

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.

SQP Coder: mikael.hjerm@ | Sign out Characteristic set: NC interview

Filter the list of questions by:
Study: All applicable (1) ▾
Language: All applicable (1) ▾
Country: All applicable (2) ▾

List of questions (total: 27)

- main: D12. prvtvio, ESS Round 5 (Sweden; Swedish)**
- main: D13. ctchbur, ESS Round 5 (Sweden; Swedish)
- main: D14. arrives, ESS Round 5 (Sweden; Swedish)
- main: D15. trtresp, ESS Round 5 (Sweden; Swedish)
- main: D16. fairdec, ESS Round 5 (Sweden; Swedish)
- main: D17. expldec, ESS Round 5 (Sweden; Swedish)
- main: D43. flsinsu, ESS Round 5 (Sweden; Swedish)
- main: D44. bgtstol, ESS Round 5 (Sweden; Swedish)
- main: D45. trafoff, ESS Round 5 (Sweden; Swedish)
- supp: I4. testd04, ESS Round 5 (Sweden; Swedish)
- supp: I5. testd05, ESS Round 5 (Sweden; Swedish)
- supp: I6. testd06, ESS Round 5 (Sweden; Swedish)
- supp: I7. testd07, ESS Round 5 (Sweden; Swedish)

main: D12. prvtvio, ESS Round 5 (Sweden; Swedish)

Introduction text: ?

Request for an Answer text: ?

Answer categories text: ?

0 Extremt dålig
1
2
3
4
5
6
7
8
9
10 Extremt bra

Save question text

Question text

Please use the fields above to enter the question text (introduction, request for an answer, and answer categories). Remember to separate answer categories by a newline (carriage return), even if they are not so represented in the questionnaire.

You can save the text you enter at any time during the coding by clicking the button "save question text" above or by clicking anywhere outside of the fields.

Providing the text helps SQP provide you with help and suggestions for different codings such as the number of syllables and is strongly recommended.

After you are done, click:

Next characteristic ➡

Coding history

Characteristic	Choice	Code
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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)

SQP

Coder: mikael.biern@... | [Sign out](#)

Characteristic set: NC interview

Filter the list of questions by:
Study: All applicable (1) ▾
Language: All applicable (1) ▾
Country: All applicable (2) ▾

main: D12. prvtvio, ESS Round 5 (Sweden; Swedish)

main: D13. ctchbur, ESS Round 5 (Sweden; Swedish)

main: D14. arrives, ESS Round 5 (Sweden; Swedish)

main: D15. trtresp, ESS Round 5 (Sweden; Swedish)

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main: D43. flsinsu, ESS Round 5 (Sweden; Swedish)

main: D44. bgtstol, ESS Round 5 (Sweden; Swedish)

main: D45. trafoff, ESS Round 5 (Sweden; Swedish)

supp: I4. testd04, ESS Round 5 (Sweden; Swedish)

supp: I5. testd05, ESS Round 5 (Sweden; Swedish)

supp: I6. testd06, ESS Round 5 (Sweden; Swedish)

supp: I7. testd07, ESS Round 5 (Sweden; Swedish)

main: D12. prvtvio, ESS Round 5 (Sweden; Swedish)

Introduction text: ?

Request for an Answer text: ?
Utifrån vad du har hört eller egen erfarenhet, hur bra anser du polisen är på att förebygga brott i Sverige där våld eller hot om våld förekommer? Välj ett svar från detta kort, där 0 betyder extremt dålig och 10 betyder extremt bra.

Answer categories text: ?
0 Extremt dålig
1
2
3
4
5
6
7
8
9
10 Extremt bra

Save question text

Question text

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After you are done, click:

Next characteristic

Coding history

Characteristic	Choice	Code
----------------	--------	------

This is the main coding screen for the question currently being coded.

SQP Coder: mikael.hjerm@
Filter the list of questions by:
Study: **All applicable (1)**
Language: **All applicable (1)**
Country: **All applicable (2)**
List of questions (total: 17)
main: D12. prvtvio, ESS Round 5 (Sweden; Swedish)
main: D13. ctchbur, ESS Round 5 (Sweden; Swedish)
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main: D44. bgtstol, ESS Round 5 (Sweden; Swedish)
main: D45. trafoff, ESS Round 5 (Sweden; Swedish)
supp: I4. testd04, ESS Round 5 (Sweden; Swedish)
supp: I5. testd05, ESS Round 5 (Sweden; Swedish)
supp: I6. testd06, ESS Round 5 (Sweden; Swedish)
supp: I7. testd07, ESS Round 5 (Sweden; Swedish)

main: D12. prvtvio, ESS Round 5 (Sweden; Swedish)
Introduction text: ?
Request for an Answer text: ?
Utifrån vad du har hört eller egen erfarenhet, hur bra anser du polisen är på att förebygga brott i Sverige där våld eller hot om våld förekommer? Välj ett svar från detta kort, där 0 betyder extremt dålig och 10 betyder extremt bra.
Save question text

Answer categories text: ?
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Question text
Please use the fields above to enter the question text (introduction, request for an answer, and answer categories). Remember to separate answer categories by a newline (carriage return), even if they are not so represented in the questionnaire.
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After you are done, click:
Next characteristic →

Coding history

Characteristic	Choice	Code
----------------	--------	------

This is the main coding screen for the question currently being coded.

