

# User Manual for SQP 3.0

Version 1.0



**To cite this document:**

Survey Quality Predictor (2023). *User Manual for SQP 3.0*.  
GESIS – Leibniz Institute for the Social Sciences, Mannheim.

---

## Table of Contents

Preface .....	3
Before Getting Started.....	4
Overview .....	5
1 Registration and Login.....	7
1.1 Registration.....	7
1.2 Login.....	8
2 Database .....	8
2.1 Filtering Questions.....	10
2.2 Searching Questions.....	12
3 Adding Studies and Questions .....	13
3.1 Selecting and Creating New Studies .....	14
3.2 Creating Questions .....	14
4 Coding the Characteristics of Questions.....	16
4.1 List of Characteristics .....	18
5 Viewing, Copying, and Comparing Codings.....	23
5.1 Viewing and Interpreting Questions .....	23
5.2 Copying Codings .....	24
5.3 Comparing Codings .....	26
6 Editing, Deleting, and Replicating of Items .....	29
6.1 Editing .....	29
6.2 Deleting.....	29
6.3 Replicating .....	30

---

## Preface

The **Survey Quality Predictor (SQP)** is a software developed to predict the measurement quality of survey items for continuous latent variables based on the characteristics of the survey items (such as the topic, the properties of the answer scale, and the mode of administration). In 1980, Willem Saris and colleagues started conducting a series of multitrait-multimethod (MTMM) experiments to obtain information on the quality of thousands of survey items. They could calculate the reliability and validity of all these survey items by following a detailed coding scheme. In 2001, the first SQP version was developed. After the release of SQP 2.0 in 2011 and SQP 2.1 in 2015, further experiments and new functions were added in 2022 to improve the prediction algorithm and the user experience of SQP, resulting in the release of SQP 3.0.

---

## Before Getting Started


If you want to use SQP to get a quality estimate of a survey item by coding it yourself, ensure you have all the relevant information ready. This information typically includes:

- the questionnaire (e.g., the wording of the survey item, position of the item within the questionnaire, interviewer instructions)
- possible showcards or lists (e.g., to check for features of the answer scale)
- information on the data collection mode (e.g., computer-assisted, face-to-face)


Only when you have all this information can you code an entire survey item.

Remember always to put yourself in the respondent's perspective. What matters is how the respondent receives the survey item, not how the text of the survey item is entered into SQP.

## Overview



Leibniz Institute  
for the Social Sciences



Survey  
Quality  
Predictor

Resources
About SQP

1 Access

2 Database

### Database

Filter by  ⓘ

Study  ▼

Question owner  ▼

Language  ▼

Country  ▼

Quality prediction  ▼

Advanced filters ▼

Applied filters

Studies:
Question owner:
Language:
Country:
Quality prediction:
Text:  
A8
Characteristics:

clear filters

apply filters

2 Legend of quality:
  M My codings
  A Authorized codings
  O Other users' codings

↗ download

Question	Study	Language	Country	Quality	Actions
↑ <span style="color: blue; font-weight: bold;">A8</span> / PplTrst / Social trust, careful	ESS Round 1	German	Austria	<span style="color: blue; font-size: 0.8em;"> A</span> <span style="color: green; font-size: 0.8em;"> O</span>	<div style="border: 1px solid #ffc107; border-radius: 4px; padding: 2px 5px; color: #ffc107; font-weight: bold;">Replicate</div>

Request for answer text:

**Würden Sie ganz generell sagen, dass man den meisten Menschen vertrauen kann, oder dass man im Umgang mit den Menschen nicht vorsichtig genug sein kann? Bitte beantworten Sie mir diese Frage auf einer Skala von 0 bis 10, wobei 0 bedeutet, dass man nicht vorsichtig genug sein kann und 10, dass man den meisten vertrauen kann.**

Answer options:

- . 0 man kann nicht vorsichtig genug sein
- . 1
- . 2
- . 3
- . 4
- . 5
- . 6
- . 7
- . 8
- . 9
- . 10 den meisten Menschen kann man vertrauen

Information	Quality	Options
<span style="color: blue; font-size: 0.8em;"> A</span> Authorized prediction	<b>0.625</b>	<span style="font-size: 0.8em;"> 👁️ 📄 📄</span>
<span style="color: green; font-size: 0.8em;"> O</span> User1619 prediction	<b>0.566</b>	<div style="border: 2px solid #007bff; padding: 2px; display: inline-block; font-weight: bold; color: #007bff;">5</div> <span style="font-size: 0.8em;"> 👁️ 📄 📄</span>
<span style="color: red; font-size: 0.8em;"> M</span> My quality prediction		<div style="border: 2px solid #2c3e50; padding: 2px; display: inline-block; font-weight: bold; color: #2c3e50;">4</div> <span style="font-size: 0.8em;"> ✎</span>

Legend of quality: M My codings A Authorized codings O Other users' codings ↗ download

Question	Study	Language	Country	Quality	Actions
↑ <b>F51</b> / EduLvlM / <i>Education level mother</i>	ESS Round 1	English	United Kingdom	<b>6</b>	<span style="border: 1px solid orange; border-radius: 5px; padding: 2px 5px; margin-right: 5px;">Replicate</span> <span style="border: 1px solid orange; border-radius: 5px; padding: 2px 5px; margin-right: 5px;">Edit</span> <span style="border: 1px solid orange; border-radius: 50%; padding: 2px 5px;">🗑️</span>

Request for answer text:  
**Mother's highest level of education**

Answer options:

- **Not completed primary education**
- **Primary or first stage of basic**
- **Lower level secondary or second stage of basic**
- **Upper secondary**
- **Post-secondary, non tertiary**
- **First stage of tertiary**
- **Second stage of tertiary**

Information	Quality	Options
<span style="color: red; font-weight: bold;">M</span> My quality prediction		✎

Total: 1 filtered from 70247 questions 1

Add your own question and obtain its quality prediction

3 ↗ add a question

# 1 Registration and Login

## 1.1 Registration

To fully use SQP 3.0, you must create an account on [sqp.gesis.org](https://sqp.gesis.org).

- (1) Click on the “Access” drop-down menu.
- (2) Click on “Register.”

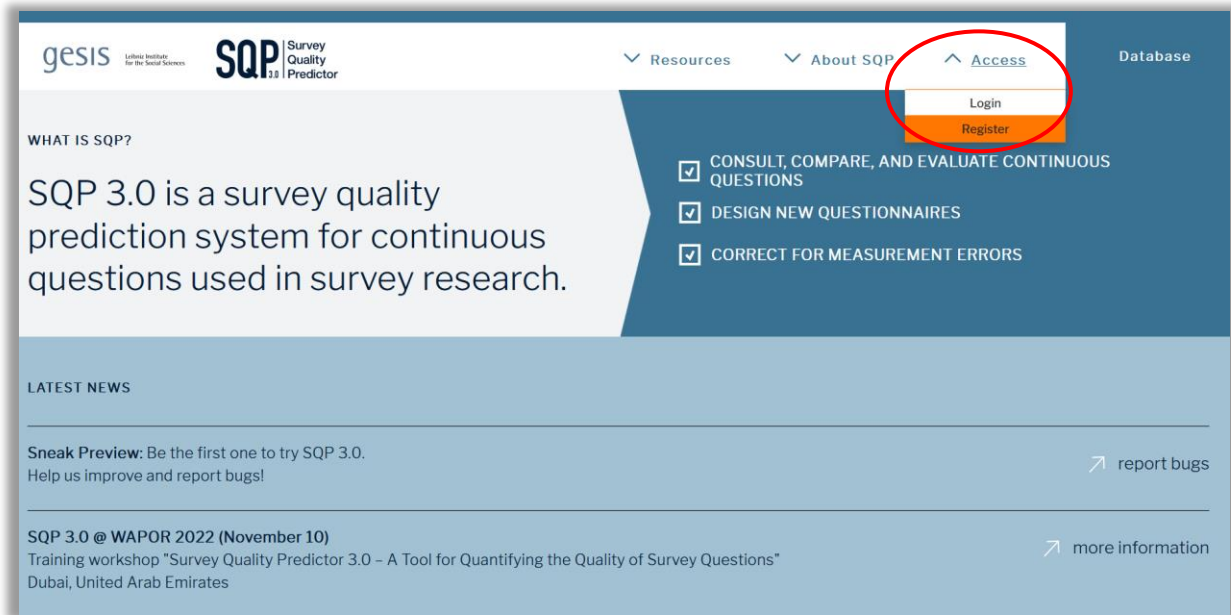


Figure 1 – SQP landing page

- (3) Fill in all necessary information and accept the Privacy Policy and the Conditions of Use.

