SQP coding system instructions

Before you start with coding in SQP we want to introduce some general notions and the sequence of characteristics presented in the program in order to facilitate your coding effort.

Your task is to code some characteristics of a text which normally is called a "survey item". A survey item typically consists of two core components: The "request for an answer" (usually called question) and the "response scale" (or answer).

We prefer to use the term "request for an answer" because the texts are not only questions. There are also instructions and other combinations of linguistic forms which are not interrogative sentences, hence "questions". However, whatever the kind of texts, they all have in common that they are requests for an answer. Therefore, we prefer the term "request for an answer".

There are other components which are optional but can be inserted in the request for an answer such as **interviewer** and **respondents instructions**, **definitions** of a concept or a scale, introduction and, motivation.

If present, the introduction is placed before the request for an answer and usually indicates the topic of the request. Finally, placed before or after the introduction, there might be an explanation of the broader purpose of the research which we call "motivation".

Based on this decomposition of the survey item, SQP studies its components in the following sequence:

- 1 the characteristics of the request of an answer;
- 2 the basic response or answer scale choices;
- 3 the presence of optional components: instructions of interviewers, of respondents, definitions, additional information and motivation;
- 4 the presence of an introduction is studied in terms of linguistic characteristics such as the number of sentences, words and subordinate clauses;
- 5 linguistics characteristics of the request for an answer;
- 6 linguistic characteristics of the response scale;
- 7 the characteristics of the show card, if used.

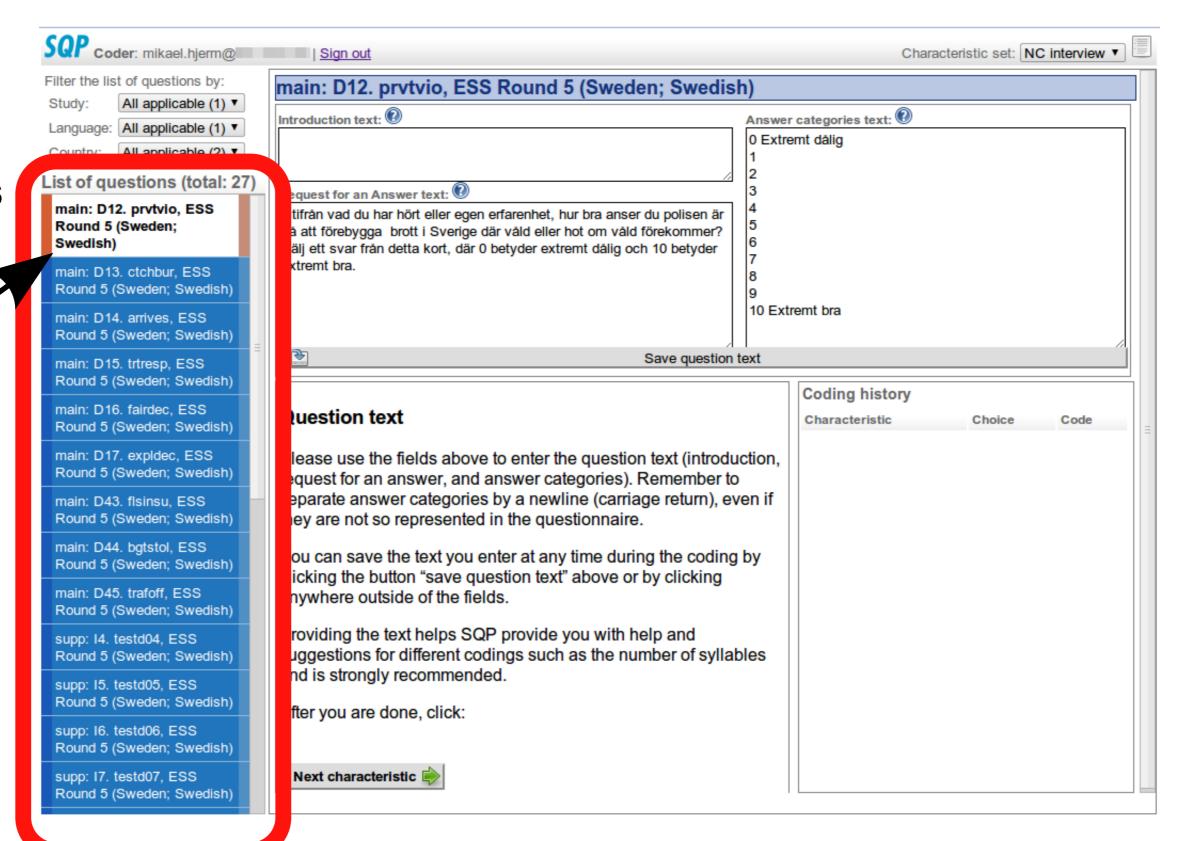
When coding, you will have a help option on each screen indicated by a "?" which explains some aspects of the text on the screen. We advise you in general, when you are coding for the first time, to read the help screens very carefully in order to get familiar with the definition of the characteristics before making a choice.

