SQP Codebook for All characteristics

Domain

1. National politics
2. European Union politics
3. International politics
4. Family
5. Personal relations
6. Work
7. Consumer behaviour
8. Leisure activities
9. Health
10. Living conditions and background variables
11. Other beliefs

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.

Domain: national politics

1. National government
2. Local government
3. National institutions (ministries, parliament, etc.)
4. Local institutions
5. Political parties
6. Elections
7. Trade unions and employee organisations
8. Employer's organisations
9. Pressure groups
10. National issues
11. Legal matters
12. Economic / financial matters
13. Defense matters
14. Environmental matters
15. Technological matters
16. Traffic matters
17. Agricultural matters
18. Educational matters
19. Prominent persons (ministers, members of parliament, etc.)
20. Other

Domain: European politics

1. European Community government
2. European Community institutions
3. European Community issues
4. Political parties
5. Elections
6. Trade unions and employee organisations
7. Employer's organisations
8. Pressure groups
9. Legal matters
10. Economic / financial matters
11. Defense matters
12. Social matters
13. Environmental matters
14. Technological matters
15. Traffic matters
16. Agricultural matters
17. Educational matters
18. Prominent persons
19. Other

Domain: international politics

1. Relations with other European countries (non EC members)
2. Relations with Unites States / Canada
3. Relations with Latin America
4. Relations with Asian countries
5. Relations with African countries
6. Relations with United Nations
7. Other international institutions
8. Prominent persons
9. Other

Domain: family

1. Size/composition
2. Relations to members
3. Relations to relatives
4. Household matters
5. Sexual relations
6. Personal life history (childhood, adults, retirement)
7. Personal time budget
8. Accidents
9. Other

Domain: personal relations

1. Friends
2. Neighbours
3. Workplace
4. Norms of other people
5. Membership of organisations
6. Religion/philosophy
7. Other

Domain: work

1. Place of work
2. Kind of work
3. Working hours
4. Size of the company
5. Structure of the company
6. Occupation
7. Prospects/career
8. Further education
9. Change in occupation
10. Business conditions
11. Other

Domain: consumer behaviour

1. Kind of housing
2. Housing expenditures
3. Housing conditions (furniture, heating, garden, etc.)
4. Durables (car, tv, computer, etc.)
5. Food and nutrition expenditures (not in restaurants)
6. Tobacco, liquor
7. Clothing
8. Preferences for shops, brands
9. Preferences for payment
10. Household budgetting
11. Consumer organisations
12. Saving and investment of money
13. Loans, mortgages
14. Banks
15. Insurances
16. Other

Domain: leisure activities

1. Cultural activities (theatre, concert, exhibitions, etc.)
2. Sports
3. Do-it-yourself
4. Gambling
5. Restaurants/bars
6. Holidays/travel
7. Newspapers/periodicals
8. Radio
9. Television
10. Internet
11. Other activities

Domain: health

1. Personal physical health condition
2. Personal mental health condition
3. Physical illnesses
4. Mental illnesses
5. Disabilities
6. Use of medicine
7. Use of drugs
8. Medical institutions and hospitals
9. Doctor's treatment
10. Other

Domain: living conditions and background variables

1. Age
2. Sex
3. Marital status
4. Place of birth
5. Place of residence
6. Nationality
7. Ethnicity
8. Income
9. Education (schools, degrees, courses)
10. Religion
11. Other

Domain: other beliefs

1. Religion
2. Philosophy
3. Sexuality
4. Race
5. Norms
6. Life in general
7. Happiness
8. Yourself
9. Other

Concept

1. Evaluative belief
2. Feeling
3. Importance of something
4. Expectation of future events
5. Facts, background, or behaviour
6. All other simple concepts
7. Complex concepts

A request aims to obtain information about a subject. For example "Was John F. Kennedy a good president?" Here John F. Kennedy is the subject and one asks for an *evaluation* of him. Evaluation is the concept one wants to measure about the subject.