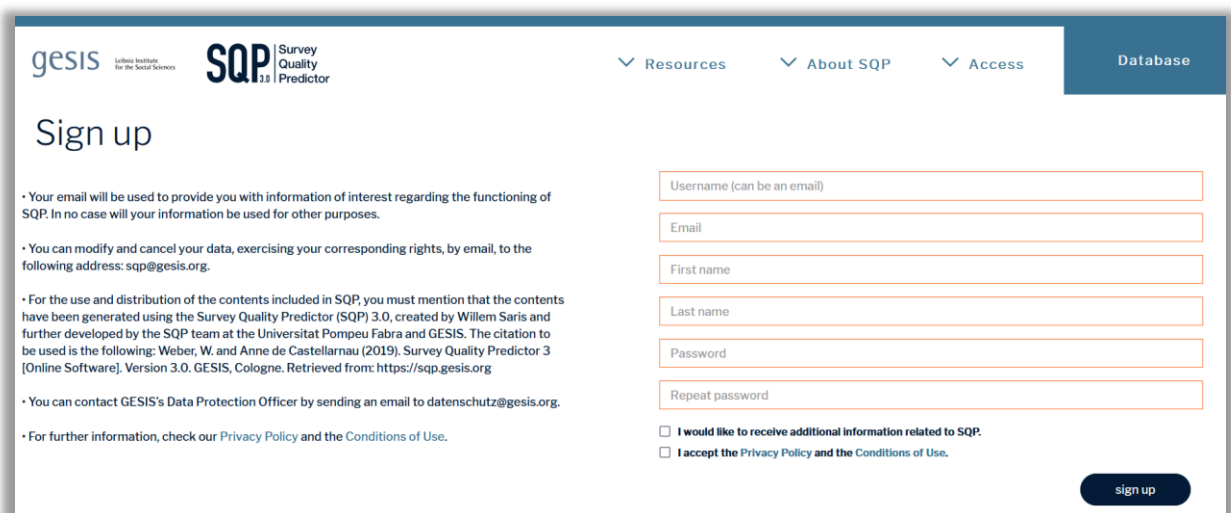
The image shows the SQP 3.0 registration page. The page has a header with the GESIS logo and 'SQP 3.0 Survey Quality Predictor'. The main heading is 'Sign up'. Below the heading, there are several lines of text providing information about the registration process, including a disclaimer about email usage, a note about modifying data, a citation for the SQP 3.0 software, and contact information for the Data Protection Officer. The registration form consists of six input fields: 'Username (can be an email)', 'Email', 'First name', 'Last name', 'Password', and 'Repeat password'. Below the form, there are two checkboxes: 'I would like to receive additional information related to SQP.' and 'I accept the Privacy Policy and the Conditions of Use.'. A 'sign up' button is located at the bottom right of the form.

Figure 2 – Registration page

- (4) Click on “Sign up.”
- (5) Confirm the automatically sent e-mail in your e-mail account.

- (6) Log in with the chosen username and password.

## 1.2 Login

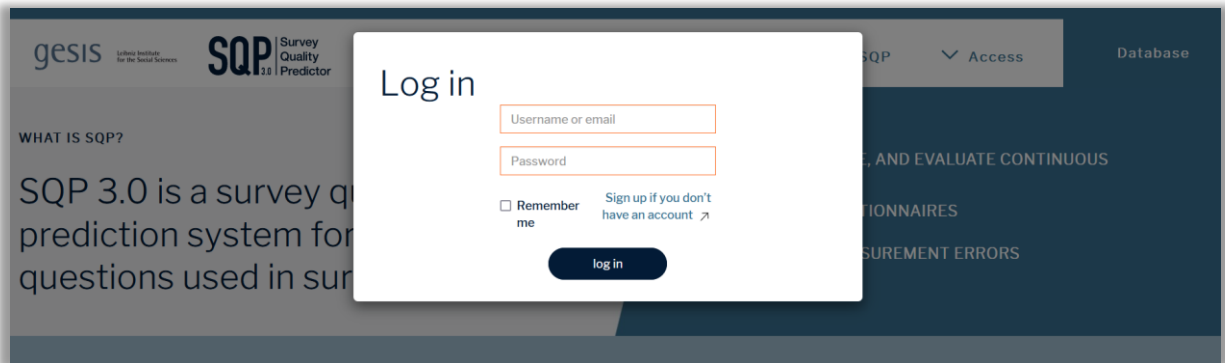


Figure 3 – Login window

To log in to an existing account:

- (1) Click the button “Access” and choose “Login.”
- (2) Enter your username and password into the designated spaces and click “log in.”

Once logged in, you can use the full functionality of SQP.

## 2 Database

We first describe the database and its features. To get to the database, click on “Database” in the upper right corner of the main page. The SQP database is searchable, thanks to different filters. It contains survey items and, if available, information on their quality.

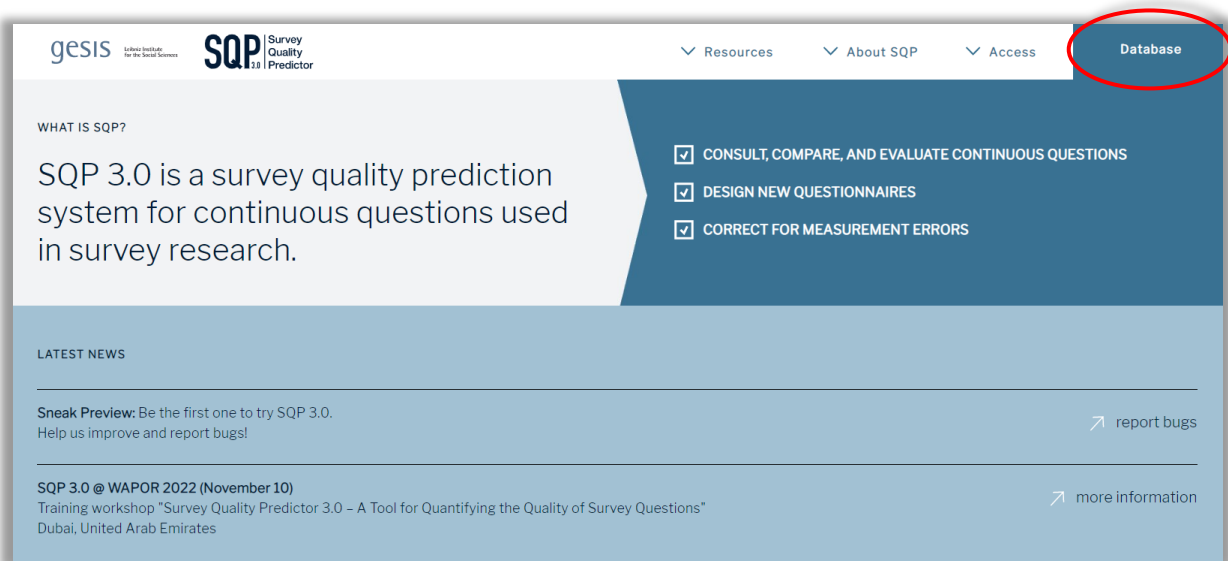


Figure 4 – How to get to the database from the landing page



The screenshot shows the SQP Database interface. At the top, there are navigation links for Resources, About SQP, and Access, along with a Database tab. Below the header, there is a 'Filter by' section with dropdown menus for Study, Question owner, Language, Country, and Quality prediction. An 'Advanced filters' section is also present. Below the filters, there are buttons for 'clear filters' and 'apply filters'. A legend for quality predictions is shown: a red circle with 'M' for 'My codings', a blue circle with 'A' for 'Authorized codings', and a green circle with 'O' for 'Other users' codings'. A 'download' link is also visible. The main table has columns for Question, Study, Language, Country, Quality, and Actions. The table contains three rows of data:

Question	Study	Language	Country	Quality	Actions
↓ A1 / TvTot / Media use , tv total	ESS Round 1	German	Austria	A O	Replicate
↓ A2 / TvPol / Media use , tv politics	ESS Round 1	German	Austria	O	Replicate
↓ A3 / RdTot / Media use , radio total	ESS Round 1	German	Austria	A O	Replicate

Figure 5 – Database

The database contains the columns below.

**Question:** consists of the short name of the survey item in the questionnaire (e.g., A1), the variable name in the dataset (e.g., TvTot), and a brief description of the concept measured (e.g., media use, tv total) separated each by a slash (i.e., /)

**Study:** name of the study the survey item belongs to (e.g., ESS Round 1)

**Language:** language in which the survey item is formulated (e.g., German)

**Country:** country in which the survey item is asked (e.g., Austria)

**Quality:** provides the quality predictions of all users, if available, where

- M** means that the prediction is based on the codings of the logged-in user,
- A** that the quality prediction is based on the coding of a trained user and authorized by the SQP team, and
- O** that the prediction is based on other users' codings

**Actions:** possibility of replicating the survey item (for a detailed description, see 6.3 Replicating)

## 2.1 Filtering Questions

You can search the database by applying the study, question owner, language, country, and quality prediction **filters** (see **Step 1**, *Figure 6*). For example, you may select the study ESS Round 1 (**Step 2**). After defining one or several filters, you must click the “apply filters” button to get the new search result (**Step 3**).

The screenshot shows the SQP Database interface. At the top, there are navigation links for Resources, About SQP, and Access, and a Database tab. Below the header, the 'Filter by' section is visible. A red box labeled '1' highlights the filter dropdowns: Study, Question owner, Language, Country, and Quality prediction. A second red box labeled '2' highlights the 'ESS Round 1' option in the Study dropdown menu. A third red box labeled '3' highlights the 'apply filters' button. Below the filters, there are buttons for 'All', 'None', and 'Mine', and a list of studies with checkboxes. A table below shows the results of the filters, with columns for Study, Language, Country, Quality, and Actions. The 'clear filters' button is also visible.

Figure 6 – Filters

You can always see the active filters in the row “applied filters” (see *Figure 7*). If you want to reset the chosen filters, click on “clear filters.”

The screenshot shows the 'Applied filters' section of the SQP Database interface. The 'Filter by' section is visible at the top. Below it, the 'Advanced filters' section is expanded. The 'Applied filters' section shows the active filters: Studies: ESS Round 1. Below this, there are buttons for 'clear filters' and 'apply filters'. The 'clear filters' button is highlighted with a red circle.

Figure 7 – Clear filters

Furthermore, there are **advanced filters** (see *Figure 8*). You can find these filters when clicking on the arrow on the right in the row “advanced filters” (**Step 1**), as shown in *Figure 8*. You can filter “by text” or “by coding characteristics” (**Step 2**).

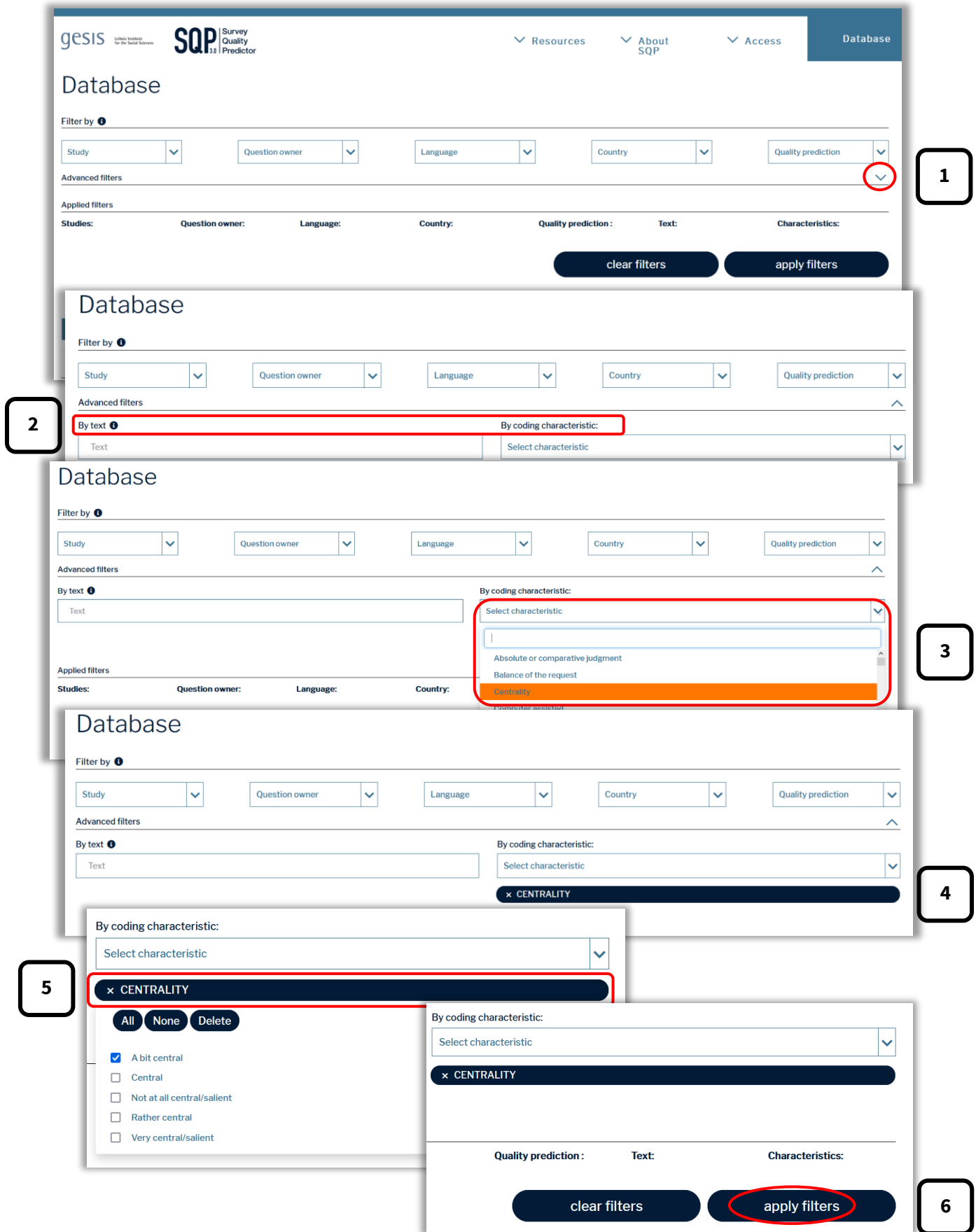


Figure 8 – Advanced filters and their usage

Imagine you want to filter the database for all survey items whose characteristic “Centrality” was coded as “a bit central.” To do so, you must first select “Centrality” in the “by coding characteristic” filter by clicking on the term in the drop-down menu or by typing the term in the search bar (**Step 3**). Click anywhere on the screen to see that you have successfully selected the characteristic (**Step 4**). Then, you need to click on “Centrality” and select “a bit central” (**Step 5**). Finally, click anywhere on the screen to make the “apply filters” button visible again, and click on it (**Step 6**).