You will see that if you want to revise an earlier coding you always can go back and change it.

On the next few pages we provide some annotated screenshots as an explanation of the various parts of the program. These are best viewed in full screen mode: while reading this PDF, press CTRL-L in adobe reader.

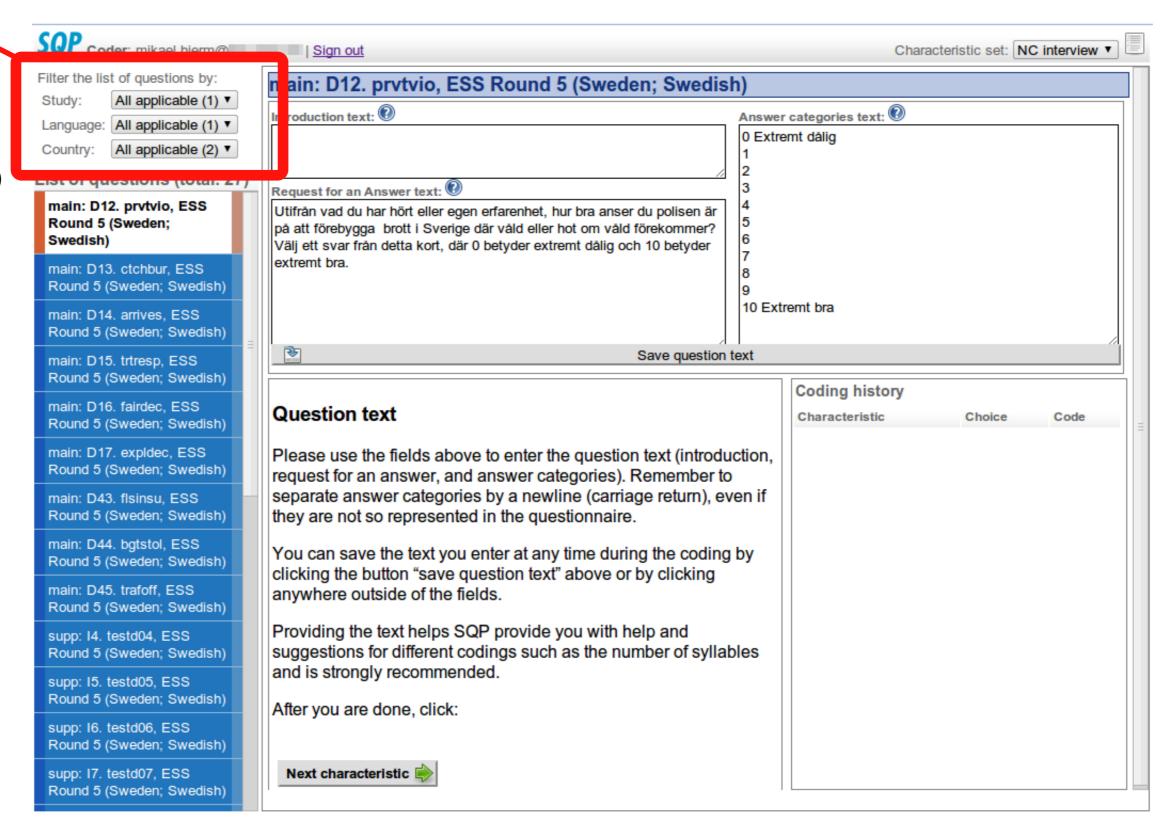
The list of questions to be coded.

