RECSM

Research and Expertise Centre for Survey Methodology

SQP 2.0 CODEBOOK

RESEARCH AND EXPERTISE CENTRE FOR SURVEY METHODOLOGY

Preface

The program SQP has been developed to predict the quality of survey questions. The quality of survey questions is relevant information because it can be used to make decisions about the formulation of questions before the data have been collected. It also can play a role in the correction for measurement errors in the study of relationships between variables. Finally predictions can be used in order to see if one can compare results of cross-national research.

In order to be able to make predictions of the quality of questions one has to have information about the characteristics of the questions and the data collection method, besides that one has to know the relationship between these characteristics and the quality of survey questions. In Saris and Gallhofer (2007) it is indicated that one is making a lot of decisions with respect to the form of the questions when one is designing a question or as they call it a "request for an answer". These decisions determine the characteristics of the requests for answers. Since 1984 data have been collected by Multi-Trait Multi-Method (MTMM) experiments about the reliability, validity and method effects. Since that time also the questions studied have been coded and the relationships between the question characteristics and the data quality have been studied. Because these experiments will never be enough to provide the information about the quality of all request for answers used in survey research, it makes sense to develop on the basis of the meta analysis of the MTMM studies a program for the prediction of the quality of any survey question. Sequentially several programs have been developed: In 2001 the first program was developed in Dos (Saris 2001). This program has been transformed in the Windows program SQP 1.0 (Oberski, Kuipers and Saris 2005). Since 2001 a lot of MTMM experiments have been done in the context of the European Social Survey (ESS). On the basis of these new experiments in many different languages a new version of SQP program has been developed in 2011 (Oberski et al 2011). This is the program that is at the moment available for all people free of charge. This program can make predictions of the quality of questions in more than 20 European languages.

A user of the program can obtain a prediction of the quality of his/her question by introducing the question in the SQP data base and code the question with respect to the characteristics of the question and the characteristics of the data collection method that will be or has been used. The coding procedure is quite elaborate. In the program help screens are provided to the user but there is also an elaborate codebook developed through the years by researchers working at RECSM. The original codebook was made by Irmtraud Gallhofer, a new version of the codebook has been developed by Diana Zavala while the final version has been developed in cooperation with Willem Saris by Anna de Castellarnau. If there are any questions about the coding you can direct your questions to her at the email address mentioned below.

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THE BASICS OF THE SURVEY QUALITY PREDICTION (SQP 2.0) PROGRAM

1. LOG IN SESSION

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

  The first SQP screens provide information about the purpose of the program and other practical information. In order to log in follow the indications of the following 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 a 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 in 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, which means that a RECSM staff member has controlled 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 and the coding status. In the coding status one can see if the question belongs to an MTMM experiment or not, if another user already has coded the question and if the coding has been authorized under the supervision of a RECSM member.

2. IF THE QUESTION OF INTEREST IS ALREADY CODED

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

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3. CODING A QUESTION

In order to start your own coding, one has so 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 has not the complete information one needs for 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 check this information in the questionnaire to see if there is more information needed for the coding.

Once the SQP question and the real questionnaire are opened one 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 to chose the linguistic characteristics of the introduction.

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: 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 the 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 available questions.

SQP CHARACTERISTICS INSTRUCTIONS

1. DOMAIN

Please select one:

- ○ National politics
- ○ European Union politics
- ○ International politics
- ○ Family
- ○ Personal relations
- ○ Work
- ○ Consumer behaviour
- ○ Leisure activities
- ○ Health
- ○ Living conditions and background variables
- ○ Other beliefs

Refers to the general subject of the question, the context of what is being asked. In the following characteristic you will find more specific domains that can be selected. Below for each option mentioned above more specific codes are indicated. Sometimes a different choice on the first screen can lead to a more appropriate final code. So, it makes sense to try some different routes if you have doubts about the final code obtained.

2.1 DOMAIN: NATIONAL POLITICS

Please select one:

- ○ National government
- ○ Local government
- ○ National institutions (ministries, parliament, etc.)
- ○ Local institutions
- ○ Political parties
- ○ Elections
- ○ Trade unions and employee organisations
- ○ Employer's organisations
- ○ Pressure groups
- ○ National issues
- ○ Legal matters
- ○ Economic / financial matters
- ○ Defense matters
- ○ Environmental matters
- ○ Technological matters
- ○ Traffic matters
- ○ Agricultural matters
- ○ Educational matters
- ○ Prominent persons (ministers, members of parliament, etc.)
- ○ Other

Specify in more concrete terms the domain of the question; in this case, indicate the specific subject about National politics of the question you are coding.

2.2 DOMAIN: EUROPEAN POLITICS

Please select one:

- ○ European Community government
- ○ European Community institutions
- ○ European Community issues
- ○ Political parties
- ○ Elections
- ○ Trade unions and employee organisations
- ○ Employer's organisations
- ○ Pressure groups
- ○ Legal matters
- ○ Economic / financial matters
- ○ Defense matters
- ○ Social matters
- ○ Environmental matters
- ○ Technological matters
- ○ Traffic matters
- ○ Agricultural matters
- ○ Educational matters
- ○ Prominent persons
- ○ Other

Specify in more concrete terms the context of the question; in this case, indicate the specific subject about European politics of the question you are coding.

2.3 DOMAIN: INTERNATIONAL POLITICS

Please select one:

- ○ Relations with other European countries (non EC members)
- ○ Relations with Unites States / Canada
- ○ Relations with Latin America
- ○ Relations with Asian countries
- ○ Relations with African countries
- ○ Relations with United Nations
- ○ Other international institutions
- ○ Prominent persons
- ○ Other

Specify in more concrete terms the context of the question; in this case, indicate the specific subject about International politics of the question you are coding.

2.4 DOMAIN: FAMILY

Please select one:

- ○ Size/composition
- ○ Relations to members
- ○ Relations to relatives
- ○ Household matters
- ○ Sexual relations
- ○ Personal life history (childhood, adults, retirement)
- ○ Personal time budget
- ○ Accidents
- ○ Other

Specify in more concrete terms the context of the question; in this case, indicate the specific subject about family of the question you are coding.

2.5 DOMAIN: PERSONAL RELATIONS

Please select one:

- ○ Friends
- ○ Neighbours
- ○ Workplace
- ○ Norms of other people
- ○ Membership of organisations
- ○ Religion/philosophy
- ○ Other

Specify in more concrete terms the context of the question; in this case, indicate the specific subject about personal relations of the question you are coding.

2.6 DOMAIN: WORK

Please select one:

- ○ Place of work
- ○ Kind of work
- ○ Working hours
- ○ Size of the company
- ○ Structure of the company
- ○ Occupation
- ○ Prospects/career
- ○ Further education
- ○ Change in occupation
- ○ Business conditions
- ○ Other

Specify in more concrete terms the context of the question; in this case, indicate the specific subject about work of the question you are coding.