## 2.2 Searching Questions

Suppose you know of a specific survey item in a study or are interested in a certain language or country. In that case, you can apply the drop-down filtering options—such as the name of the study, the language, and the country—to obtain a more precise search list.

For instance, if you are interested in a survey item fielded in the United Kingdom in the first round of the European Social Survey (ESS Round 1), you should select the following options:

Study = ESS Round 1

Country = United Kingdom

With these specifications, the results are narrowed down to 319 results. If you are now interested in a specific topic, you can use the advanced filter “by text” to look for specific wording in any part of the survey item (i.e., the name, the short name, the concept, or the text of the survey item).

Imagine you are interested in survey items related to “political efficacy.” You only have to search for words related to the topic to get a shorter list of survey items. *Figure 9* illustrates the search for the buzzword “political efficacy” among all the questions from ESS Round 1 in the United Kingdom. The list reduces to 11 results.

The screenshot shows a search interface with the following filters applied: Study = ESS Round 1, Language = English, and Country = United Kingdom. A search for "political efficacy" has been performed, resulting in 11 items. The interface includes a "Replicate" button and a table of results.

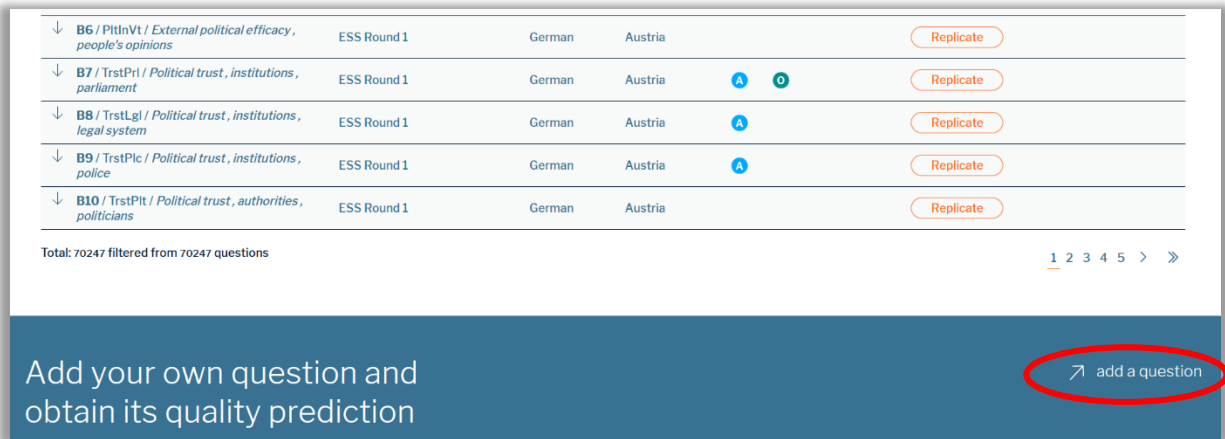
Question	Study	Language	Country	Quality
B2 / PolCmpl / Internal political efficacy, complicated	ESS Round 1	English	United Kingdom	A
B3 / PolActiv / Internal political efficacy, active role	ESS Round 1	English	United Kingdom	A
B4 / PolDcs / Internal political efficacy, make up mind	ESS Round 1	English	United Kingdom	A
B5 / PitCare / External political efficacy, no care	ESS Round 1	English	United Kingdom	
B6 / PitInVt / External political efficacy, people's opinions	ESS Round 1	English	United Kingdom	
H4 / TEST4 / Internal political efficacy, complicated	ESS Round 1	English	United Kingdom	A
H5 / TEST5 / Internal political efficacy, active role	ESS Round 1	English	United Kingdom	A
H6 / TEST6 / Internal political efficacy, make up mind	ESS Round 1	English	United Kingdom	A
H22 / TEST22 / Internal political efficacy, complicated	ESS Round 1	English	United Kingdom	A
H23 / TEST23 / Internal political efficacy, active role	ESS Round 1	English	United Kingdom	A
H24 / TEST24 / Internal political efficacy, make up mind	ESS Round 1	English	United Kingdom	A

Total 11 filtered from 70247 questions

Figure 9 – Applied filters

### 3 Adding Studies and Questions

You can add new survey items to the database by clicking “add a question,” which is located at the bottom of the landing *and* database pages. Follow the instructions below to add a new survey item correctly.



The screenshot shows a list of survey questions in a table. Each row includes a question ID, a description, the round, country, and a 'Replicate' button. A red circle highlights the 'add a question' button at the bottom right.

↓ B6 / PttInVt / External political efficacy, people's opinions	ESS Round 1	German	Austria		Replicate
↓ B7 / TrstPri / Political trust, institutions, parliament	ESS Round 1	German	Austria	A D	Replicate
↓ B8 / TrstLgl / Political trust, institutions, legal system	ESS Round 1	German	Austria	A	Replicate
↓ B9 / TrstPlc / Political trust, institutions, police	ESS Round 1	German	Austria	A	Replicate
↓ B10 / TrstPit / Political trust, authorities, politicians	ESS Round 1	German	Austria		Replicate

Total: 70247 filtered from 70247 questions

1 2 3 4 5 > >>

Add your own question and obtain its quality prediction

↗ add a question

Figure 10 – Button for adding a new survey item

### 3.1 Selecting and Creating New Studies

First, you need to (a) select an existing study from the list or (b) create a new study. Then you can proceed with creating a new survey item (either within an existing or a new study).

**(a) Selecting an existing study:** open the drop-down menu and choose the desired study with the search feature (see the black arrow).