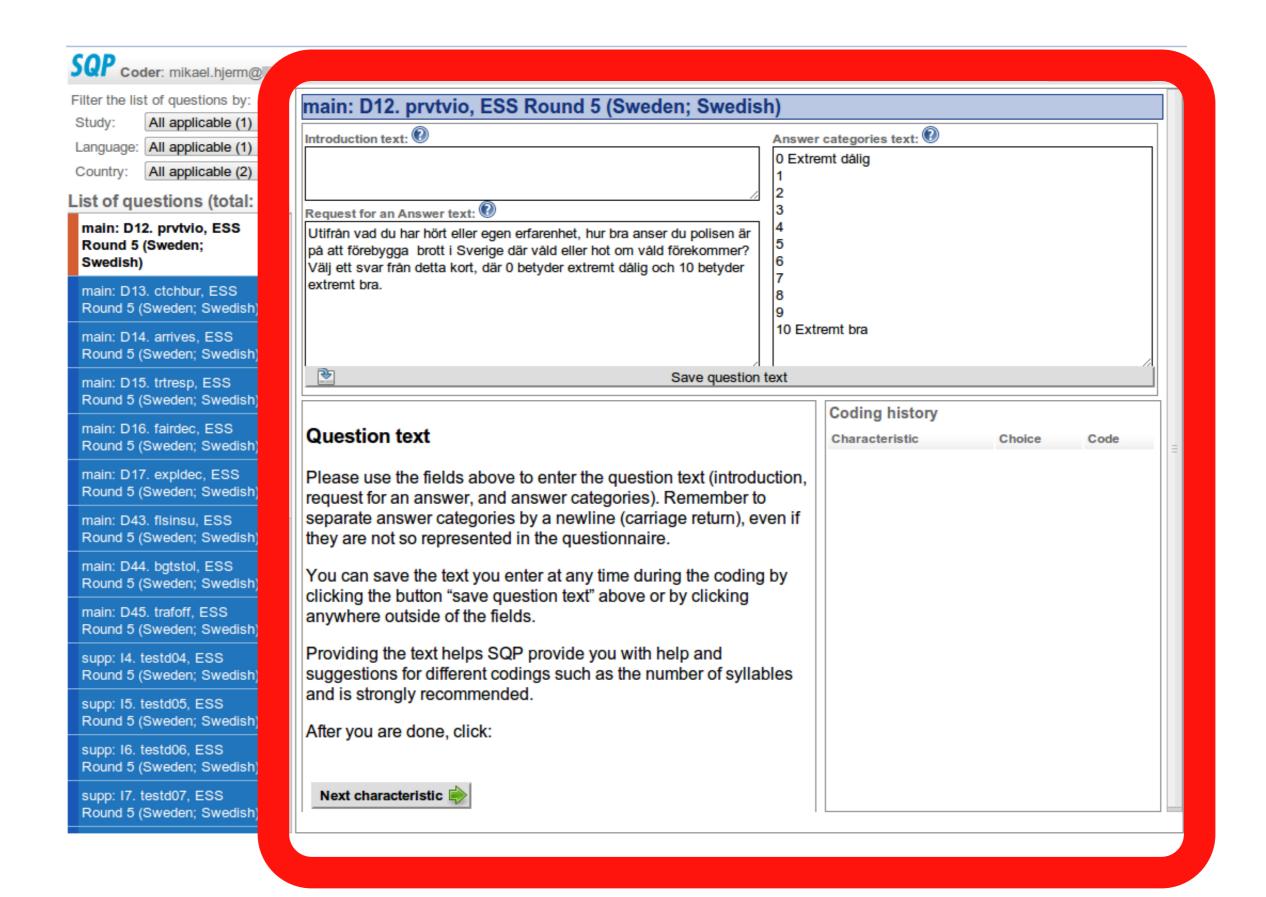
The currently / selected question is shown here.