A distinction is made between simple and complex concepts. The above request contains a simple concept. A complex concept would be used if the question "Do most other people think that John F. Kennedy was a good president?" had been asked. This request asks what the respondent *believes* about the *evaluation* of others. Thus it is a belief about an evaluation. Such a combination of two or more concepts is called a complex concept.

Concept choices

Evaluative beliefs can be represented by many different types of assertions. Typically they have a positive or negative connotation. Assertions presenting causal relationships such as "Illegal stone mining has caused irreparable damage to a ninth century temple" are often evaluative beliefs: the phrase expresses not only a relationship, but also a negative evaluation. Not all evaluative beliefs are causal relationships: "Immigrants steal jobs" is another example of an evaluative belief with a negative connotation.

Feelings or affective evaluations have in the past been considered as belonging to evaluations. However, more recently a distinction has been made between *cognitive* evaluations and *affective* evaluations or feelings. Assertions expressing feelings can have three basic forms, examples of which are:

"My job is enjoyable*"*
"I like *my job"*
"My job makes me angry*"*

The word expressing the feeling has been emphasized in each assertion. Typical words expressing feelings are fear, disgust, anger, surprise, shame, hope, desire, happiness, etc.

Importance: This assertion has the same form as the assertions indicating evaluations. The only difference is that the subject complement is in this case an expression of "importance". Example: "My work is important".

Expectations of future events are beliefs about what *will* happen in the future. For example "Do you think your son will ever clean his room?"; "In which year do you think NATO will leave Afghanistan?"

Facts, background variables, and behaviour are objective variables: variables for which information could *in principle* also be obtained from a source other than the respondent. For instance, age can be obtained from birth records, vote choice could be obtained from voting ballots (except that this is forbidden by law), medical history from hospitals (idem), etc.

Behaviour concerns present and past actions or activities of the respondent.
Demographic or 'background' variables are almost ubiquitous in surveys and often concern education level, age, gender, income, household composition, or marital status.
Facts are sometimes asked to test the knowledge of the respondent. For example, "Solve the following equation for a: 2a + 3 = 4" or "Who was the 35th president of the United States?"

Other simple concepts are judgements, relationships, evaluations, preferences, norms, policies, rights, and action tendencies (see the description of "Concept: other simple concepts" for more details).

Social Desirability

1. Not present
2. A bit
3. A lot

Socially desirable responses can occur when the respondent thinks that some response categories are more approved of by society than others.

Topics where this can occur are: voting behavior, behavior related to 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.

Concept: other simple concepts

1. Judgement
2. Relationship
3. Evaluation
4. Preference
5. Norm
6. Policy
7. Right
8. Action tendency

Judgements: A neutral evaluation of someone or something (not in terms of good or bad). Example: "Our family was large".

Relationship: A relationship between two people or things is implied, for example "x is … because of y", or "x and y are similar". An example could also be "I am strongly attached to the Conservative party".

Evaluation: Typical of an evaluative assertion is that the subject complement is evaluative. Examples of evaluative words are good/bad, positive/negative, perfect/imperfect, superior/inferior, useful/useless, etc. An example of an evaluative assertion is "Clinton was a good president"

Preferences are frequently used in consumer research, election studies, and in studies of policies where items are compared from most to least preferred. Examples: "I prefer the Social Democratic Party above the Christian Democratic Party", "I am in favour of a directly elected President".

Norms are specifications of "what actions are regarded by a set of persons as proper or correct" (Coleman 1990: 242). An assertion expressing a norm often contains the word "should", for example "Immigrants should adjust to the culture of their new country".

Policies are norms about what the government or people in power should do. For example the question "should the government allow more immigrants into this country?" asks about a policy.

Right: an expression of permission such as "accepted", "allowed", or "justified", or a phrase directly expressing that x has the right to do y. Examples: "Are you allowed to use the internet at work?"; "Immigrants also have the right to social security".

Action tendencies Refer to what someone intends to do in the future. For example "I want to go to the doctor"; "I will clean my room".