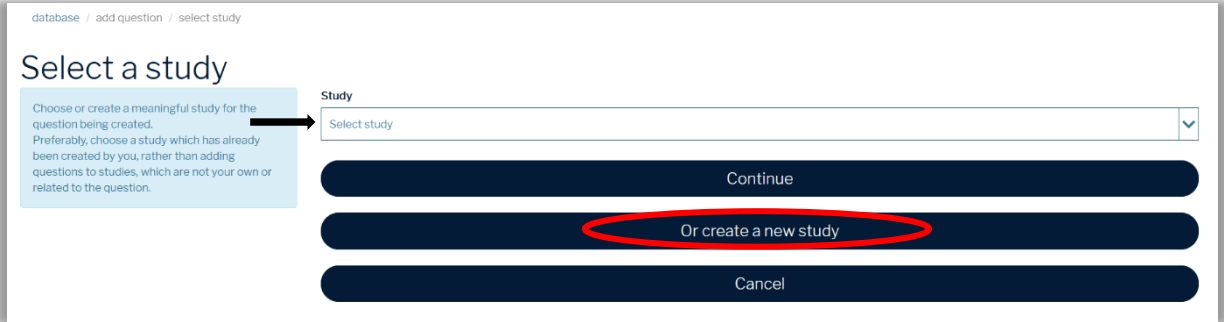


Figure 11 – Selecting an already existing study or creating a new study

**(b) Creating a new study:** click on the button “Or create a new study” and fill in the boxes; click on “Create.”

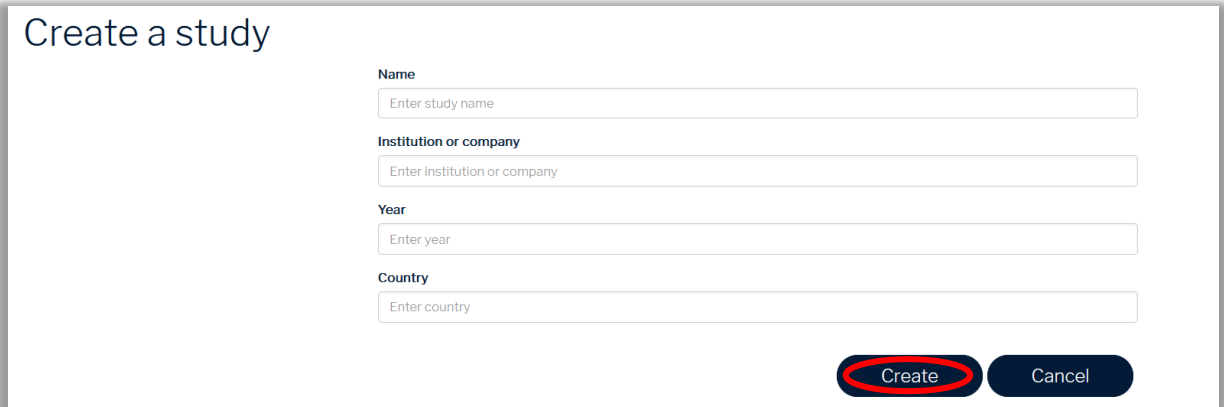


Figure 12 – Creating a new study filling out all the required aspects

### 3.2 Creating Questions

Once you have selected an existing study or created a new one (see 3.1), you can add a new survey item to the database. The following screen appears:

**Country**

United Kingdom

**Language**

English

**Short Name in the questionnaire (e.g. "A1", "B1" or "A-1.C"; no space characters)**

Q1

**Variable Name in the dataset (e.g., "RdTot" or "PollIntr" or "209.11"; no space characters) - optional -**

Q1MC

**Concept (e.g., "Media use, radio total" or "Political interest" or "Trust in institutions, political parties (method 1)"; use short, concise terms or word groups, no sentences)**

Media consumption

**Introduction text - optional -**

Many people like to watch TV in their leisure time.

**Request for answer text**

How much TV do you watch on average per day?

**Answer options - optional -**

<1 hour  
1-2 hours  
3-4 hours  
>4 hours

Save only temporarily. ⓘ

**create** **cancel**

Figure 13 – Survey item interface after choosing an existing study or having created a new study

To create a new survey item, please follow the instructions given below. For open-ended survey items, users should leave the box “Answer options” empty. Additional information, such as respondent or interviewer instructions, should not be included here.

- (1) Select the *country* from the list where the survey item is fielded (e.g., “United Kingdom”).
- (2) Select the *language* in which the survey item is presented to the respondents (e.g., “English”).

- (3) Write the *short name* of the survey item as it appears in the questionnaire. This is typically a number but may also be a letter or a combination of the two (e.g., “Q1”).
- (4) Write the *variable name* of the survey item as it appears (or is supposed to appear) in the dataset. Usually, this is some abbreviated form of what the survey item is supposed to measure (e.g., “Q1MC”).
- (5) Write the concept of what the survey item is supposed to measure (e.g., “media consumption”).
- (6) If the survey item has an introductory text, enter it in the *Introduction text* field. The introduction is often used to inform the respondent about the topic of the survey question or a set of related survey questions (e.g., “Many people like to watch TV in their leisure time.”).
- (7) Enter the sentence (or sentences) prompting the respondent to give an answer in the *Request for answer text* field (e.g., “How much TV do you watch on average per day?”).
- (8) The *Answer options* need to be introduced line by line in the designated field (e.g., “<1 hour,” “1-2 hours,” “2-3 hours,” “3-4 hours,” and “>4 hours”).
- (9) Finally, click “create” to save and upload the survey item. If you only want to test the function of creating a new survey item and do not want to keep the item permanently, check the “Save only temporarily” box. The survey item will then automatically be deleted from the database after 30 days.

## 4 Coding the Characteristics of Questions

So far, you have learned how to register, log in, explore the database, and add new survey items. Now, we explain the key feature of SQP—the coding of survey items and their quality predictions.

Please follow these preliminary instructions:

- (1) Choose a survey item that you want to code by clicking on it.
- (2) Click the pencil symbol.



Question	Study	Language	Country	Quality	Actions
↓ Q1 / Q1MC / Media consumption	Study Test	English	United Kingdom		<a href="#" style="color: orange; text-decoration: none;">Replicate</a>

Question	Study	Language	Country	Quality	Actions
↑ Q1 / Q1MC / Media consumption	Study Test	English	United Kingdom		<a href="#" style="color: orange; text-decoration: none;">Replicate</a>

**Introduction text:**  
Many people like to watch TV in their leisure time.

**Request for answer text:**  
**How much TV do you watch on average per day?**

**Answer options:**

- . <1 hour
- . 1-2 hours
- . 2-3 hours
- . 3-4 hours
- . >4 hours

Information	Quality	Options
<span style="color: red; font-weight: bold;">M</span> My quality prediction		<span style="color: red; font-size: 2em;">✎</span>

Figure 14 – Coding the characteristics of survey items

After these steps, you are about to begin coding the survey item. Before going into more detail, we prepared a list of all characteristics which can be coded. Note that the number of characteristics varies depending on the survey item.

## 4.1 List of Characteristics

The following table provides an overview of the characteristics users are asked to code in SQP (for further details, see the document “Coding Instructions”).

<b>Summary of Coding Characteristics</b>	
<b>Domain</b>	The topic of the assertion that one wants to measure using this survey item. It is determined by the research goal.
<b>Concept</b>	The concept that one wants to measure should be classified as one of the basic concepts distinguished on the list in SQP.
<b>Social desirability</b>	Social desirability relates to the choice of the domain. Identifies sensitive/delicate/irritable survey items, which can bias responses.
<b>Centrality</b>	Centrality is also directly connected to the choice of the domain. It measures the familiarity of the respondents with the topic.
<b>Reference period</b>	Reference period refers to the time period mentioned in the request, which can be present, past, or future.
<b>Formulation of the request for an answer: basic choice</b>	A request can be formulated directly or indirectly or not be present (e.g., when the item belongs to a survey item battery and is not the first item).
<b>WH word used in the request</b>	Requests may start with words like: who, which, what, when, where, how, to what extent, to what/which degree, or whether (or their corresponding translations in other languages).
<b>Request for an answer type</b>	Requests may be formulated in an interrogative, imperative, or declarative form.