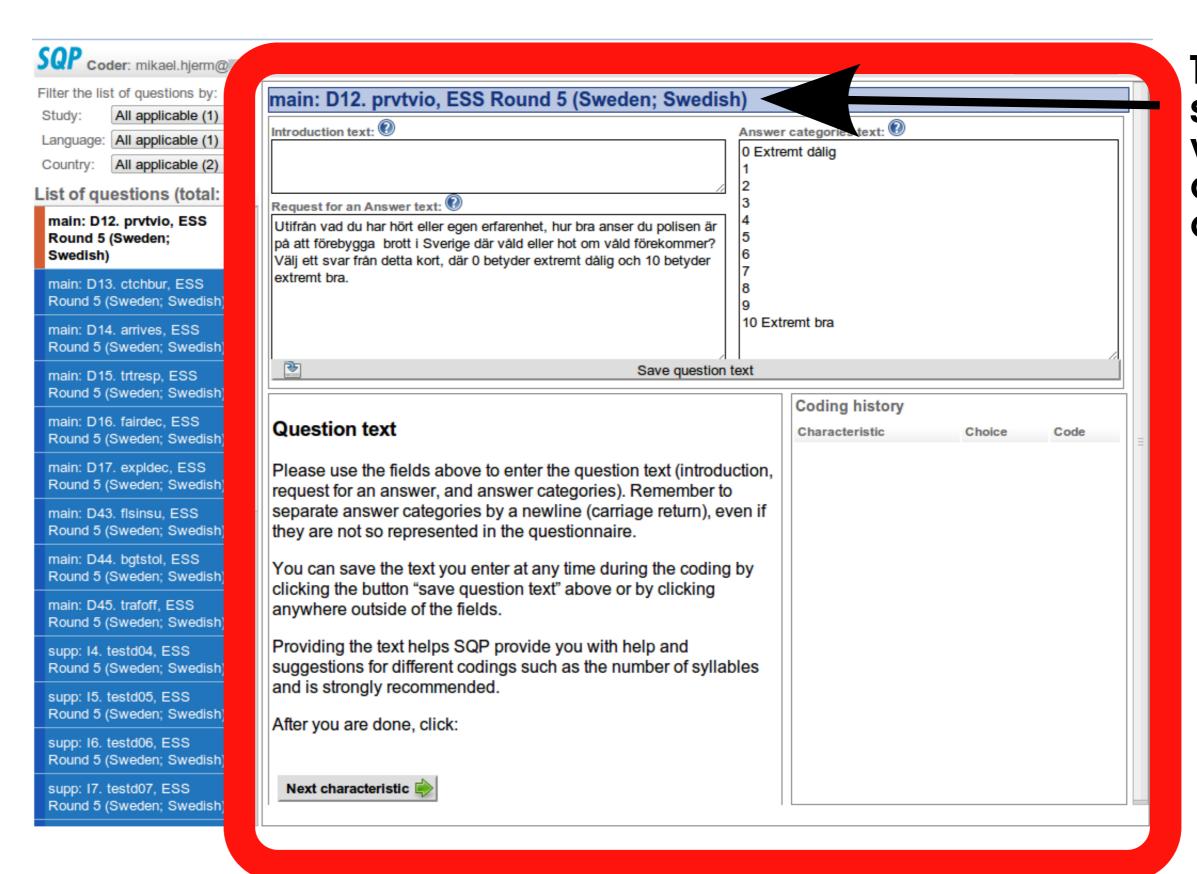


You can filter the list of questions to be coded by making a subselection of study, language, or country.