2.7 DOMAIN: CONSUMER BEHAVIOUR

Please select one:

- ○ Kind of housing
- ○ Housing expenditures
- ○ Housing conditions (furniture, heating, garden, etc.)
- ○ Durables (car, tv, computer, etc.)
- ○ Food and nutrition expenditures (not in restaurants)
- ○ Tobacco, liquor
- ○ Clothing
- ○ Preferences for shops, brands
- ○ Preferences for payment
- ○ Household budgetting
- ○ Consumer organisations
- ○ Saving and investment of money
- ○ Loans, mortgages
- ○ Banks
- ○ Insurances
- ○ Other

Specify in more concrete terms the context of the question; in this case, indicate the specific subject about consumer behaviour of the question you are coding.

2.8 DOMAIN: LEISURE ACTIVITIES

Please select one:

- ○ Cultural activities (theatre, concert, exhibitions, etc.)
- ○ Sports
- ○ Do-it-yourself
- ○ Gambling
- ○ Restaurants/bars
- ○ Holidays/travel
- ○ Newspapers/periodicals
- ○ Radio
- ○ Television
- ○ Internet
- ○ Other activities

Specify in more concrete terms the context of the question; in this case, indicate the specific subject about leisure activities of the question you are coding.

2.9 DOMAIN: HEALTH

Please select one:

- ○ Personal physical health condition
- ○ Personal mental health condition
- ○ Physical illnesses
- ○ Mental illnesses
- ○ Disabilities
- ○ Use of medicine
- ○ Use of drugs
- ○ Medical institutions and hospitals
- ○ Doctor's treatment
- ○ Other

Specify in more concrete terms the context of the question; in this case, indicate the specific subject about health of the question you are coding.

2.10 DOMAIN: LIVING CONDITIONS AND BACKGROUND VARIABLES

Please select one:

- ○ Age
- ○ Sex
- ○ Marital status
- ○ Place of birth
- ○ Place of residence
- ○ Nationality
- ○ Ethnicity
- ○ Income
- ○ Education (schools, degrees, courses)
- ○ Religion
- ○ Other

Specify in more concrete terms the context of the question; in this case, indicate the specific subject about living conditions and background variables of the question you are coding.

Please select one:

○ Religion
○ Philosophy
○ Sexuality
○ Race
○ Norms
○ Life in general
○ Happiness
○ Yourself
○ Other

Specify in more concrete terms the context of the question; in this case, indicate the specific subject about other beliefs of the question you are coding.

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3. CONCEPT

Next to the domain a request for an answer is characterized by a basic concept (i.e. what the researcher really wants to know about a subject or domain). There are however so many basic concepts in survey research used that they could not be analyzed at the same time and presented on one screen, so some are mentioned on the first screen and others on the next follow up screens. To get an overview of all possibilities it is important to look at all of them first. On the first screen several simple and complex concepts are mentioned:

Please select one:

○ Evaluative belief
○ Feeling
○ Importance of something   ⟹   Simple Concepts
○ Expectation of future events
○ Facts, background, or behaviour
○ All other simple concepts
○ Complex concepts
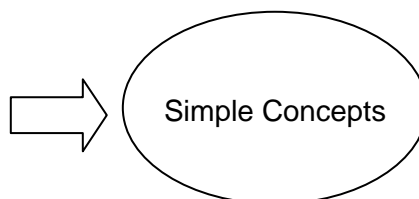
The first 5 options are simple concepts, but because in survey research more simple concepts are used one can find them under option 6 named "All other simple concepts", while option 7 indicates that there are also complex concepts available.

In option 6 "All other simple concepts" one will be able to find the following concepts:

Please select one:

○ Judgement
○ Relationship
○ Evaluation
○ Preference
○ Norm
○ Policy
○ Right
○ Action tendency

We are going to start with defining the simple concepts, a total of 13 concepts, to have a complete overview of all of them:

• Evaluations: you can easy find evaluative words such as good/bad, positive/negative, perfect/imperfect, superior/inferior, useful/useless, etc. (e.g. "Clinton was a good president" or "Their work was perfect").

• Judgements: a neutral remark about someone or something, not in terms of good or bad (e.g. "Our family was large").

- **Relationships**: between two people or things (e.g. "x is the cause of y", "x and y are similar", "I am strongly attached to the Conservative party" or "New laws were the cause of the change of the position of the black people" or "The children should go to sleep").

- **Preferences**: are frequently used in consumer research, election studies, and in studies of policies where items are compared from the most to the least preferred (e.g. "I prefer the Social Democratic Party above the Christian Democratic Party" or "I am in favor of a directly elected President").

- **Norms**: an assertion expressing a norm often contains the word "should" (e.g. "Immigrants should adjust to the culture of their new country").

- **Policies**: are norms (use of "should") about what the government or people in power should do (e.g. "The government should not allow more immigrants" or "The government has to resign").

- **Rights**: an expression of permission such as "accepted", "allowed", or "justified" (e.g. "Abortion is permitted" or "Immigrants also have the right to social security").

- **Action tendencies**: refers to what someone intends to do in the future (e.g. "I want to go to the doctor" or "I will do my homework soon").

- **Facts, background or behavior**: Facts are sometimes asked to test the knowledge of the respondent (e.g. "Who was the 35th president of the United States?"). Demographic or "background" variables concern to educational level, age, gender, income, household composition or marital status. Finally, behavior refers to present or past actions or activities of the respondent.

- **Importance of something**: these types of requests will usually include an expression of "importance" (e.g. "My work is important" or "Honesty is very important to me").

- **Expectation of future events**: are beliefs about what will happen in the future (e.g. "The storm will destroy many houses" or "NATO will leave Afghanistan").

- **Feelings**: those refer to affective evaluations or feelings for something (e.g. "My job is enjoyable", "I like my job" or "Politicians make me angry").

- **Evaluative belief**: are requests which seek to obtain an evaluation of the respondent's belief on something without directly using evaluations. In evaluative beliefs the evaluation is available in the positive or negative connotation of some words, for example: "The budget reform has led to prosperity in the United States", "The war destroyed a lot of buildings" or "Immigrants steal jobs".

Finally, option 7 "Complex concepts" gives the possibility to say that the request does not use just a simple concept but that it uses a combination of them. Therefore, complex concepts are combinations of two or more simple concepts of the above. In this option you will find different types of complex concepts among which you can choose.

Please select one:

- ⚪ Evaluative belief
- ⚪ Feeling
- ⚪ Importance of something
- ⚪ Expectation of future events
- ⚪ Facts, background, or behaviour
- ⚪ All other simple concepts
- ⚪ Complex concepts

➤ Please select one:

- ⚪ Importance of a judgement
- ⚪ Certainty of a judgement
- ⚪ Other

- <u>Importance of a judgement</u>: is a combination among the concept "Importance of something" and "Judgement" (e.g. "How important is that basketball players are tall").

- <u>Certainty of a judgement</u>: combines certainty and judgement (e.g. "How certain are you that kiwis are fruits").

- <u>Other</u>: (e.g. "How much do you like it that abortion is allowed").

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4. SOCIAL DESIRABILITY

Please select one:

- ⚪ Not present
- ⚪ A bit
- ⚪ 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 cultivated person. The choice of the category should be based on the specific population under study and cultural and time references must be taken into account.

