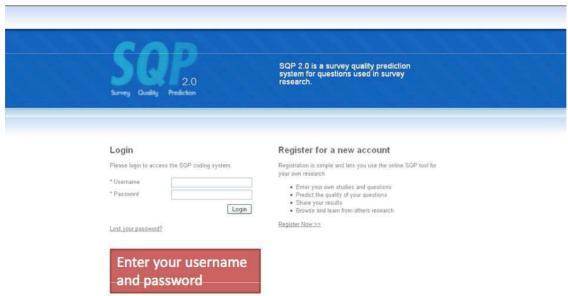
BRIEF INTRODUCTION TO SQP

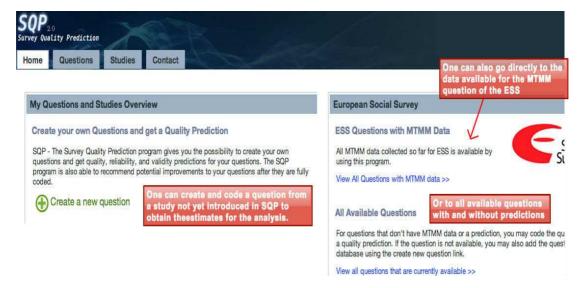
Access to SQP 2.0: http://sqp.upf.edu

The first screens provide information about the purpose of the program and other practical information. To log in, follow the indications in the next screens.



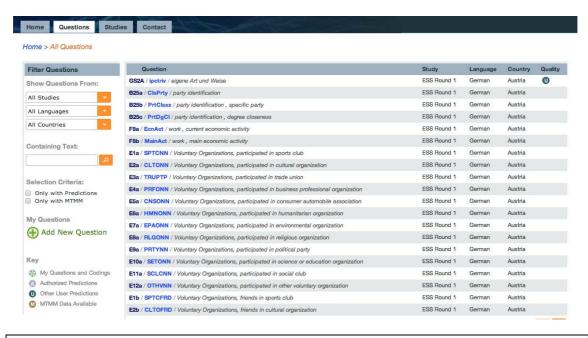


SQP allows each user to be participant of the development of a database of questions with quality estimates. A user is able to create an own study in which the specific questions will be introduced and can be coded by the user and others. Also a user is able to check the coding results of any question introduced by any user and in any study.



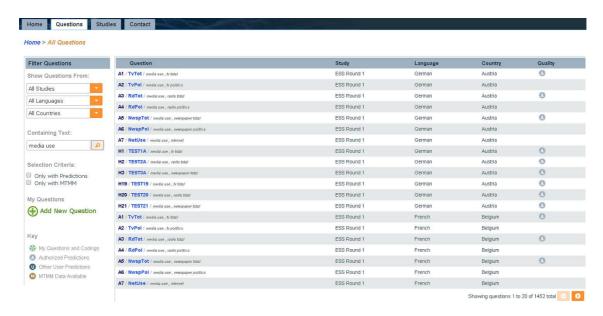
If a user is interested on checking the estimates already available of the MTMM data from the ESS he or she can access to them through the Home page or use the Filter Option once the questions are listed. All MTMM questions have authorized estimates because UPF-RECSM has controlled upon the coding of these questions in the different languages.

The Questions list shows the variable name and number in the questionnaire. It also provides information about the concept measured, the language, the country, the study where it belongs and the coding progress. In the coding progress one can know if the question belongs to an MTMM experiment, if another user has coded already the question and if the coding has been authorized under the supervision of a RECSM researcher.

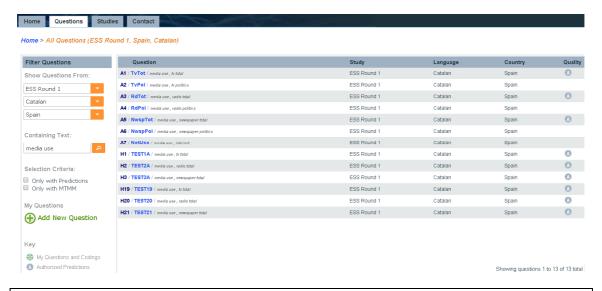


1. How to find your question of interest in SQP

While using SQP the user is frequently interested in a particular question or topic. However, one should be aware that there are currently more than 65.000 questions available from many different studies. Therefore, if a user is interested in a topic he or she should use the "Containing text" filter option. The "Containing text" box is looking for the exact wording in any part of the question (i.e. the name, the variable name, the concept description or the question text). For this reason, we suggest to use single words that describe the topic like "media", "tv", "satisfaction", etc. This will lead the user to a smaller list of questions containing the selected text for the languages, countries and studies for which it is available.