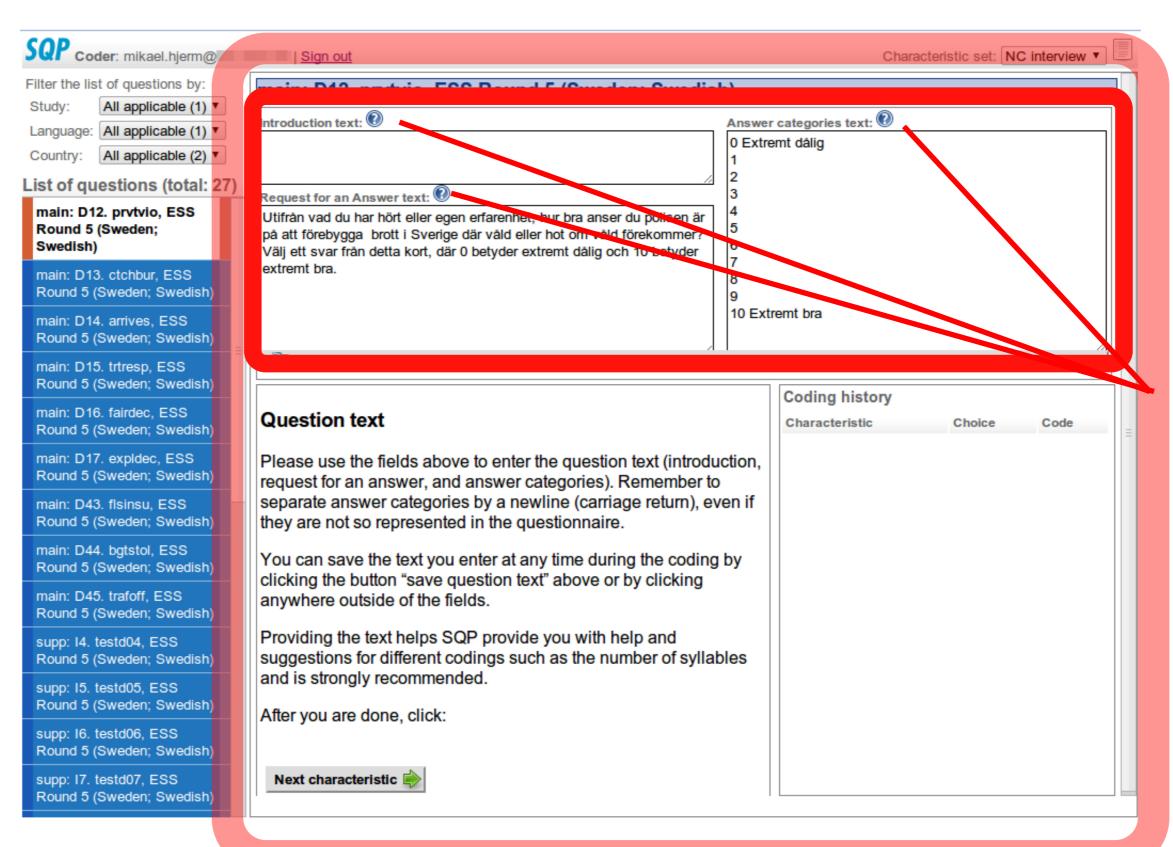
(only if you have been assigned more than one study, language, or country)







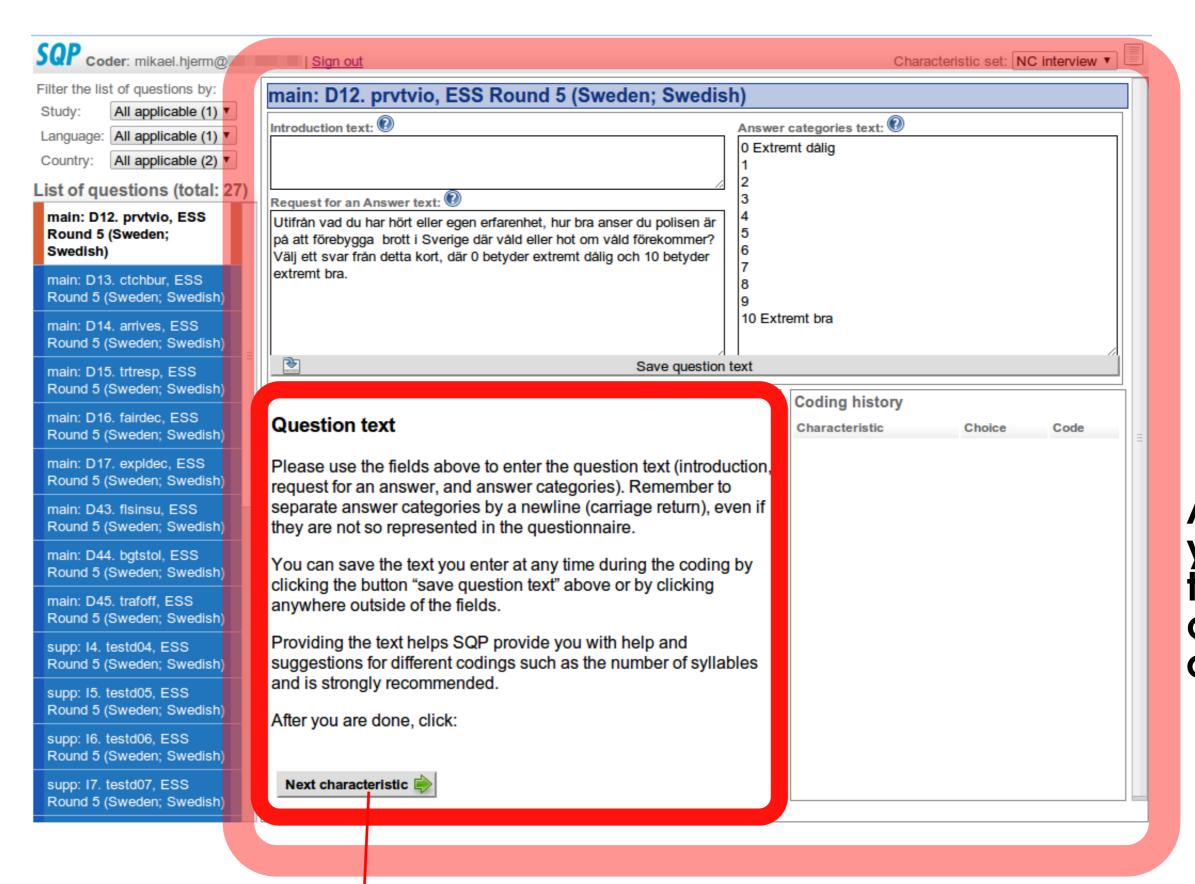
Top of the coding screen shows which question is currently being coded.