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5. CENTRALITY

Please select one:

- ⚪ Not at all central/salient
- ⚪ A bit central
- ⚪ Rather central
- ⚪ Central
- ⚪ Very central/salient

Some topics are more central in the mind of the respondents than other topics (e.g. satisfaction with your job is more central than the use of solar powered cars). Not at all central questions would be those with which the respondent is not at all familiar, while very central questions refer to questions related to the respondent's usual activities. The choice of the category should be based on the respondents characteristics and the coder must think if the topic can be central or not in the mind of the survey respondents.

Please select one:

◯ Future
◯ Present
◯ Past

Requests can be asked about the <u>present</u> situation: feelings at the moment or satisfaction with different aspects of life or opinions about policies, norms, or rights. Requests can also be directed to <u>future</u> events or intended behavior. 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 questions can be directed to the <u>past</u> asking whether one has bought something last week or whether one has been to a physician, dentist, or hospital during the last year.

7. FORMULATION OF THE REQUEST FOR AN ANSWER: BASIC CHOICE

Please select one:

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

Requests for an answer can either be:

- <u>Indirect request</u>: are characterized by the use of pre-requests such as:

   Do you think that…?
   Would you say that…?
   Please tell me, what do you think about…
   Please indicate on a scale from 0 to 10 how much…

   These types of requests are more formal and polite (e.g. "Could you please tell me where Market Street is?").

- <u>Direct request</u>: do not contain a pre-request but are characterized by the inversion of the verb and the subject (e.g. "Where is Market Street?").

- <u>No request present (e.g. not the first item of battery)</u>: in batteries the request is formulated before the first item and after that not anymore. In that case, after the first item, all items do not contain any request.

   Here is an example of a battery from the ESS questionnaire:

ASK ALL
CARD J Using this card, please say how much you agree or disagree with each of these statements about doctors in general:

	Agree strongly	Agree	Neither agree nor disagree	Disagree	Disagree strongly	(Don't know)
i28[167] Doctors usually keep the whole truth from their patients.	1	2	3	4	5	8
i29[168] GPs usually treat their patients as their equals.	1	2	3	4	5	8
i30[169] Before doctors decide on a treatment, they usually discuss it with their patient.	1	2	3	4	5	8

In SQP this battery is divided into 3 different requests (IS28, IS29 and IS30):

IS28 / testa28 / *Doctors keep whole truth from patients*
ESS Round 2 United Kingdom - English

Request for Answer Text:
Please indicate how much you agree or disagree with each of the following statements about doctors in general. Doctors usually keep the whole truth from their patients. please tick one box

Answer options:
- 1 agree strongly
- 2 agree
- 3 neither agree nor disagree
- 4 disagree
- 5 disagree strongly

IS29 / testa29 / *General practitioner/doctor treat patients as equa*
ESS Round 2 United Kingdom - English

Request for Answer Text:
GPs usually treat their patients as their equals. please tick one box.

Answer options:
- 1 agree strongly
- 2 agree
- 3 neither agree nor disagree
- 4 disagree
- 5 disagree strongly

IS30 / testa30 / *Doctors discuss treatment with patients before the*
ESS Round 2 United Kingdom - English

Request for Answer Text:
Before doctors decide on a treatment, they usually discuss it with their patient. please tick one box.

Answer options:
- 1 Agree strongly
- 2 Agree
- 3 Neither agree nor disagree
- 4 Disagree
- 5 Disagree strongly

In the example we would say that there is one request for 3 statements but the request is only presented before the first statement. So the first request of an answer (IS28) contains the request ("Please indicate how much…") and the first statement of the battery ("Doctors rarely keep the whole truth from their patients"). In this case we code the Formulation of the request for an answer characteristic as "an indirect request" while the second statement, IS29, ("GPs rarely treat their patients as their equals") and third, IS30, ("Before doctors decide on a treatments they rarely discuss it with their patient") are not combined with a request (i.e. the interviewer does not repeat the question) and so they should be coded as "No request present".

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8. WH WORD USED IN THE REQUEST

Please select one:

○ WH word used
○ Request without WH word

Requests are often opened with a word like "who", "which", "what", "when", "where" but also "how", "to what extent", "to what/which degree" or "whether". 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 'когда' (Russian 'when') are also WH words.

8.1 WH WORD

Please select one:

○ Who   "Who is the president of the EC?"
○ Which   "Which candidate do you prefer?"
○ What   "What did you buy?"
○ When TIME   "When did you go to school for the first time?"
○ Where PLACE   "Where did you go by car?"
○ How (procedure)   "How did you pay the car?"
○ How (relationship)   "How did the position of the blacks changed?"
○ How (opinion)   "How do you see the future?"
○ How (quantity)   "How often do you go to church?" or "How many…"
○ How (extremity)   "How interested are you in politics"
○ How (intensity)   "How strongly do you believe that you will get a job?"
○ Why   "Why did you leave school?"

Note that expressions like "to what extent do you agree with..." should not be coded as "what" because the meaning is rather "how much" as the WH word "How (intensity)". The code "what" refers to the use of the word what in phrases like: "What did you buy yesterday?"

9. REQUEST FOR AN ANSWER TYPE

Please select one:

○ Interrogative
○ Imperative
○ Declarative
○ None of the above

Requests for an answer are usually formulated in one of the following options:

- Interrogative requests can be identified with statements such as:
    Do you agree or disagree that…
    Do you think that…?
    Would you say that…?
- .Imperative requests are instructions to the respondents that usually include statements like:
    Please indicate on a scale from 0 to 10 how much…
    Please read each question and tick the box on each line that shows how much time…
    Tell me to what extent…
- Declarative requests that can be formulated like statements like:
    Now I would like to ask you…
- None of the above: occurs when there is no request present[1], i.e. when it is a stimulus or statement of a battery.

10. USE OF GRADATION

Please select one:

○ No gradation used
○ Gradation used

A request contains a gradation if it indicates that the response scale will allow answers which can be ordered from low to high or from high to low (e.g. "Could you tell me how much/ to which extent/ to which degree you approve (or disapprove) of this policy?").

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[1] See characteristic 7 in page 17 and 18 for more concrete information about batteries.

11. BALANCE OF THE REQUEST

Please select one:

◯ Balanced or not applicable
◯ Unbalanced

Depending on how the request is formulated, requests can be balanced or unbalanced.

A request is <u>balanced</u> when possible answer categories of both directions are mentioned in the request. Examples:
"Do you like or dislike foreigners?"
"How successful or unsuccessful would you say you are?"

A request should be coded as <u>not applicable</u> when there are no two directions possible. This is true for all questions about frequencies, probabilities, likelihood, etc. For example:
"How often do you meet with foreigners?"
"How much time do you spend watching television?"

There are more concepts that only vary from zero to one end of the scale. For example, in "How guilty is this terrorist?" only two possible options are available, or the terrorist is guilty or it is not, and the same happens with "How sweet is this drink". In these cases the other direction cannot be formulated and so these requests are also considered "not applicable". Another example is "Do you think that abortion should be legalized or not?". This request should be coded as "not applicable" because abortion can just be legalized or not legalized (i.e. prohibited), so there is no opposite pole for legalization, other than the automatic zero point which is prohibition.