Concept: complex concept

1. Importance of a judgement
2. Certainty of a judgement
3. Other

Centrality

1. Not at all central/salient
2. A bit central
3. Rather central
4. Central
5. Very central/salient

Some topics are more central in the mind of the respondents than other topics.

For example, "satisfaction with your job" versus "the use of solar powered cars".

Reference period

1. Future
2. Present
3. Past

Requests can be asked about the present situation: feelings at the moment or satisfaction with different aspects of lifer or opinions about policies, norms, or rights.

Requests can also be directed to future events or intended behaviour. One can ask whether one will buy some goods in the future or will support some activity or expect changes or events, for instance.

Finally, survey items can be directed to the past asking whether one has bought something last week or whether one has been to a physician, dentist, or hospital during the last year.

Question formulation: basic choice

1. Indirect requests
2. Direct request
3. No request present (e.g. not the first item of battery)

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.

This last phrase is an indirect request containing a so-called 'WH word' (where).

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?

Some questions actually **do not contain any request**. Commonly this occurs in batteries, where only a single word or statement is given, implying through the context or response options that an answer is required.

Many batteries do have a request before the first question in the battery. We maintain the convention that **only the first item in a battery has a full request**, while the other items are heard only as loose statements.

In the following example **only the first item** should be coded with the request "Using this card, please say…". The **other two items** should be coded as having **no request but only a statement** ("Gay men and lesbians…", "Political parties…"):

Example:

Using this card, please say to what extent you agree or disagree with each of the following statements.

	Agree strongly	Agree	Neither agree nor Disagree	Disagree	Disagree strongly
The government should take measures to reduce differences in income levels	1	2	3	4	5
Gay men and lesbians should be free to live their own life as they wish	1	2	3	4	5
Political parties that wish to overthrow democracy should be banned	1	2	3	4	5

WH word used in the request

1. WH word used
2. Request without WH word

Requests with WH (question) words are normally opened with a word like who, which, what, when, where but also how. The common denominator of these words is that they replace the information asked for in the question sentence.

These question words are called WH words because in English they often start with the letters 'wh'. However, 'combien' (French 'how much'), 'cuál' (Spanish 'which'), 'warum' (German 'why') and ' ' (Russian 'when') are also WH words.

Use of stimulus or statement in the question

1. No stimulus or statement
2. Stimulus or statement is present

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"?

'WH' word

1. Who
2. Which
3. What
4. When TIME
5. Where PLACE
6. How (procedure)
7. How (relationship)
8. How (opinion)
9. How (quantity)
10. How (extremity)
11. How (intensity)
12. Why

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.

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

Who is the president of the EC?

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

Which candidate do you prefer?

The following 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?

The following question asks about the time when a described act took place:

When did you go to school for the first time?

The following question asks about the place where an event took place:

Where did you go by car?

The following question asks about the way in which the act was done or by which procedure:

How did you pay the car ? 1. by creditcard 2. cash 3. in another way

This question word can also be used to ask about relations, for example:

How did it happen that the position of the blacks changed?

'How' can also measure an opinion, for example:

How do you see the future?

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

How often to 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. For 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.

Question type

1. Interrogative (direct question)
2. Imperative (question-instruction)
3. Declarative (statement)
4. None of the above

Interrogative 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?

Imperative question-instruction

Examples :

Tell me for each proposal whether you are for or against it.

Please indicate to what extent 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.

Use of gradation

1. No gradation used
2. Gradation used

Is gradation in an opinion asked?

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

Example:

How much do you agree or disagree with the following statement:
"I like my job"?

Balance of the request

1. Balanced
2. Unbalanced

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:

How do you feel about foreigners?

A question is unbalanced when it only indicates possible responses in one direction and another direction is possible.

Example of an unbalanced request:

Do you dislike foreigners?

Presence of encouragement to answer

1. No particular encouragement present
2. Encouragement present

Is there a specific phrase in the requests that tries to stimulate the respondent to answer?