---

<b>Use of gradation</b>	Identifies requests that indicate responses that can be ordered from low to high or from high to low.
<b>Balance of the request</b>	Identifies leading survey items. A request is balanced when it contains both possible answer poles and unbalanced when just one pole is mentioned.
<b>Presence of encouragement to answer</b>	Identifies leading survey items. A request is Balanced when it contains both possible answer poles and Unbalanced when just one pole is mentioned.
<b>Emphasis on subjective opinion</b>	Requests may emphasize the opinion of the respondent, such as: “Please give us your opinion about...,” “According to you...,” “What do you think about...,” etc.
<b>Information regarding the opinion of other people</b>	Requests may include information on other people’s opinions, such as: “Some people are against nuclear energy while others are in favour of it.”
<b>Use of stimulus or statement in the request</b>	Survey items may be part of item batteries. A stimulus in a survey item can be a noun or a combination of words. A statement in a survey item consists of complete sentences.
<b>Absolute or comparative judgement</b>	Identifies whether respondents have to make an absolute or comparative judgement.
<b>Response scale: basic choice</b>	Identifies what types of answer options are provided: two-category scales, more than two-category scales, more-step procedures, numerical open-ended scales, magnitude estimation, or line production.
<b>Response scale characteristics</b>	Number of categories

	Maximum possible value
	Labels of the categories
	Labels with short text or complete sentences
	Order of the labels
	Correspondence between the labels and the numbers of the scale
	Theoretical range of the scale: unipolar/bipolar
	Range of the used scale: unipolar/bipolar
	Symmetry of the response scale
	Neutral category
	Number of fixed reference points
<b>Don't know option</b>	Identifies whether there is a "Don't know" option.
<b>Interviewer instruction</b>	When the survey is interviewer-administrated, interviewer instructions may be present (e.g., to indicate what showcard to give to the respondent).
<b>Respondent instruction</b>	Sometimes respondents receive instructions (usually in an imperative or polite form).
<b>Extra information or definition available</b>	Sometimes extra information or definitions are provided. It is considered extra because the question could also be asked without it.
<b>Introduction available</b>	Sometimes introductions are available. They serve to introduce the topic.
<b>Linguistic characteristics of</b>	Number of sentences in the introduction
• <b>the introduction,</b>	Number of words in the introduction
• <b>the request for an answer, and</b>	Number of subordinate clauses in the introduction
• <b>the answer scale</b>	

---

	Request present in the introduction
	Number of sentences in the request
	Number of words in the request
	Total number of nouns in the request for an answer
	Total number of abstract nouns in the request for an answer
	Total number of syllables in the request
	Number of subordinate clauses in the request
	Number of syllables in the answer scale
	Total number of nouns in the answer scale
	Total number of abstract nouns in the answer scale
<b>Showcard used</b>	Sometimes interviewers use showcards that show the response options or assist in explaining the survey item.
<b>Showcard characteristics</b>	Horizontal or vertical scale
	Overlap of scale labels and categories
	Numbers or letters before answer categories
	Scale with only numbers or numbers in boxes
	Start of the response sentence on the visual aid
	Request on the visual aid
	Picture provided
<b>Computer-assisted</b>	Identifies the mode of data collection: computer assisted or not.
<b>Interviewer</b>	Identifies the mode of data collection: personal interview or self-administered questionnaire.

## Visual or oral presentation

The questionnaire may be presented visually (i.e., respondents complete the questionnaire themselves) or orally (i.e., the questions are read out to the respondent).

## Position

Indicates the position of the survey item in the questionnaire.

Table 1 – List of characteristics for coding survey items

Code the characteristics of the survey item one by one, carefully following the coding instructions described above. When unsure which option to select, read the help screens presented for each characteristic and choose the most fitting option (see *Figure 15*).

**Code question**

Study Test / Q1 / Q1MC / Media consumption / United Kingdom / English

Quality prediction

PREVIOUS NEXT

**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 domains

**Domain**

The characteristic **domain** refers to the general subject of the question, the topic of what is being asked. After selecting a general category for the domain, a more specific domain should be specified. The following classification was proposed by Saris and Gallhofer (2014). Even if an option seems reasonable for the domain of the question, there may be a better one under another heading. The domains proposed are:

- **National politics:** e.g., political interest, willingness to join in political actions, left-right placement, support of democracy, etc.
- **European Union politics:** e.g., European institutions, European laws, European norms, prominent European persons, etc.
- **International politics:** e.g., international institutions, international laws, international norms, international conflicts/wars, etc.
- **Family:** e.g., marriage, children, unconditional love, role of women, transmission of values, etc.
- **Personal relations:** e.g., social networks, confidence in others, solidarity, tolerance, permissiveness, etc.
- **Work:** e.g., importance, work qualities, job satisfaction, work ethos, obedience to one's superiors, etc.
- **Consumer behaviour:** e.g., consumer habits, household expenses, brand satisfaction, etc.
- **Leisure activities:** e.g., hobbies, relaxation time, cultural activities, holidays, etc.
- **Health:** e.g., doctor's treatment, health condition, use of medicines/drugs, etc.
- **Living conditions and background variables:** e.g., age, marital status, nationality, income, gender, education, etc.
- **Other domains:** e.g., happiness, religion, philosophy norms, etc.

**Coding of question characteristics**

Progress %

**Question**

**Introduction text:**  
Many people like to watch TV in their leisure time.  
**Request for answer text:**  
How much TV do you watch on average per day?

**Answer options:**

- <1 hour
- 1-2 hours
- 2-3 hours
- 3-4 hours
- >4 hours

**Characteristic** **Choice**

Figure 15 – Help screen

To complete the coding of a survey item and obtain a quality prediction, you must code between 30 and 60 characteristics from approximately 70. At first, this may seem rather tedious. However, as soon as you become familiar with the characteristics and their meanings, the coding procedure becomes simpler and goes faster. Once all characteristics are coded, SQP 3.0 automatically estimates the quality.

## 5 Viewing, Copying, and Comparing Codings



### 5.1 Viewing and Interpreting Questions

- (1) Click on a survey item in the database to open its drop-down menu.
- (2) Click on the eye symbol to view the detailed quality prediction.

Legend of quality: M My codings A Authorized codings O Other users' codings download

Question	Study	Language	Country	Quality	Actions
↓ A1 / TvTot / Media use , tv total	ESS Round 1	German	Austria	<span style="color: blue;">A</span> <span style="color: green;">O</span>	<a href="#" style="border: 1px solid orange; border-radius: 5px; padding: 2px 10px;">Replicate</a>
↑ A2 / TvPol / Media use , tv politics	ESS Round 1	German	Austria	<span style="color: green;">O</span>	<a href="#" style="border: 1px solid orange; border-radius: 5px; padding: 2px 10px;">Replicate</a>

**Request for answer text:**  
**Wenn Sie wieder an einen normalen Wochentag denken, wie viel von Ihrer Fernsehzeit verbringen Sie damit, sich Nachrichten oder Sendungen über Politik und über das aktuelle Geschehen anzusehen? Verwenden Sie weiterhin diese Karte.**

**Answer options:**

- gar keine Zeit
- weniger als ½ Stunde
- mehr als ½ Stunde, bis zu 1 Stunde
- mehr als 1 Stunde, bis zu 1 ½ Stunden
- mehr als 1 ½ Stunden, bis zu 2 Stunden
- mehr als 2 Stunden, bis zu 2 ½ Stunden
- mehr als 2 ½ Stunden, bis zu 3 Stunden
- 3 Stunden und mehr

Information	Quality	Options
<span style="color: green;">O</span> User50 prediction	0.553	<span style="border: 2px solid red; border-radius: 50%; padding: 2px;">👁</span> 📄 📄
<span style="color: green;">O</span> User2 prediction	-1.000	👁 📄 📄
<span style="color: green;">O</span> User3354 prediction	0.598	👁 📄 📄
<span style="color: green;">O</span> User3470 prediction	0.568	👁 📄 📄
<span style="color: green;">O</span> User3626 prediction	0.547	👁 📄 📄
<span style="color: red;">M</span> My quality prediction		✍

↓ A3 / RdTot / Media use , radio total    ESS Round 1    German    Austria    A O    [Replicate](#)

Figure 16 – Viewing the details of a quality prediction

SQP 3.0 assesses the quality of a survey item based on its predicted reliability and validity and presents an overview of the most important values within two tables. Table 1 (1) displays the *quality prediction*, *reliability*, and *validity*. Table 2 (2) contains more detailed information on the reliability, validity, and quality coefficients, the interquartile ranges, and the method effect coefficient.