SQP

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Introduction text: ?

Request for an Answer text: ?

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Answer categories text: ?

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After you are done, click:

Next characteristic

Coding history

Characteristic	Choice	Code
----------------	--------	------

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

This is the main coding screen for the question currently being coded.

SQP

Coder: mikael.hjerm@

Sign out

Characteristic set: NC interview

Filter the list of questions by:

Study: All applicable (1)

Language: All applicable (1)

Country: All applicable (2)

List of questions (total: 27)

main: D12. prvtvio, ESS Round 5 (Sweden; Swedish)

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main: D44. bgtstol, ESS Round 5 (Sweden; Swedish)

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supp: I7. testd07, ESS Round 5 (Sweden; Swedish)

Introduction text: ?

Request for an Answer text: ?

Answer categories text: ?

Utifrån vad du har hört eller egen erfarenhet, hur bra anser du polisen är på att förebygga brott i Sverige där våld eller hot om våld förekommer? Välj ett svar från detta kort, där 0 betyder extremt dålig och 10 betyder extremt bra.

0 Extremt dålig

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2

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7

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Question text

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Next characteristic

Coding history

Characteristic	Choice	Code
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Introduction, Request for answer, & answer categories of the question

Should be already filled in.

See Help for more information.

This is the main coding screen for the question currently being coded.

SQP Coder: mikael.hjerm@ [Sign out](#)

Characteristic set: **NC interview**

Filter the list of questions by:
Study: **All applicable (1)**
Language: **All applicable (1)**
Country: **All applicable (2)**

List of questions (total: 27)

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Introduction text: ?

Request for an Answer text: ?

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Answer categories text: ?

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After you are done, click:

Next characteristic →

Coding history

Characteristic	Choice	Code
----------------	--------	------

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

Click "Next characteristic" to begin coding.

This is the main coding screen for the question currently being coded.

SQP

Coder: mikael.hjerm@

Sign out

Characteristic set: NC interview

Filter the list of questions by:

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Country: All applicable (2)

List of questions (total: 27)

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supp: I6. testd06, ESS Round 5 (Sweden; Swedish)

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main: D12. prvtvio, ESS Round 5 (Sweden; Swedish)

Introduction text:

Request for an Answer text:

Utifrån vad du har hört eller egen erfarenhet, hur bra anser du polisen är på att förebygga brott i Sverige där våld eller hot om våld förekommer? Välj ett svar från detta kort, där 0 betyder extremt dålig och 10 betyder extremt bra.

Answer categories text:

0 Extremt dålig
1
2
3
4
5
6
7
8
9
10 Extremt bra

Save question text

Question text

Please use the fields above to enter the question text (introduction request for an answer, and answer categories). Remember to separate answer categories by a newline (carriage return), even if they are not so represented in the questionnaire.

You can save the text you enter at any time during the coding by clicking the button "save question text" above or by clicking anywhere outside of the fields.

Providing the text helps SQP provide you with help and suggestions for different codings such as the number of syllables and is strongly recommended.


After you are done, click:

Next characteristic

Coding history

Characteristic	Choice	Code
----------------	--------	------

"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.

SQP

Coder: mikael.hjerm... | [Sign out](#)

Characteristic set: NC interview

Filter the list of questions by:

Study: All applicable (1)

Language: All applicable (1)

Country: All applicable (2)

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main: D15. ttrresp, ESS Round 5 (Sweden; Swedish)

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main: D17. expldec, ESS Round 5 (Sweden; Swedish)

main: D43. flsinsu, ESS Round 5 (Sweden; Swedish)

main: D44. bgtstol, ESS Round 5 (Sweden; Swedish)

main: D45. trafoff, ESS Round 5 (Sweden; Swedish)

supp: I4. testd04, ESS Round 5 (Sweden; Swedish)

supp: I5. testd05, ESS Round 5 (Sweden; Swedish)

supp: I6. testd06, ESS Round 5 (Sweden; Swedish)

supp: I7. testd07, ESS Round 5 (Sweden; Swedish)

supp: I8. testd08, ESS Round 5 (Sweden; Swedish)

main: D12. prvtvio, ESS Round 5 (Sweden; Swedish)

Intro

Req

Util

före

från

Help for "Question formulation: basic choice" (click the question mark again to close)

Indirect requests are characterized by the use of pre-requests. A frequently occurring example is the Agree/disagree request. An example could be:
Do you agree or disagree that the government should provide more social housing?
But also other pre-requests can be used. For example:
Do you think that the government should stop building social housing?
Please tell me where you live.

Question formulation: basic choice

1 Indirect requests

2 Direct request

0 No request present (e.g. not the first item of battery)

Previous characteristic

Next characteristic

Answer categories text:

0 Extremt dålig

1

2

3

4

5

6

7

8

9

10 Extremt bra

text

Coding history

Characteristic	Choice	Code
Reference period	Present	2

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.