Examples of encouragements to answer could be:

Please read this question carefully before answering

Could you tell me…

We would like to ask you…

etc.

Emphasis on subjective opinion in request

1. No emphasis on opinion present
2. Emphasis on opinion present

Is there a special emphasis on the opinion of the respondent?

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

1. No information about opinions of others
2. Information about opinions of other present

Opinions of other people are given in the request

An example could be:

Some people are against nuclear energy while others favour it…

Absolute or comparative judgment

1. An absolute judgement
2. A comparative judgement

When respondents have to evaluate an event or something else, they often have to give an absolute judgement. 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?

Response scale: basic choice

1. Categories
2. Yes/no answer scale
3. Frequencies or amounts
4. Magnitude estimation
5. Line production
6. More steps procedures

Category scales

A scale is considered a category scale when the number of categories is between 3 and 12.

One can also distinguish two different classes of categories:

1. 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 _____

2. 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

Yes/no scales

All category scales with 2 categories we summarise under yes/no scales.

Example:

Did you go to college?
1. Yes
2. No

Frequencies

Examples of Frequencies or amount requests could be:

How many years did you live in New York?
Write in: _____years

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.

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
_____

More steps procedures

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

Number of categories

Type of characteristic: numeric

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.

For instance, if the categories go from 0 to 10 there are 11 categories.

The following rules are enforced when coding this characteristic:

- You must make a choice.
- The choice must be numeric.
- The number should be smaller than 1000.

The program provides an automatic suggestion for this characteristic.

Don't know option

1. DK option present
2. DK option only registered
3. DK option not present

The following options can be considered:

Present: a “don’t know” option is explicitly mentioned;

Only registered: a “don’t know” option is not explicitly mentioned but such a response will be registered;

Not present: a “don’t know” option is not present and not registered.

“Don’t know” may also be labelled differently, e.g. “no response”. It is however, not the same as choosing a neutral category.

Number of frequencies

Type of characteristic: numeric

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

The following rules are enforced when coding this characteristic:

- You must make a choice.
- The choice must be numeric.

Maximum possible value

Type of characteristic: numeric

Please enter the maximum possible value obtainable by the rating procedure.

If this value is not known, enter the maximum value observed in the data.

The following rules are enforced when coding this characteristic:

- You must make a choice.
- The choice must be numeric.

Labels of categories

1. No labels
2. Partially labelled
3. Fully labelled

Categories can be fully labelled, partially labelled or not labelled at all.

An example with some categories labeled:

Give a number between 1 and 5 where
1 means "very bad" and 5 means "very good".

An example where all categories are labeled:

1. Very good
2. Good
3. Not good at all

Theoretical range of the scale

1. Theoretically unipolar
2. Theoretically bipolar

The concept used has a theoretical scale as well as a response scale presented in the questionnaire.

Both the theoretical and the response scales may be either unipolar or bipolar.

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

For example, frequency scales typically have theoretical and response scales that are both unipolar:

1. Never — 4. Always

2. The theoretical range is bipolar. This means that the theoretical scale contains the two opposing poles.

Examples:

For both theoretical and response scale we have:

1. Very dissatisfied — 5. Very satisfied

1. Bad — 3. Good

The term 'theoretical range' is not applicable in the case where yes/no, true/false answers, or numbers are used.

Labels grammatically correct sentences or not

1. Short text
2. Complete sentences

Are the labels grammatically correct sentences or not?

One has the choice between full sentences or short predicates.

Examples of a short text could be:

1. In favour
2. Against

Examples of complete sentences:

1. I am in favour of the president
2. I am neither in favour nor against the president
3. I am against the president

Neutral category

1. Present
2. Not present

A neutral category can be either the middle of a scale or a subjective neutral point. For example,

1. Disagree
2. Neither agree nor disagree
3. Agree
4. Agree completely

Although this scale has no middle, it has a neutral category ('2. neither agree nor disagree').