# View question

ESS Round 1 / A8 / PplTrst / Social trust , careful / Austria / German

Quality prediction

1

	Prediction
Reliability( $r^2$ ) = 1 - random error	0.721
Validity ( $v^2$ ) = 1 - method effect	0.867
Quality ( $q^2$ )= reliability ( $r^2$ ) x validity ( $v^2$ )	0.625

2

	Prediction	Interquartile range
Reliability Coefficient (r)	0.849	(0.810, 0.920)
Validity Coefficient (v)	0.931	(0.910, 0.980)
Quality Coefficient (q)	0.791	
Method Effect Coefficient (m)	0.365	

go to dashboard

go to database

Figure 17 – Quality prediction

## 5.2 Copying Codings

As a new feature in SQP 3.0, you can copy the coding of a survey item and paste the coding into another survey item. This method is handy for survey item batteries, which can be coded much faster.

- (1) Click on a survey item in the database to open its drop-down menu.
- (2) Click on the “copy” symbol (see below).



Question	Study	Language	Country	Quality	Actions
↓ A1 / TvTot / Media use , tv total	ESS Round 1	German	Austria	A 0	Replicate
↑ A2 / TvPol / Media use , tv politics	ESS Round 1	German	Austria	0	Replicate

**Request for answer text:**  
**Wenn Sie wieder an einen normalen Wochentag denken, wie viel von Ihrer Fernsehzeit verbringen Sie damit, sich Nachrichten oder Sendungen über Politik und über das aktuelle Geschehen anzusehen? Verwenden Sie weiterhin diese Karte.**

**Answer options:**

- gar keine Zeit
- weniger als ½ Stunde
- mehr als ½ Stunde, bis zu 1 ½ Stunden
- mehr als 1 Stunde, bis zu 1 ½ Stunden
- mehr als 1½ Stunden, bis zu 2 Stunden
- mehr als 2 Stunden, bis zu 2½ Stunden
- mehr als 2½ Stunden, bis zu 3 Stunden
- 3 Stunden und mehr

Information	Quality	Options
0 User50 prediction	0.553	👁️ 📄 📄
0 User2 prediction	-1.000	👁️ 📄 📄
0 User3354 prediction	0.598	👁️ 📄 📄
0 User3470 prediction	0.568	👁️ 📄 📄
0 User3626 prediction	0.547	👁️ 📄 📄
M My quality prediction		✎

Figure 18 – Copying a coding

- (3) After the database reloads, choose the survey item the coding should be transferred into.
- (4) Click on the “paste” symbol.

Question	Study	Language	Country	Quality	Actions
↓ A1 / TvTot / Media use , tv total	ESS Round 1	German	Austria	A 0	📄
↓ A2 / TvPol / Media use , tv politics	ESS Round 1	German	Austria	0	📄
↓ A3 / RdTot / Media use , radio total	ESS Round 1	German	Austria	A 0	📄
↓ A4 / RdPol / Media use , radio politics	ESS Round 1	German	Austria	0	📄

Figure 19 – Pasting a coding

- (5) Check the summary of the copying process and either click on “create a new coding” to create a new coding for the chosen survey item or “overwrite current coding” to substitute your already existing coding (see Figures 20 and 21).

### Copy coding

ESS Round 1 / A1 / TvTot / Media use , tv total / Austria / German

Copy coding from

Study	ESS Round 1
Question	A2 / TvPol / Media use , tv politics
Language	German
Country	Austria
Quality prediction	0.727
Owner	User50

Paste coding to

Study	ESS Round 1
Question	A1 / TvTot / Media use , tv total
Language	German
Country	Austria

This copy will create a new coding in this question.

➔

create a new coding

cancel

Figure 20 – Creating a new coding

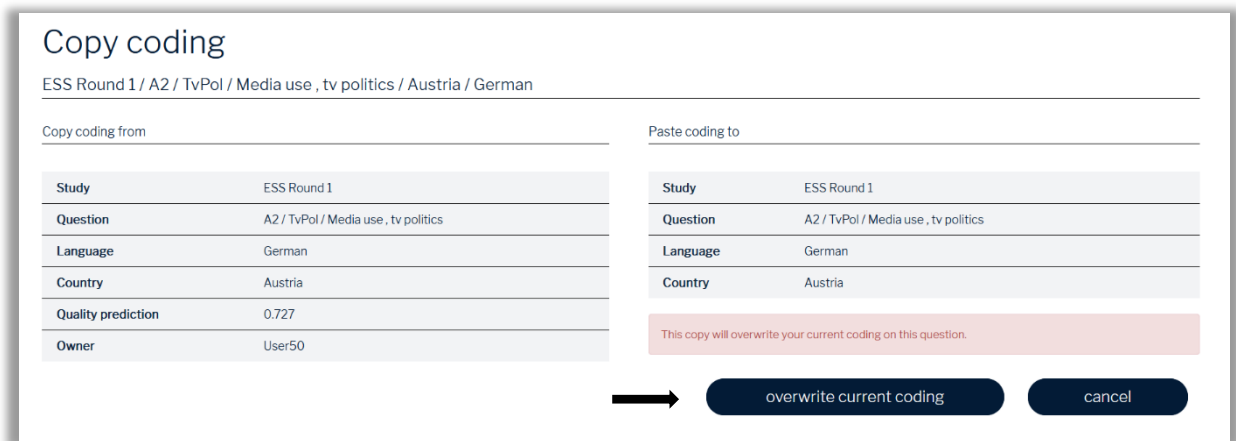


Figure 21 – Overwriting a current coding

(6) If you want to terminate the copying process, click “Cancel copy” (see Figure 22).

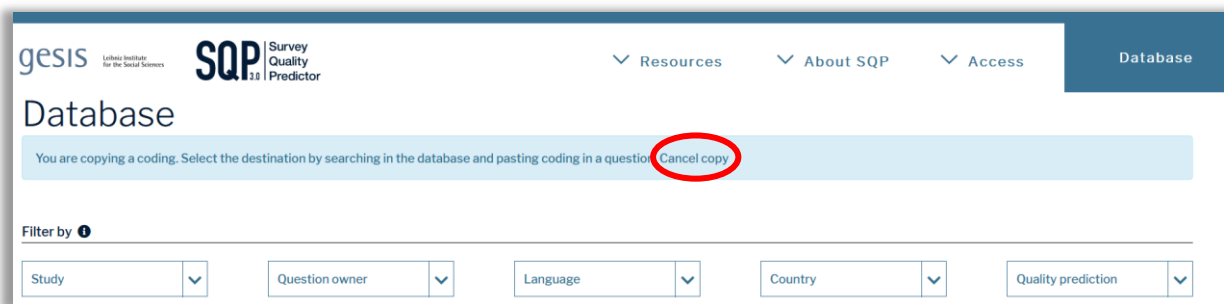


Figure 22 – Canceling copy

### 5.3 Comparing Codings

Another (new) feature of SQP 3.0 is the comparison of two codings—either different codings of the same survey item or different survey items. In this way, you can look at the difference that coding certain characteristics differently in the same survey item makes on the quality prediction or the variations between survey items.

- (1) Click on a survey item in the database to open its drop-down menu.
- (2) Click on the “compare” symbol (see Figure 23).