A request is <u>unbalanced</u> when in the request only one direction is indicated while the other direction is possible. This is what they call a leading question, because the one sided formulation can influence the answer of the respondent. Examples:
"Do you dislike foreigners?"
"How successful would you say you are?"

Coders must be aware, that this is language specific. For example, in Spanish, there is no such opposite pole for 'successful' like 'unsuccessful'. In Spanish the opposite is 'no successful'. This word cannot be considered the opposite. So, if they ask in Spanish "How successful is the police?" this request will be considered as <u>not applicable</u> because in Spanish the opposite is not "unsuccessful" as in English but "not successful", which is the zero point of "successful" instead of the opposite.

One can also find requests formulated like "Do you think that the government is doing a good job or not?" which are also language specific. For these types of questions, we will say that, for any language, if the opposite pole "bad" exists, then the request is <u>unbalanced</u> because it exists and it is not used. However, if the opposite pole for "good" (other than "not good") doesn't exist for the language, then the balance of the request is considered <u>not applicable</u>.

12. PRESENCE OF ENCOURAGEMENT TO ANSWER

Please select one:

◯ No particular encouragement present
◯ Encouragement present

There are requests that seek to obtain an answer from the respondent. These requests usually use phrases like:
Please read this question carefully before answering
Could you tell me…?
We would like to ask you…
Please tell me…

It is important for us to know if you…

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13. EMPHASIS ON SUBJECTIVE OPINION IN REQUEST

Please select one:

○ No emphasis on opinion present
○ Emphasis on opinion present

There are also requests, which seek to obtain the subjective opinion of the respondent, and to do so phrases as such are used:

Please, give us your opinion about…
What do you think about…?
According to you…
In your opinion…

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14. INFORMATION ABOUT THE OPINION OF OTHER PEOPLE

Please select one:

○ No information about opinions of others
○ Information about opinions of other present

When information about other people is given in the request, such statements are used:

Some people are against nuclear energy while others favor it…
Most people think that…

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15. USE OF STIMULUS OR STATEMENT IN THE REQUEST

Please select one:

○ No stimulus or statement
○ 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. They occur in batteries[2] of survey requests. Example of stimulus on a battery of questions:

"[Request] Please indicate how much trust you have in each of the following institutions:
·The police [Stimulus 1]
·The European Parliament [Stimulus 2]
·The Polish Parliament [Stimulus 3]"

A statement is a complete sentence. Example of statement:

"[Request] Do you think that the following statement is true?
·Men are more intelligent than women [Statement]"

In a battery of questions, the first item, stimulus, of the battery (e.g. The police) is coded together with the request for an answer and the following items (e.g. The European parliament and the Polish parliament) are coded separately. So a request for an answer can include a stimulus or statement, being this one the first item of the battery of questions, but a stimulus or statement can also appear without a request i.e. the ones of the battery of questions, other than the first[3].

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16. ABSOLUTE OR COMPARATIVE JUDGEMENT

Please select one:

○ An absolute judgement
○ A comparative judgement

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[2] See characteristic 7 in page 17 and 18 for more concrete information about batteries.

[3] See SQP examples IS29 and IS30 from characteristic 7 in page 18 for questions without a request present.

A request for an answer can be designed using a <u>comparative judgement</u> where the respondents are asked to compare two events or things (e.g. "Are you now more or less satisfied than in the past?" or "Is Britain made a better or a worse place to live by people coming to live here?"), or an <u>absolute judgement</u> where respondents have to evaluate an event or something else, they often have to give an absolute judgement (e.g. "How satisfied are you with your health?").

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17. RESPONSE SCALE: BASIC CHOICE

Please select one:

○ Categories
○ Yes/no answer scale
○ Frequencies or amounts
○ Magnitude estimation
○ Line production
○ More steps procedures

Normally a request contains also a response scale to evaluate the request. To have a better idea of the characteristics of the answer options one has to look at the questionnaire because SQP doesn't give the exact format of the scale

Example:

- Response scale in the ESS questionnaire:

A8 Using this card, generally speaking, would you say that most people can be trusted, or that you can't be too careful in dealing with people? Please tell me on a score of 0 to 10, where 0 means you can't be too careful and 10 means that most people can be trusted. [Int. Show Card A3]

You can't be too careful										Most people can be trusted	DK
0	01	02	03	04	05	06	07	08	09	10	88

- In SQP the response scale is presented as follows:

A8 / PplTrst / social trust, careful
ESS Round 1 United Kingdom - English

Request for Answer Text:
Using this card, generally speaking, would you say that most people can be trusted, or that you can't be too careful in dealing with people? Please tell me on a score of 0 to 10, where 0 means you can't be too careful and 10 means that most people can be trusted.

Answer options:
- 0 You can't be too careful
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10 Most people can be trusted

Response scales can be presented in the following different forms:

- <u>Categories:</u> when the number of response options is between 3 and 12 Example:
  "What is the most important problem in our country?
  1. Terrorism; 2. Unemployment; 3. Racism; 4. Criminality; 5. Others, namely____"

Be aware that the following answer scale corresponds to a category type of scale and not a frequency.

A1 / TvTot / *media use , tv total*

ESS Round 1 United Kingdom - English

Request for Answer Text:
On an average weekday, how much time, in total, do you spend watching television? Please use this card to answer.

Answer options:
- No time at all
- Less than ½ hour
- ½ hour to 1 hour
- More than 1 hour, up to 1 ½ hours
- More than 1 ½ hours, up to 2 hours
- More than 2 hours, up to 2 ½ hours
- More than 2 ½ hours, up to 3 hours
- More than 3 hours

- <u>Yes/ No answer scale:</u> answer scales with 2 options are summarized under the name of yes/no scales. Example:

  "Did you go to college? 1. True; 2. False"

  There are request types where no answer categories are suggested. In these cases, response options based on frequencies or amounts, magnitude estimation or line production will be provided.

- <u>Frequencies or amounts:</u> can be easily identified by statements like:

  "What percentage of your time do you spend on housework? 0% means absolutely nothing and 100 % means absolutely all. Write in percentage: _____"
  "How many years did you live in New York? Write in: _____years"

  Below is another example of a frequency scale:

3. On an average weekday, how much time, in total, do you spend watching television?

WRITE IN HOURS: [ ][ ]   AND MINUTES: [ ][ ]

- <u>Magnitude estimation:</u> In magnitude estimation subjects are presented with a standard stimulus (a modulus) and are told that the stimulus has a magnitude of a certain value, like 20. The subjects are then presented with a series of stimuli that vary in extremity or intensity and are asked to assign each of the stimuli a number relative to the standard stimulus (e.g. if the current stimulus is twice as intense or extreme as the standard stimulus it should be called 40 or if it is half as intense, it should be called 10).

- <u>Line production:</u> can be easily identified by statements such as:

  "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_____
  indicate your opinion by drawing here a line:"

- <u>More steps procedures:</u> as the term states these requests consist of more than one question. Examples:

  Q1 "Do you favour or oppose abortion?
      1. Favour;   **go to Q2**
      2. Oppose"   **go to Q3**

  Q2 "How much do you favour abortion?
      1. I am absolutely for it;
      2. I am for it";

Q3 "How much do you oppose abortion?
    1. I am absolutely against it;
    2. I am against it".