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

Range of the used scale

1. Unipolar
2. Bipolar

The concept used has a theoretical scale as well as a response scale presented in the questionnaire.

If the theoretical scale is bipolar the used scale may be unipolar or bipolar.

An example where the theoretical range is bipolar but the used response scale is unipolar:

Theoretically satisfaction goes from "completely dissatisfied" to "completely satisfied".

1. Not satisfied — 5. Completely satisfied

Number of fixed reference points

Type of characteristic: numeric

The subjective scale can be connected to the response scale by reference points. The characteristic "fixed reference points" asks how many of these reference points are fixed.

Fixed means there is no doubt where the point lies on the subjective scale perceived by respondents.

For example, if the following scale is used,

bq.
1. Completely disagree
…
10. Completely agree

there is no doubt that the points 1 and 10 indicate the end points of the scale: one cannot be more than 'completely' in agreement. If the points had been labelled 'agree' and 'disagree' instead, these reference points would not have been unambivalently fixed.

Example:

bq.
1. Bad
…
5. Neither good nor bad
…
10. Good

This scale has 3 reference points, but only 1 of them is fixed.

'Good' and 'bad' are not fixed reference points because their position is not necessarily on the end points of the scale. In this example, only the neutral point 5 is fixed.

The following rules are enforced when coding this characteristic:

- You must make a choice.
- The choice must be numeric.
- The number should be smaller than 1000.
- The number you choose must be less than or equal to the number of categories.

Interviewer instruction

1. Absent
2. Present

Examples:

Read out

If unclear, repeat the instructions.

CARD 1

READ OUT EACH STATEMENT AND CODE IN GRID

Respondent instruction

1. Absent
2. Present

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.

Using this card, please tell me…

Extra motivation, info or definition available?

1. Absent
2. Present

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 statistical processing of a survey it is important that the research is representative for the entire population. For this reason 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 "corporate social responsibility" we mean a built-in, self-regulating mechanism whereby your business would monitor and ensure its adherence to law, ethical standards, and international norms.

Introduction available?

1. Available
2. Not available

Introductions mainly serve to initiate the topic of the Request for an Answer 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 as 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?

Knowledge provided

1. No extra information provided
2. Definitions only
3. Other explanations
4. Both definitions and other explanations

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 possible consequences of 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:

By euthanasia we understand… etc.

Number of sentences in introduction

Type of characteristic: numeric

The following rules are enforced when coding this characteristic:

- You must make a choice.
- The choice must be numeric.
- The number should be smaller than 1000.

The program provides an automatic suggestion for this characteristic.

Number of sentences in the question

Type of characteristic: numeric

The following rules are enforced when coding this characteristic:

- You must make a choice.
- The choice must be numeric.
- The number must be smaller than or equal to the number of words in the request for an answer.

The program provides an automatic suggestion for this characteristic.

Number of words in introduction

Type of characteristic: numeric

The following rules are enforced when coding this characteristic:

- You must make a choice.
- The choice must be numeric.
- The number should be smaller than 1000.
- The number must be greater than or equal to the number of sentences.

The program provides an automatic suggestion for this characteristic.

Number of subordinated clauses in introduction

Type of characteristic: numeric

Frequently requests for answers cannot be expressed by a simple independent main clause. Therefore other clauses are added which express subordinate meanings that depend on the main clause.

Example:

Margaret Thatcher [MAIN], former prime minister of the U.K. [SUBORDINATE], once said: "there is no such thing as society".
Do you think [MAIN] that you can easily understand politics [SUBORDINATE]?

These subordinate meanings can express time, place, conditions, reasons, manners, and so on.

In order to link these meanings to the main clause, *conjunctions* are frequently used: 'if', 'unless', 'to what extent', 'to what degree', 'that', 'where', etc.

Example:

Please answer on a scale from 0 to 10 [MAIN], where *0 means … and 10 means … [SUBORDINATE]*

But also present particples can be links: '**using** this card', 'now **thinking** about', etc.

