**

The designer is free to place the question anywhere in the questionnaire. This means that you have to count the number of requests preceding the specific request

*Language used in the questionnaire*

**Categories**

Dutch

English

German

Other language

**Sample characteristics**

This information can be obtained from the Statistical Offices in the particular country.

*Percentage of low education*

**Categories**

numeric

maximum=100

**Explanation**

The distinction of “low”, medium” and “high education” has to be made according to the standards in your country. “Low” usually means primary school and some low vocational training. “High” usually means university training or college of advanced higher education.

*Percentage of high age*

**Categories**

**Explanation**

We used the following categories:  
65 years or older

*Percentage of males*

**Categories**

numeric

Maximum=100

**Explanation**

It is evident to discern between females and males.

## 10. MTMM design

This is only used for MTMM studies

*Design*

**Categories**

0= one time

1= more times

### **Explanation**

The repeated observations can be in different questionnaires but also in the same questionnaire.

*Distance between repeated methods*

**Categories**

numeric

maximum=250

### **Explanation**

The number of questions between the last observation of the specific question and the repeated observation. If the repetition did not occur in the same questionnaire The distance is specified to be 250 questions

*Number of traits*

**Categories**

numeric

in

maximum=6

### **Explanation**

The number of the traits. Normally the traits are presented the same order and so this variable indicates the position of the specific question in the sequence of questions in the MTMM design.

*Number of methods*

**Categories**

numeric

Maximum= 6

### **Explanation**

The different traits are observed with different methods. Normally all traits are first measured with method 1 then with method 2 etc. So this variable should be equal to the number of the method in this series.