17.1 NUMBER OF CATEGORIES

Please enter a whole number value for this characteristic:

Enter the amount of categories of the answer options. Example:

A1 / TvTot / media use , tv total
ESS Round 1 United Kingdom - English

Request for Answer Text:
On an average weekday, how much time, in total, do you spend watching television? Please use this card to answer.

Answer options:
- No time at all
- Less than ½ hour
- ½ hour to 1 hour
- More than 1 hour, up to 1 ½ hours
- More than 1 ½ hours, up to 2 hours
- More than 2 hours, up to 2 ½ hours
- More than 2 ½ hours, up to 3 hours
- More than 3 hours

The program will provide a "suggested value" for this particular characteristic. In the example, the total number of categories is 8.

Note that the don't know option should not be counted as one of the answer categories because we are here interested in the number of categories of the scale and don´t know is usually not part of the scale.

17.2 NUMBER OF FREQUENCIES

Please enter a whole number value for this characteristic:

Enter the maximum possible value obtainable in the frequency (e.g. "What percentage of your time do you spend on housework? 0% means absolutely nothing and 100 % means absolutely all. Write in percentage: _____" here the maximum number of frequencies is 100). Example:

H1 / TEST1A / media use , tv total
ESS Round 1 United Kingdom – English

Request for Answer Text:
On an average weekday, how much time, in total, do you spend watching television. Write in

Answer options:
- hours
- and minutes

The program will provide a "suggested value" for this particular characteristic. In the example, the total number of frequencies is 24 hours (i.e. corresponding at the maximum hours per day one can spend watching TV).

17.3 MAXIMUM POSSIBLE VALUE

Please enter a whole number value for this characteristic:

Enter the maximum possible value obtainable by the magnitude estimation. If this value is not known, enter the maximum value observed in the data.

17.4 LABELS OF CATEGORIES

Please select one:

○ No labels
○ Partially labelled
○ Fully labelled

The text related (i.e. the labels) to each category can be:

- <u>No labeled</u>: There are no labels for any of the categories of the scale (e.g. "From a scale from 0 to 5, how much would you say you agree with the current political situation in Spain?). Although this type of question occurs we do not recommend the use of it because the direction of the scale is not clear.

0	1	2	3	4	5
☐	☐	☐	☐	☐	☐

- <u>Partially labelled</u>: Some of the categories of the answer scale are labelled.

You can't be too careful										Most people can be trusted
00	01	02	03	04	05	06	07	08	09	10

- <u>Fully labelled</u>: All of the categories of the answer scale are labelled.

No access at home or work	00
Never use	01
Less than once a month	02
Once a month	03
Several times a month	04
Once a week	05
Several times a week	06
Every day	07
(Don't know)	88

17.5 LABELS WITH SHORT OR LONG TEXT

Please select one:

○ Short text
○ Complete sentences

Short labels are short texts/single words and longer texts are complete sentences. One has the choice between full sentences or short predicates.

- <u>Short text</u>: (e.g. "Agree completely" or "More than a quarter of the time").
- <u>Complete sentences</u>: (e.g. ""Doctors rarely tell the whole truth to their patients").

17.6 ORDER OF THE LABELS

Please select one:

○ First label negative or not applicable
○ 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.

- <u>First label negative</u>: (e.g. "How would you rate the quality of fast-food restaurants? 1.Very bad; 2.Bad; 3.Good; 4.Very good" or "How often do you watch TV? 1. Never; 2. Seldom, 3. Occasionally, 4. Regularly; 5. Frequently").

- <u>Not applicable:</u> (e.g. "In what continent do you live? 1. Europe; 2. Asia; 3. Africa; 4. America")

- <u>First label positive:</u> (e.g. "What do you think about doctors keeping the whole truth from their patients? 1. Completely Agree; 2.Neither Agree or Disagree; 3.Completely Disagree").

17.7 CORRESPONDENCE BETWEEN THE LABELS AND THE NUMBERS OF THE SCALE

Please select one:

- ○ High correspondence
- ○ Medium correspondence
- ○ Low correspondence
- ○ Not applicable

There can be an ordering in the response categories, and one can say that the numbers in front of the category suggest an order in the scale. Here we require you to look at the order of the number of categories together with its labels, and answer if the correspondence between those two characteristics of the answer scale is high, medium or low. If the scale is not ordinal[4] then this characteristic is not applicable.

- <u>High correspondence:</u> the texts (i.e. the labels) are completely in line with the numbers in the categories. Such as 'Neither agree or disagree' which corresponds to the neutral category, 0, and 'No trust at all', which also corresponds to the lowest category, 0.

-3	-2	1	0	1	2	3
Disagree completely	Disagree strongly	Disagree	Neither agree nor disagree	Agree	Agree strongly	Agree completely

No trust at all										Complete trust
0	1	2	3	4	5	6	7	8	9	10

- <u>Medium correspondence:</u> there is a logical order between the labels of the categories and its numbers, but this is not perfectly related. The categories are ordered from lowest to highest, being the lowest the more negative category and the highest the more positive one.

1	2	3	4	5	6	7
Disagree completely	Disagree strongly	Disagree	Neither agree nor disagree	Agree	Agree strongly	Agree completely

No trust at all										Complete trust
1	2	3	4	5	6	7	8	9	10	11

- <u>Low correspondence:</u> there is no agreement in the order of the labels of the categories and its numbers. The categories are ordered from lowest to highest. Thus, while the numbers are going up, the agreement goes down.

1	2	3	4	5	6	7
Agree completely	Agree strongly	Agree	Neither agree nor disagree	Disagree	Disagree strongly	Disagree completely

---

[4] Ordinal response categories require an ordering of the alternatives (e.g. 1.Very bad; 2.Rather bad; 3.Bad; 4.Neither bad nor good; 5.Good; 6.Rather good; 7.Very good), while nominal categories consist of a set of options (e.g. 1.Terrorism; 2.Unemployment; 3.Racism; 4.Criminality; 5. Others).

- Not applicable: this characteristic is not applicable in the case were nominal categories, yes/ no, true/ false answers, frequencies or numbers are used.

17.8 THEORETICAL RANGE OF SCALE BIPOLAR/ UNIPOLAR

Please select one:

○ Theoretically unipolar
○ Theoretically bipolar

The concept of a question has a range, the so called "theoretical range". The response scale has also a range the so called "response scale range". Both the theoretical and the response scales ranges may be either unipolar or bipolar. Here we focus on the theoretical range of the question concept.

- Theoretically bipolar: this means that the theoretical concept contains the two opposing poles, for example "like and dislike foreigners". Even though both poles are not explicitly mentioned in the request, if theoretically the opposite pole exists, we will continue considering the theoretical range as bipolar. Example: "How much do you like foreigners?" This request just contains the positive pole 'like' but as in English the opposite can be formulated as 'dislike' we would say that it is theoretically bipolar. Request with neutral connotations will be also considered bipolar.