Even infinitives can function as links:

which measures do you take [MAIN] to improve *your financial situation [SUBORDINATE]?*

Another complex request as an example:

Using this card [SUBORDINATE], generally speaking [SUBORDINATE], would you say [MAIN] that most people can be trusted [SUBORDINATE], or that you can't be too careful [SUBORDINATE] in dealing with people [SUBORDINATE]?

The following rules are enforced when coding this characteristic:

- You must make a choice.
- The choice must be numeric.
- The number should be smaller than 1000.

Request present in the introduction

1. Request not present
2. Request present

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:

[INTRO] Would you mind telling me your race or ethnic origin?

[REQ] What is your race?
...

The part marked [INTRO] is the introduction and the part marked [REQ] the request for an answer.

Number of words in question

Type of characteristic: numeric

The following rules are enforced when coding this characteristic:

- You must make a choice.
- The choice must be numeric.
- The number should be smaller than 1000.

The program provides an automatic suggestion for this characteristic.

Total number of nouns in request for an answer

Type of characteristic: numeric

A noun (nomen) is a word used to name a person, animal, place, thing, and abstract idea. The highlighted words in the following sentences are all nouns:

Late last year our neighbours bought a goat. Portia White was an opera singer. The bus inspector looked at all the passengers' passes. According to Plutarch, the library at Alexandria was destroyed in 48 B.C. Philosophy is of little comfort to the starving.

Note that a number is not a noun. Also words such as he, she, I, you, etc. are personal pronouns not nouns.

The following rules are enforced when coding this characteristic:

- You must make a choice.
- The choice must be numeric.
- The number must be smaller than or equal to the number of words in the request for an answer.

The program provides an automatic suggestion for this characteristic.

Total number of abstract nouns in request for an answer

Type of characteristic: numeric

Abstract nouns indicate objects that you can not, in principle, perceive through your physical senses: touch, sight, taste, hearing, or smell.

Abstract nouns	Concrete nouns
Government	the moon
Justice	judge
schizophrenia	a schizophrenic
childhood	a child
France (the country)	A Frenchman
Police (institution)	Policemen

The following rules are enforced when coding this characteristic:

- You must make a choice.
- The choice must be numeric.
- The number must be smaller than or equal to the number of words in the request for an answer.
- The number must be smaller than or equal to the total number of nouns in request for an answer.

Total number of syllables in question

Type of characteristic: numeric

This characteristic refers to the total number of syllables for all of the words in all sentences in the question.

For many languages the program will provide an automatic suggestion based on the hyphenation of words.

The following rules are enforced when coding this characteristic:

- You must make a choice.
- The choice must be numeric.
- The number must be greater than or equal to the number of words in the request for an answer.

The program provides an automatic suggestion for this characteristic.

Number of subordinate clauses in question

Type of characteristic: numeric

Frequently requests for answers cannot be expressed by a simple independent main clause. Therefore other clauses are added which express subordinate meanings that depend on the main clause.

Example:

Margaret Thatcher [MAIN], former prime minister of the U.K. [SUBORDINATE], once said: "there is no such thing as society".
Do you think [MAIN] that you can easily understand politics [SUBORDINATE]?

These subordinate meanings can express time, place, conditions, reasons, manners, and so on.

In order to link these meanings to the main clause, *conjunctions* are frequently used: 'if', 'unless', 'to what extent', 'to what degree', 'that', 'where', etc.

Example:

Please answer on a scale from 0 to 10 [MAIN], where *0 means … and 10 means … [SUBORDINATE]*

But also present particples can be links: 'using this card', 'now thinking about', etc.

Even infinitives can function as links:

which measures do you take [MAIN] to improve *your financial situation [SUBORDINATE]?*

Another complex request as an example:

Using this card [SUBORDINATE], generally speaking [SUBORDINATE], would you say [MAIN] that most people can be trusted [SUBORDINATE], or that you can't be too careful [SUBORDINATE] in dealing with people [SUBORDINATE]?