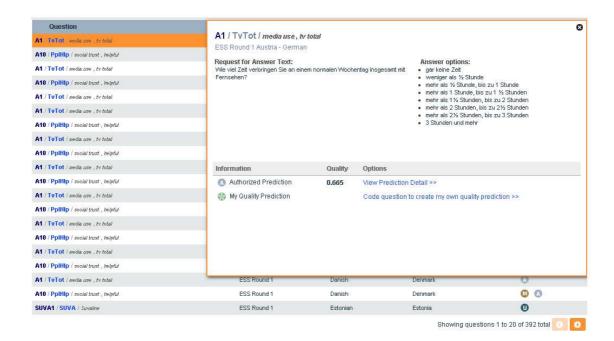


However, if the user already knows of the existence of a specific question in a study then he can add to the filter options the study, the language and the country to obtain an even smaller list.



2. If the question of interest is already coded

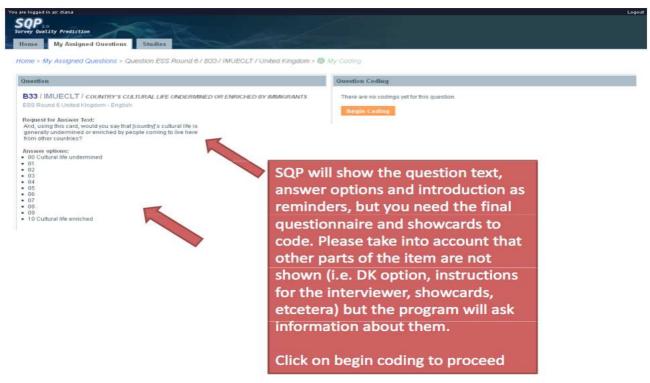
If one chooses a question which has been already coded and authorized the quality predictions will be already available for any user. Furthermore, one can obtain the estimates for the reliability and validity coefficients and the common method variance clicking on "View prediction details". It is important to notice that there are user codings and authorized codings. We suggest trusting on the authorized codings as they have been coded in the different languages by native coders under the training and supervision of RECSM members. Thus, if the question of interest is coded but not authorized we suggest to double check the coding.



3. Coding a question

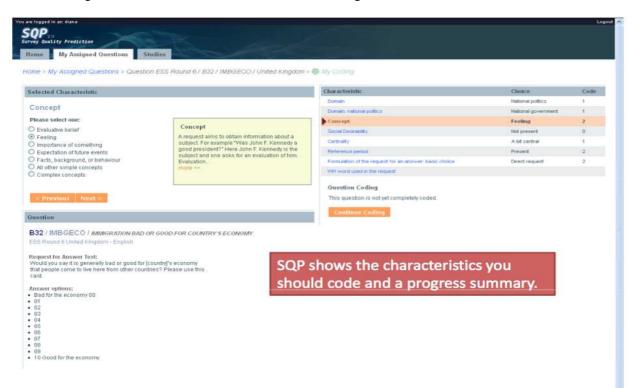
In order to start doing your own coding one has to select the question of interest and click on: "Code question to create my own quality prediction". Even if another user has already coded the question you will be able to code it too.

The program will show the selected item to be coded, including the introduction (if present), the request for answer and the answer options. However, this text is just a reminder and it is not the object of coding. Coders should base their codes on the country questionnaires and show cards (if used). For example, the interviewer instructions and the Don't Know option hardly ever appear in the screens, but the coder should base on the information in the questionnaires to see if there are instructions or not.



Once the SQP question and the real questionnaire are opened we can begin the coding process. SQP will provide you with the set of characteristics you need to code based on the question selected and your

previous coding decisions. For example, if one specifies that there is no introduction present; SQP will not ask the linguistic characteristics of the introduction for coding.



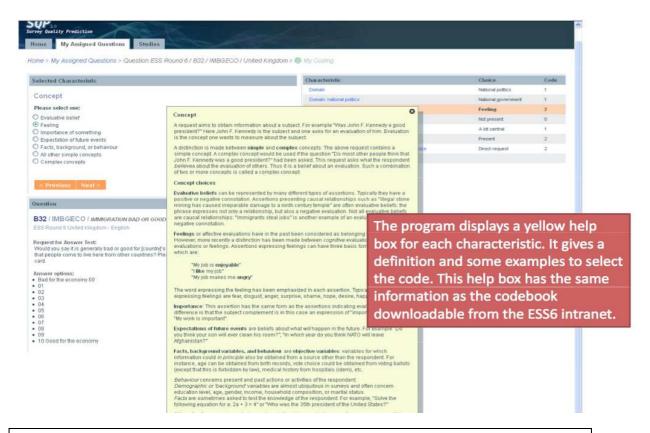
To get an overview of the type of characteristics one will be asked to code in SQP, Table 1 provides a short description of the basic characteristics one will encounter while coding. Note that not all characteristics have been introduced because some characteristics will depend on the previous coding (i.e. specific characteristics for the type of response options, specific linguistic characteristics if the introduction is present, specific characteristics if a show card is used, etc.)