- Theoretically unipolar: when one cannot formulate an opposite pole of the concept then it is considered as unipolar. For example, frequency scales typically have theoretical and response scales that are both unipolar:
    [Request] "How often do you listen to music when doing housework?"
    [Answer options] 1. Never – 4. Always

    [Request] "How closely did our company follow your project timeline?"
    [Answer options] 1. Extremely closely – 2. Slightly closely

    Likely and certain are probability scales and are unipolar even though unlikely and uncertain are used in the question and answer categories:
    [Request] "How likely are you to hire our company again?"
    [Answer options] 1. Extremely likely – 5. Not at all likely

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

17.9 RANGE OF THE USED SCALE BIPOLAR/ UNIPOLAR

Please select one:

○ Unipolar
○ Bipolar

When the theoretical range of the scale is unipolar then the answer options are always unipolar, and the SQP program already assumes this by not providing this characteristic if the coder has previously coded that the concept is theoretically unipolar. But if the theoretical range is bipolar whether the scale is unipolar or bipolar can be seen at the endpoints of the scale. Example bipolar scale:

0. Very dissatisfied – 10. Very satisfied

This scale is bipolar, because the two opposite poles of the scale are mentioned.

Examples of <u>unipolar</u> scales:

0. Not at all satisfied – 10. Very satisfied
0. Do not agree at all – 10. Completely agree

These are unipolar scales because the opposite pole 'dissatisfied/disagree' is ignored. Theoretically they exist in English because the negative endpoints, namely "Very dissatisfied" and "Completely disagree" could be formulated. Thus theoretically these scales would be a bipolar but the scales specified are actually unipolar. Note that time scales, percentages and frequencies are always unipolar.

0. Never – 10. Very often

Scales are also unipolar when one cannot formulate the opposite pole.

17.10 SYMMETRY OF RESPONSE SCALE

Please select one:

○ Asymmetric
◉ Symmetric

- <u>Symmetric</u>: 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 (e.g. 1.Very good; 2.Good; 3.Bad; 4.Very bad).
- <u>Asymmetric</u>: a scale is asymmetric when there are not equal response options at both sides of the scale and when the distance is the same (e.g. 1.Like very much; 2. Like; 3. Don't like). Nominal scales are also asymmetric.

17.11 NEUTRAL CATEGORY

Please select one:

○ Present
○ Not present

A neutral category can be either the middle of a scale or a subjective neutral point (e.g. 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'). In a symmetric scale with an uneven number of categories, the middle category is the neutral category. Example of an implicit neutral middle category:
1.Disagree
2
3
4
5.Agree

In this scale, category 3 is the implicit neutral middle point. Note that the neutral category is not equal to no answer or no opinion.

17.12 NUMBER OF FIXED REFERENCE POINTS

Please enter a whole number value for this characteristic:

[   ]

Enter the amount of fixed reference points of the answer options. The characteristic "fixed reference points" asks how many reference points of a scale are fixed. "Fixed" means there is no doubt where

the point lies on the subjective scale perceived by respondents. Using the following scale, there is no doubt that the points 1 and 10 are the fixed reference points of the scale because one cannot be more than 'completely' in agreement or in disagreement.

1. Completely disagree - 10. Completely agree

However, using the following scale, points 0 and 10 are still fixed reference points but in this case there is a third fixed point, which is the fifth category (neutral category). This can be easily seen because in a bipolar and symmetric scale with an uneven number of categories, the middle point is the neutral category, and a neutral category is always a fixed reference point.

0. Completely disagree - 10. Completely agree

If the end points had been labeled 'bad' and 'good' these reference points should not be seen as fixed because one can be worse than bad and better than good. The following scale has 3 reference points (1.Bad; 3.Neither good or bad; and 5.Good), but only 1 of them is fixed, the neutral category (3.Neither good or bad).

1. Bad
2. A bit bad
3. Neither good nor bad
4. A bit good
5. Good

Furthermore, take into account the following case. In such types of category scales where ranges are defined, we will say that the fixed reference points. In the following example, categories 1 to 6 are closed because the time range is closed (i.e. the first category goes from no time to 30 minutes, the second from 30 minutes to 1 hour, and so forth). Those closed categories are fixed reference points, as '0. No time at all', which is also fixed because one cannot spend less than 'no time at all' doing something. On the contrary, the last category '7. More than 3 hours' is an open category because the top bottom is not defined.

0.No time at all
1.Less than ½ hour
2. ½ hour to 1 hour
3.More than 1 hour, up to 1 ½ hours
4.More than 1 ½ hours, up to 2 hours
5.More than 2 hours, up to 2 ½ hours
6.More than 2 ½ hours, up to 3 hours
7.More than 3 hours

In conclusion, we will say that this category scale has 7 fixed reference points, which correspond to the categories from 0 to 6.

---

18. DON'T KNOW OPTION

Please select one:

◯ DK option present
◯ DK option only registered
◯ DK option not present

The Don't Know option will often not appear as an answer option in SQP but this does not mean that this option was not in the questionnaire. In order to check if the item you are coding uses a Don't Know option as a possible answer, you have to look for the real questionnaire.

The following Don't Know options can be considered:

- DK option present: is explicitly mentioned to the respondent among the response options.

I1 Did the respondent ask for clarification on any questions?

Never	1
Almost never	2
Now and then	3
Often	4
Very often	5
Don't know	8

- DK option only registered: is not explicitly mentioned but the interviewer will register such a response. In this case, the Don't Know option is differentiated from the other options by the use of brackets, bolt letters, etc.

B1 How interested would you say you are in politics – are you... **READ OUT**...

very interested,	1
quite interested,	2
hardly interested,	3
or, not at all interested?	4
(Don't know)	8

- DK option not present: a Don't Know option is not present and not registered.

		Very much like me	Like me	Some-what like me	A little like me	Not like me	Not like me at all
K	It is important to her to make her own decisions about what she does. She likes to be free and not depend on others.	□ 01	□ 02	□ 03	□ 04	□ 05	□ 06

19. INTERVIEWER INSTRUCTION

Please select one:

○ Absent
○ Present

There are requests for an answer that incorporate instructions to the interviewer such as "Read out", "If unclear, repeat the instructions" or "Card 1". These instructions are usually differentiated from the main text of the request (i.e. using bolt letters, underlined letters, etc.). But this kind of instructions will usually not appear in the SQP request text, as they are not mentioned to the respondent when asking the question. Coders must check this question's characteristic in the questionnaire.

20. RESPONDENT INSTRUCTION

Please select one:

○ Absent
○ Present

Researchers can give instructions to the respondent, which are linguistically characterized by the imperative mode or polite versions of it (e.g. "Answer the question with this card", "Please imagine a scale from 1 to 5", "Using this card, please tell me…" or "Give a number between 0 an 100"). In this case, a respondent's instruction should appear in the SQP request text, as it is part of the question.

---

21. EXTRA MOTIVATION, INFORMATION OR DEFINITION AVAILABLE

Please select one:

○ Absent
○ Present

Motivation explains the broader purpose of the research to the respondent (e.g. "We are doing research to find out the best way to ask these questions" or "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").

   Note that extra motivation should not be confused with the introduction. The latter initiates the topic of the request for an answer; the former introduces the aim of the study or the questionnaire.