Introduction, Request for answer, & answer categories of the question

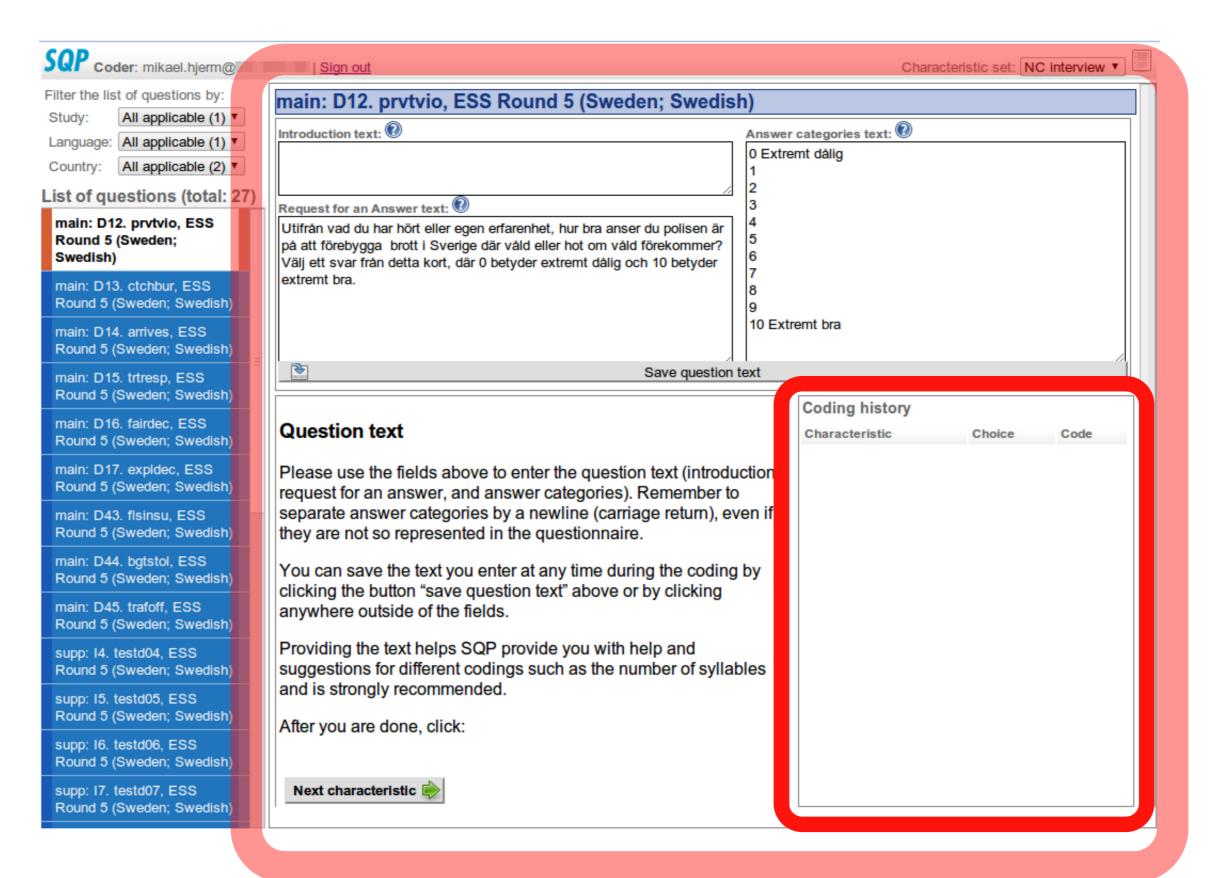
Should be already filled in.