Table 1: Summary of SQP basic characteristics

Characteristics	Short Description
Domain	The domain is the topic of the assertion that the researcher wants to measure
	using this question. Is determined by the research goal.
Concept	The concept identifies how the question is measured. It is what the
	researcher really wants to know about the subject or domain. It is also
	determined by the research goal.
Social desirability	Is connected with the choice of the domain. Identifies sensitive questions,
	which can make a difference on responses obtained.
Centrality	Is also directly connected with the choice of the domain. It measures the
	familiarity of the respondent with the topic.
Reference period	Is again also connected with the research topic. The time period mentioned
	in the request can be: present, past or future.
Formulation of the	Identifies if a request if formulated as a direct or indirect request or if there
request for an answer:	is no request present, which will mean that the request (in this case the
basic choice	stimuli or statement) belongs to a battery of questions (except for the 1st
	item of the battery which will have either a direct or and indirect request
	which introduces the battery).
WH word used in the	Identifies opened questions by the use of: "who", "which", "what", "when",
request	"where" and also "how", "to what extent", "to what/which degree" or
	"whether".
Request for an answer	Identifies if a question is formulated in an interrogative, imperative or
type	declarative form.
Use of gradation	Identifies requests that allow the response scale for answers, which can be

	ordered from low to high or from high to low.
Balance of the request	Identifies leading questions. Balanced is when the request has both possible answer directions and Unbalanced when just one direction is mentioned.
Presence of encouragement to answer	Identifies a phrase in the request that tries to stimulate the respondent to answer like: "Could you tell me", "We would like to ask you", etc.
Emphasis on subjective opinion	Indentifies an emphasis on the opinion of the respondent about something like: "Please give us your opinion about", "According to you", "What do you think about", etc.
Information about the opinion of other people	Identifies when opinions of other people are given in the request like: "Some people are against nuclear energy while other favour it"
Use of stimulus or statement in the request	Identifies batteries of questions. A stimulus in a question can be a noun or a combination of nouns. A statement in a question consists of complete sentences.
Absolute or comparative judgement	Identifies if the respondent has to evaluate an event or a thing or has to compare two events or things.
Response scale: basic choice	Identifies what types of answer options are provided: 1. Categories, 2. Frequencies, 3. Yes/No scales, etc.
Don't know option	Identifies the presence of the Don't know option.
Interviewer instruction	If an interviewer administrates the survey, interviewer instructions will often be present, regarding which card to use or how to continue.
Respondent instruction	An instruction to the respondent is often present in imperative requests. However, these instructions explicitly imply the respondent to do something.
Extra motivation, information or definition available	Identifies if there is an extra sentence introducing a motivation, other information or a definition about something.
Introduction available	Identifies the presence of an introduction, which mainly serves to initiate the topic of the request to the respondent.
	Number of sentences in the request
r · · · ·	Number of words in the request
	Total number of nouns in the request for an answer
Linguistic characteristics of the	Total number of abstract nouns in the request for an answer
request and the answer	Total number of syllables in request Number of subordinate clauses in request
scale.	Number of syllables in answer scale
	Total number of nouns in answer scale
	Total number of abstract nouns in answer scale
Show card used	Identifies the use of Show cards. These are sometimes used during the
Show cara asea	interview to show the response options or to explain the question.
Computer assisted	Identifies the mode of data collection: if the interview is computer or paper based.
Interviewer	Identifies the mode of data collection: if it is a personal interview or a self administrated questionnaire.
Visual or oral	It identifies if the questionnaire is self-administrated (visual) or interviewer
presentation	administrated (oral).
Position	Identifies the position of the question in the questionnaire.

Users can make use of the Help screens that explain every characteristic in detail. However, for specific doubts regarding the coding coders can email us to: $\underline{\text{sqp@upf.edu}}$.



4. Task finished

The program will also display a message when the coding is complete. By selecting "View quality prediction", you will see a tentative prediction of the reliability and the validity of the question. By selecting "Back to question list" coders can go back to the screen that displays the summary of the items.