   Sometimes a definition or information about the concept measured is provided in the survey item (e.g. "We´d now like to ask you about housework. By housework we mean things done around the home, such as cooking, washing, cleaning, care of clothes, shopping, maintenance of property, but not including childcare, looking after other people and leisure activities. On a typical weekday about how many hours in total do people in your household spend on housework for your home?").

21.1 KNOWLEDGE PROVIDED

Please select one:

○ No extra information provided
○ Definitions only
○ Other explanations
○ Both definitions and other explanations

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

•   No extra information provided

•   Definitions only (e.g. "0 means that you are completely dissatisfied and 10 means that you are completely satisfied", "By euthanasia we understand… ", "By housework we mean things…", etc.).

•   Other explanations (e.g. "An overview of the possible consequences of leaving NATO is given below" or "As you might know there was an extended discussion in congress about gun control…").

•   Both definitions and other explanations

---

22. INTRODUCTION AVAILABLE

Please select one:

○ Available
○ 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 (e.g. "Now, a couple of questions follow about your health" or "The next questions deals with your work"). Usually introductions will be found in SQP as a text apart from the request. The text will appear clearly identified as an Introduction text. If so, SQP will ask you to code its characteristics.

B35 / ImSmEtn / *immigration , allow same race*

ESS Round 3 Ireland - English

Introduction Text:
Now some questions about people from other countries coming to live in Ireland.

Request for Answer Text:
Now, using this card, to what extent do you think Ireland should allow people of the same race or ethnic group as most Irish people to come and live here?

Answer options:
- 1 Allow many to come and live here
- 2 Allow some
- 3 Allow a few
- 4 Allow none

22.1 NUMBER OF SENTENCES IN THE INTRODUCTION

Please enter a whole number value for this characteristic:

Enter the number of sentences found in the introduction text. Example:
"Now I would like to ask you about housework."

The program will provide a "suggested value" for this particular characteristic. In the example, the total number of sentences is 1.

22.2 NUMBER OF WORDS IN THE INTRODUCTION

Please enter a whole number value for this characteristic:

Enter the number of words. Example:
"Now I would like to ask you about housework."

The program will provide a "suggested value" for this particular characteristic. In the example, the total number of words is 9.

22.3 NUMBER OF SUBORDINATE CLAUSES IN THE INTRODUCTION

Please enter a whole number value for this characteristic:

Enter the number of subordinate clauses. Some requests for answers cannot be expressed by a simple independent main clause. Often subordinate clauses appear in sentences with pre-requests, such as:
"Do you think that…"
"Would you say that…"
"Please tell me what do you think about…"
"Please indicate on a scale from 0 to 10 how much…"

Therefore other clauses are added which express subordinate meanings that depend on the main clause.

Another example: "Margaret Thatcher [MAIN], former prime minister of the U.K. [SUBORDINATE], once said: "there is no such thing as society".

Subordinate clauses can also 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 participles can be links: 'using this card', 'now thinking about', etc. Example: "Which measures do you take [MAIN] to improve your financial situation [SUBORDINATE]?".

22.4. REQUEST PRESENT IN THE INTRODUCTION

Please select one:

○ Request not present
○ 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?"

Because the first sentence does not have to be answered we code it as the introduction but in the request form.

---

23. NUMBER OF SENTENCES IN THE REQUEST

Please enter a whole number value for this characteristic:

[   ]

Enter the number of sentences of the request for an answer text. Example:

"Please indicate how much you agree or disagree with each of the following statements about doctors in general [1st]. Doctors rarely keep the whole truth from their patients [2nd]."

The program will provide a "suggested value" for this particular characteristic. In the example, the total number of sentences in the request is 2.

---

24. NUMBER OF WORDS IN THE REQUEST

Please enter a whole number value for this characteristic:

[   ]

Enter the number of words of the request for an answer text. Example:

"Please indicate how much you agree or disagree with each of the following statements about doctors in general. Doctors rarely keep the whole truth from their patients."

The program will provide a "suggested value" for this particular characteristic. In the example, the total number of words in the request is 27.

---

25. TOTAL NUMBER OF NOUNS IN THE REQUEST FOR AN ANSWER

Please enter a whole number value for this characteristic:

[   ]

Enter the number of nouns of the request for an answer text. A noun 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. Example:
"Please indicate how much you agree or disagree with each of the following statements about doctors in general. Doctors rarely keep the whole truth from their patients."

The program will parse the sentence, it denotes the nouns as NN and will provide a "suggested value" for this particular characteristic (i.e the number of time the code NN occurs). In the example, the total number of nouns in the request is 6.

---

26. TOTAL NUMBER OF ABSTRACT NOUNS IN THE REQUEST FOR AN ANSWER

Please enter a whole number value for this characteristic:

Enter the number of abstract nouns of the request for an answer text. Abstract nouns indicate objects that you cannot, 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

Example:
"Please indicate how much you agree or disagree with each of the following statements about doctors in general. Doctors rarely keep the whole truth from their patients."

The program will not provide a "suggested value" for this particular characteristic. Therefore, the coder will need to count them. In the example, the total number of abstract nouns in the request is 2.

---

27. TOTAL NUMBER OF SYLLABLES IN REQUEST

Please enter a whole number value for this characteristic:

Enter the number of syllables of the request for an answer text. Example:
"Please in-di-cate how much you a-gree or dis-a-gree with each of the fo-llow-ing state-ments a-bout doc-tors in ge-ne-ral. Doc-tors rare-ly keep the whole truth from their pa-tients."

The program will provide a "suggested value" for this particular characteristic based on the hyphenation of the words. If the program is not providing it, one would have to do the counting. In the example, the total number of syllables in the request is 42.

28. NUMBER OF SUBORDINATE CLAUSES IN REQUEST

Please enter a whole number value for this
characteristic:

[   ]

Enter the number of subordinate clauses. Some requests for answers cannot be expressed by a simple independent main clause. Often subordinate clauses appear in sentences with pre-requests, such as:

"Do you think that…"
"Would you say that…"
"Please tell me what do you think about…"
"Please indicate on a scale from 0 to 10 how much…"

Therefore other clauses are added which express subordinate meanings that depend on the main clause.

Another example: "Margaret Thatcher [MAIN], former prime minister of the U.K. [SUBORDINATE], once said: "there is no such thing as society"".

Subordinate clauses can also 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 participles can be links: 'using this card', 'now thinking about', etc. Example: "Which measures do you take [MAIN] to improve your financial situation [SUBORDINATE]?"

29. NUMBER OF SYLLABLES IN ANSWER SCALE

Please enter a whole number value for this
characteristic:

[   ]

Enter the number of syllables of the answer options text. This characteristic refers to the total number of syllables for all of the words in all the response options. Example:
"1. A-gree strong-ly; 2. A-gree; 3. Nei-ther A-gree nor Dis-a-gree; 4. Dis-a-gree; 5. Dis-a-gree strong-ly"

The program will provide a "suggested value" for this particular characteristic based on the hyphenation of words. If the program is not providing it, one would have to do the counting. In the example, the total number of syllables in the answer scale is 22. However in some language the program would suggest 27 because it also includes the numbers before the category labels. If that is the case then you have to correct the suggested number.