See Help for more information.



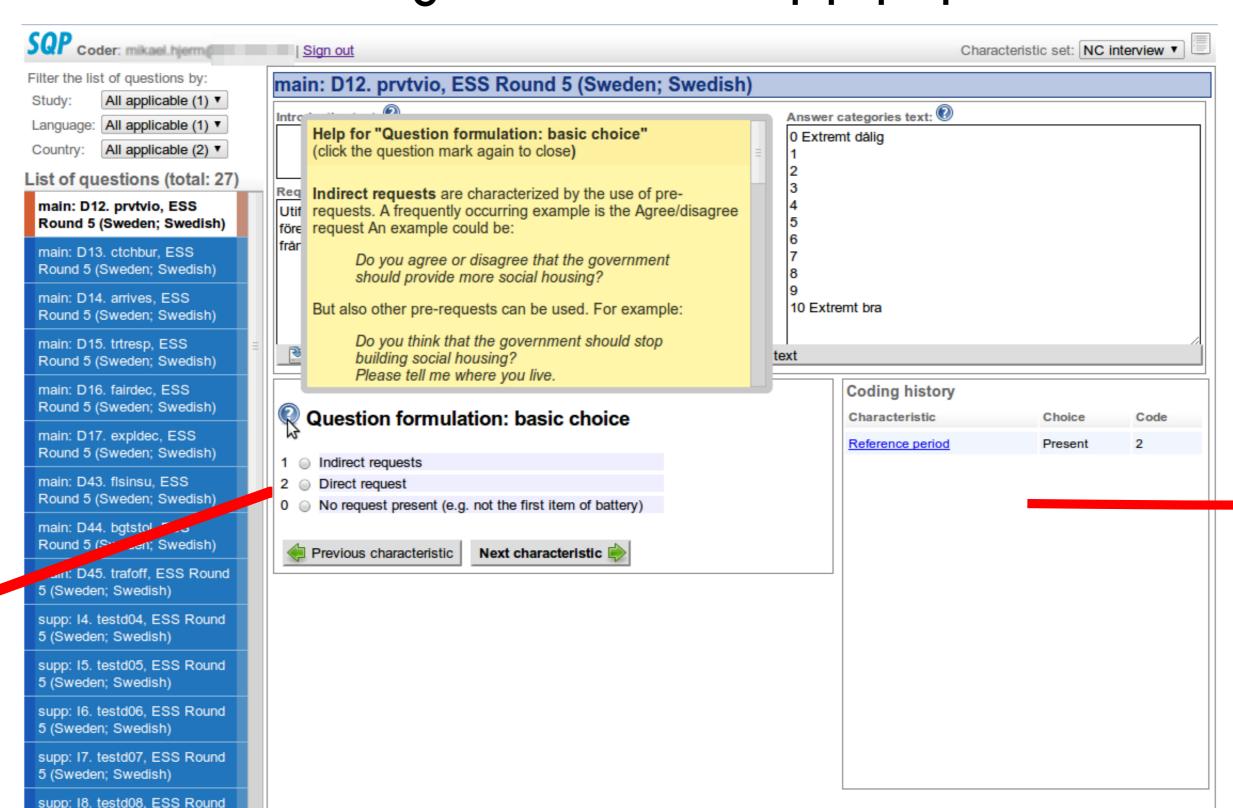
At the bottom left you will be asked to code characteristics of the question.

Click "Next characteristic" to begin coding.



"Coding history" will provide an overview of all the codes you give for this question.

Help is always available by clicking on the icons. The help pop-up can be scrolled through. Click the icon again to close the help pop-up.



Click on one of the options to make your choice. "Coding history" provides a clickable overview of all the codes you give for this question.