The following rules are enforced when coding this characteristic:

- You must make a choice.
- The choice must be numeric.
- The number should be smaller than 1000.

Number of syllables in answer categories

Type of characteristic: numeric

This characteristic refers to the total number of syllables for all of the words in all the response options.

For many languages the program will provide an automatic suggestion based on the hyphenation of words.

The following rules are enforced when coding this characteristic:

- The number must be greater than or equal to the number of words in the answer categories.

The program provides an automatic suggestion for this characteristic.

Total number of nouns in answer categories

Type of characteristic: numeric

A noun (nomen) is a word used to name a person, animal, place, thing, and abstract idea. The highlighted words in the following sentences are all nouns:

Late last year our neighbours bought a goat. Portia White was an opera singer. The bus inspector looked at all the passengers' passes. According to Plutarch, the library at Alexandria was destroyed in 48 B.C. Philosophy is of little comfort to the starving.

Note that a number is not a noun. Also words such as he, she, I, you, etc. are personal pronouns not nouns.

The following rules are enforced when coding this characteristic:

- You must make a choice.
- The choice must be numeric.
- The number must be smaller than or equal to the number of words in the answer categories.
- The number should be smaller than 1000.

The program provides an automatic suggestion for this characteristic.

Total number of abstract nouns in answer categories

Type of characteristic: numeric

Abstract nouns indicate **objects that you can not, in principle, perceive through your physical senses**: touch, sight, taste, hearing, or smell.

Abstract nouns	Concrete nouns
Government	the moon
Justice	judge
schizophrenia	a schizophrenic
childhood	a child
France (the country)	A Frenchman
Police (institution)	Policemen

The following rules are enforced when coding this characteristic:

- You must make a choice.
- The choice must be numeric.
- The number must be smaller than or equal to the total number of nouns in the answer categories.
- The number should be smaller than 1000.

Show card used

1. Showcard not used
2. Showcard used

Show cards are sometimes used during the interview to show the response options or explain the question.

An example of a source showcard from the ESS4:

The same showcard as it was used in France looked like this:

Horizontal or vertical scale

1. Horizontal
2. Vertical

Is the scale presented horizontally or vertically on the showcard.

An example of a horizontal scale is

while this is a showcard with a vertical scale:

Overlap of text and categories?

1. Overlap present
2. Text clearly connected to category

Overlap happens when the text meant to mark one category overlaps with another. An example of a showcard with overlap for the extreme categories:

The following showcard has clearly connected the label text with the categories by using arrows:

Numbers or letters before the answer categories

1. Numbers
2. Letters
3. Neither

Are the response options on the card marked with numbers, letters, or neither.

Scale with numbers or numbers in boxes

1. Only numbers
2. Numbers in boxes

Sometimes the numbers on the showcard are encased in boxes like so:

Start of the response sentence on the showcard

1. Yes
2. No

Does the showcard show the start of a sentence to be finished by choosing one of the response options?

Example:

Question on the showcard

1. Yes
2. No

Does the showcard contain the question?

Example:

Picture on the card provided?

1. Picture provided
2. No picture provided

Is there a picture on the showcard?

Symmetry of response scale

1. Asymmetric
2. Symmetric

The following options can be considered:

1. A scale is asymmetric when there are not equal response options at both sides of the scale

Example:

1. *Like very much*
2. *Like*
3. *Don't like*

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

1. First label negative or not applicable
2. First label positive

Is the first mentioned answer category the most negative or the most positive one.

If the question is not applicable, choose the first option.

Example:

How would you rate the quality of fast-food restaurants?
1. Very bad
2. Bad
3. Good
4. Very good

Since the first label is "1. Very bad", the first label is negative and the code chosen should be 1.

Correspondence between labels and numbers of the scale

1. High correspondence
2. Medium correspondence
3. Low correspondence
4. Not applicable

Example of high correspondence

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

Example of medium correspondence:

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

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 were yes/no, true/false answers, frequencies or numbers are used.