30. TOTAL NUMBER OF NOUNS IN ANSWER SCALE

Enter the number of nouns of the answer options text. A noun 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 <u>year</u> our <u>neighbours</u> bought a <u>goat</u>.
<u>Portia</u> <u>White</u> was an <u>opera</u> <u>singer</u>.
The <u>bus</u> <u>inspector</u> looked at all the <u>passengers</u>' <u>passes</u>.
According to <u>Plutarch</u>, the <u>library</u> at <u>Alexandria</u> was destroyed in 48 B.C.
<u>Philosophy</u> is of little comfort to the <u>starving</u>.

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

pronouns not nouns. Examples:

"1. Agree strongly; 2. Agree; 3. Neither Agree nor Disagree; 4. Disagree; 5. Disagree strongly"

"1. A <u>woman</u> should be prepared to cut down on her paid <u>work</u> for the <u>sake</u> of her <u>family</u>; 5. A <u>woman</u> should not have to cut down on her paid <u>work</u> for the <u>sake</u> of her <u>family</u>"

The program will provide a "suggested value" for this particular characteristic. In the first example, the total number of nouns is zero and in the second example it is 8.

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31. TOTAL NUMBER OF ABSTRACT NOUNS IN ANSWER SCALE

Enter the number of abstract nouns of the request for an answer text. Abstract nouns indicate objects that you cannot, 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

Example:

"1. A woman should be prepared to cut down on her paid <u>work</u> for the <u>sake</u> of her family; 5. A woman should not have to cut down on her paid <u>work</u> for the <u>sake</u> of her family"

The program will not provide a "suggested value" for this particular characteristic. Therefore, the coder will need to count them. In the example, the total number of abstract nouns in the request is 4.

---

32. SHOW CARD USED

Please select one:

○ Showcard not used
○ Showcard used

Show cards are often used during the interview to show the response options or to explain the question. Although in some cases it is specified in the SQP request for an answer text whether a show card has to be used or not (e.g. "Use Card J"), the coder has to check it on the questionnaire.

- Show card not used:

B11 Some people don't vote nowadays for one reason or another.
Did you vote in the last [country] national election in [month/year]?

Yes	1	ASK B12
No	2	
Not eligible to vote	3	GO TO B13
(Don't know)	8	

- Show card used:

B28 CARD 11 Now, using this card, please say what you think overall about the state of education in [country] nowadays?

Extremely bad										Extremely good	(Don't know)
00	01	02	03	04	05	06	07	08	09	10	88

32.1 HORIZONTAL OR VERTICAL SCALE

Please select one:

◯ Horizontal
◯ Vertical

Select one of the options depending on the format of the scale, presented on the show card not on the SQP answer options text.

- <u>Horizontal</u>:

No Trust At All										Complete Trust
0	1	2	3	4	5	6	7	8	9	10

- <u>Vertical</u>:

1 Disagree strongly
2 Disagree
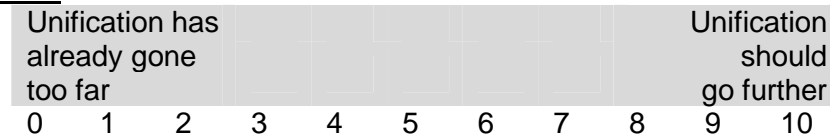3 Neither Agree nor Disagree
4 Agree
5 Agree strongly
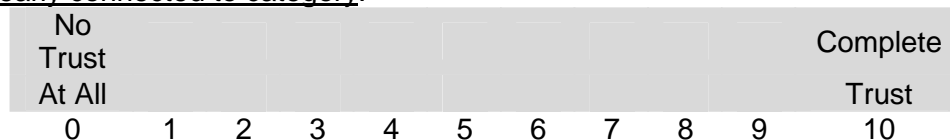
32.2 OVERLAP OF TEXT CATEGORIES

Please select one:

◯ Overlap present
◯ Text clearly connected to category

Overlap happens when the text meant to mark one category overlaps with another. Select one of the options depending on the format of the scale, presented on the show card not on the SQP answer options text. This only happens in horizontal scales.

- <u>Overlap present</u>:

Unification has already gone too far									Unification should go further	
0	1	2	3	4	5	6	7	8	9	10

- <u>Text clearly connected to category</u>:

No Trust At All									Complete Trust	
0	1	2	3	4	5	6	7	8	9	10

32.3 NUMBERS OR LETTERS BEFORE ANSWER CATEGORIES

Please select one:

◯ Numbers
◯ Letters
◯ Neither

Usually numbers or letters order the answer options of a request. Select one of the options depending on the format of the scale, presented on the show card not on the SQP answer options text.

- <u>Numbers:</u>

  1 Disagree strongly
  2 Neither Agree nor Disagree
  3 Agree strongly

- <u>Letters:</u>

  A Parliament
  B Government
  C Police

- <u>Neither:</u>

  Never
  Less than once a month
  One a month
  Several times a month
  Once a week
  Several times a week
  Every day

33.4 SCALE WITH NUMBERS OR NUMBERS IN BOXES

Please select one:

◯ Only numbers
◯ Numbers in boxes

Sometimes the numbers or letter before the categories are in boxes and sometimes are not.

33.5 START OF THE RESPONSE SENTENCE ON THE SHOW CARD

Please select one:

◯ Yes
◯ No

A show card can either provide just the answer categories for the respondent or can also provide the start of the response sentence. Example:

    "Most of the people would….
    0.Take advantage of me – 10. Act properly"

33.6 QUESTION ON THE SHOW CARD

Please select one:

◯ Yes
◯ No

Show cards can also provide the whole question before the answer options or not.

33.7 PICTURE PROVIDED

Please select one:

◯ Picture provided
◯ No picture provided

Sometimes there are pictures which provide with extra information related to the request for an answer to the respondent.

34. COMPUTER ASSISTED

Please select one:

◯ Yes
◯ No

This characteristic refers to the whole questionnaire and not just to the particular question. Thus, the coder must have to find out if the questionnaire was computer based or paper and pencil. In the ESS the Computer and Interviewer information can be found in the Data and Documentation Report (looking for the specific country).

35. INTERVIEWER

Please select one:

◯ Yes
◯ No

This characteristic refers to the whole questionnaire and not just to the particular question. Thus, the coder must have to find out if an interviewer administrated the questionnaire or if self-completion was applied. In the ESS the Computer and Interviewer information can be found in the Data and Documentation Report (looking for the specific country).

36. VISUAL OR ORAL

Please select one:

◯ Visual
◯ Oral

This characteristic refers to the way the questionnaire is provided to the respondent. One has to take into account the previous code 'Interviewer' in order to know if the questionnaire was provided in an oral or visual way. In this sense, if the interviewer is present, the questionnaire is held in an oral way while if the interviewer is not present because the questionnaire is self-completed by the respondent, then the questionnaire is filled in a visual support (either paper or computer).

Although this is generally true it may happen that the interviewer is there but that the respondent has to fill in some questions him/herself, especially sensitive questions.

37. POSITION

Please enter a whole number value for this characteristic:

[   ]

This characteristic refers to the position of the request in the questionnaire. For this characteristic we suggest to count the number of questions before the specific question, ignoring the routing.