Question	Study	Language	Country	Quality	Actions
↓ A1 / TvTot / Media use, tv total	ESS Round 1	German	Austria	A O	Replicate
↑ A2 / TvPol / Media use, tv politics	ESS Round 1	German	Austria	O	Replicate

Request for answer text:	Information	Quality	Options
<b>Wenn Sie wieder an einen normalen Wochentag denken, wie viel von Ihrer Fernsehzeit verbringen Sie damit, sich Nachrichten oder Sendungen über Politik und über das aktuelle Geschehen anzusehen? Verwenden Sie weiterhin diese Karte.</b>  Answer options: . gar keine Zeit . weniger als ½ Stunde . mehr als ½ Stunde, bis zu 1 Stunde . mehr als 1 Stunde, bis zu 1 ½ Stunden . mehr als 1 ½ Stunden, bis zu 2 Stunden . mehr als 2 Stunden, bis zu 2 ½ Stunden . mehr als 2 ½ Stunden, bis zu 3 Stunden . 3 Stunden und mehr	O User50 prediction	0.553	Options (with download icon circled in red)
	O User2 prediction	-1.000	Options
	O User3354 prediction	0.598	Options
	O User3470 prediction	0.568	Options
	O User3626 prediction	0.547	Options
	M My quality prediction		Options (with edit icon)

Figure 23 – Comparing codings

- (3) After the database reloads, choose the survey item you want to compare the coding with and click to open its drop-down menu (see Figure 24).

Question	Study	Language	Country	Quality	Actions
↑ A4 / RdPol / Media use, radio politics	ESS Round 1	German	Austria	O	

Request for answer text:	Information	Quality	Options
<b>Und wie viel von dieser Zeit verbringen Sie damit, Nachrichten oder Sendungen über Politik und über das aktuelle Geschehen zu hören? Verwenden Sie wieder diese Karte.</b>  Answer options: . gar keine Zeit . weniger als ½ Stunde . mehr als ½ Stunde, bis zu 1 Stunde . mehr als 1 Stunde, bis zu 1 ½ Stunden . mehr als 1 ½ Stunden, bis zu 2 Stunden . mehr als 2 Stunden, bis zu 2 ½ Stunden . mehr als 2 ½ Stunden, bis zu 3 Stunden . 3 Stunden und mehr	O User1506 prediction	-1.000	Options (with download icon circled in red)
	M My quality prediction		Options (with edit icon)

Figure 24 – Choosing the coding which should be compared

After that, a table containing all the codes is shown. Differences in the coding are highlighted in blue, while path-dependent differences are highlighted in orange. At the bottom of the page, all coefficients of the quality predictions are compared, enabling you to fully understand the impact of the differences between codings. The table can be downloaded as a CSV file via the blue button in the top and bottom right corner, ready to be used in Microsoft Excel or similar programs. If available, comparing a survey item with the authorized coding is recommended.

## Compare code

ESS Round 1 / A2 / TvPol / Media use , tv politics / Austria / German VS.ESS Round 1 / A4 / RdPol / Media use , radio politics / Austria / German

[download as CSV file](#)

Legend: ■ Difference due to the coding ■ Difference due to the coding of the previous characteristic

Questions	Question #1	Question #2
Study	ESS Round 1	ESS Round 1
Question name	A2 / TvPol / Media use , tv politics	A4 / RdPol / Media use , radio politics
Country/Country prediction	Austria	Austria
Language	German	German
Request for an answer text	Wenn Sie wieder an einen normalen Wochentag denken, wie viel von Ihrer Fernsehzeit verbringen Sie damit, sich Nachrichten oder Sendungen über Politik und über das aktuelle Geschehen anzusehen? Verwenden Sie weiterhin diese Karte.	Und wie viel von dieser Zeit verbringen Sie damit, Nachrichten oder Sendungen über Politik und über das aktuelle Geschehen zu hören? Verwenden Sie wieder diese Karte.
Answer options	gar keine Zeit weniger als ½ Stunde mehr als ½ Stunde, bis zu 1 Stunde mehr als 1 Stunde, bis zu 1 ½ Stunden mehr als 1 ½ Stunden, bis zu 2 Stunden mehr als 2 Stunden, bis zu 2 ½ Stunden mehr als 2 ½ Stunden, bis zu 3 Stunden 3 Stunden und mehr	gar keine Zeit weniger als ½ Stunde mehr als ½ Stunde, bis zu 1 Stunde mehr als 1 Stunde, bis zu 1 ½ Stunden mehr als 1 ½ Stunden, bis zu 2 Stunden mehr als 2 Stunden, bis zu 2 ½ Stunden mehr als 2 ½ Stunden, bis zu 3 Stunden 3 Stunden und mehr
User	user50 coding	user1506 coding

Codings	Coding of Question #1	Coding of Question #2
▶ Domain	National politics	Leisure activities
▶ Domain: national politics	National government	
▶ Domain: leisure activities		Radio
▶ Concept	Evaluative belief	Facts, background, or behaviour
▶ Social Desirability	Not present	A bit
▶ Centrality	Not at all central/salient	Very central/salient
▶ Reference period	Future	Present
▶ Formulation of the request for an answer: basic choice	Indirect request	Direct request
▶ WH word used in the request	WH word used	WH word used
▶ 'WH' word	Who	How (quantity)
▶ Request for an answer type	Interrogative	Interrogative
▶ Use of gradation	No gradation used	Gradation used
▶ Balance of the request	Balanced or not applicable	Balanced or not applicable

Quality prediction	Prediction of Question #1	Prediction of Question #2
Reliability = 1 - random error (r <sup>2</sup> )	0.727	-1.000
Validity = 1 - method effect (v <sup>2</sup> )	0.760	-1.000
Quality = reliability (r <sup>2</sup> ) x validity (v <sup>2</sup> )	0.553	-1.000
Reliability Coefficient (r)	0.853	-1.000
Validity Coefficient (v)	0.872	-1.000
Quality Coefficient (q)	0.744	-1.000
Method Effect Coefficient (m)	0.490	-1.000
Reliability Coefficient Interquartile Range	(0.790, 0.940)	(-1.000, -1.000)
Validity Coefficient Interquartile Range	(0.818, 0.970)	(-1.000, -1.000)
Quality Coefficient Interquartile Range	(-1.000, -1.000)	(-1.000, -1.000)
Reliability Coefficient Predicted Standard Error	-1.000	-1.000
Validity Coefficient Predicted Standard Error	-1.000	-1.000
Quality Coefficient Predicted Standard Error	-1.000	-1.000

Figure 25 – Table with the comparison of codes

## 6 Editing, Deleting, and Replicating of Items

Replicate

Edit



### 6.1 Editing

If you want to change something about a survey item you added yourself, you can edit it later.

- (1) Click the “Edit” button in the database next to the survey item.

Question	Study	Language	Country	Quality	Actions
↓ F30 / HincTnt / Household income, total net income	ESS Round 1	English	United Kingdom		Replicate Edit
↑ F51 / EduLvIM / Education level mother	ESS Round 1	English	United Kingdom		Replicate <b>Edit</b>

Request for answer text:	Information	Quality	Options
<b>Mother's highest level of education</b>			
Answer options:	<b>M</b> My quality prediction		
<ul style="list-style-type: none"> <li>• Not completed primary education</li> <li>• Primary or first stage of basic</li> <li>• Lower level secondary or second stage of basic</li> <li>• Upper secondary</li> <li>• Post-secondary, non tertiary</li> <li>• First stage of tertiary</li> <li>• Second stage of tertiary</li> </ul>			

Figure 26 – Editing a survey item

- (2) Look over the pre-filled boxes and make the desired changes.
- (3) Save the changes by clicking “Save” at the bottom of the page (see *Chapter “3.2 Creating Questions”*).

### 6.2 Deleting

You can delete a survey item that you have created yourself by clicking on the trash can symbol. When you delete the item, also its coding and quality prediction is deleted. You cannot delete survey items of other users.

Question	Study	Language	Country	Quality	Actions
↓ F30 / HincTnt / Household income, total net income	ESS Round 1	English	United Kingdom		Replicate Edit
↑ F51 / EduLvIM / Education level mother	ESS Round 1	English	United Kingdom		Replicate Edit <b></b>

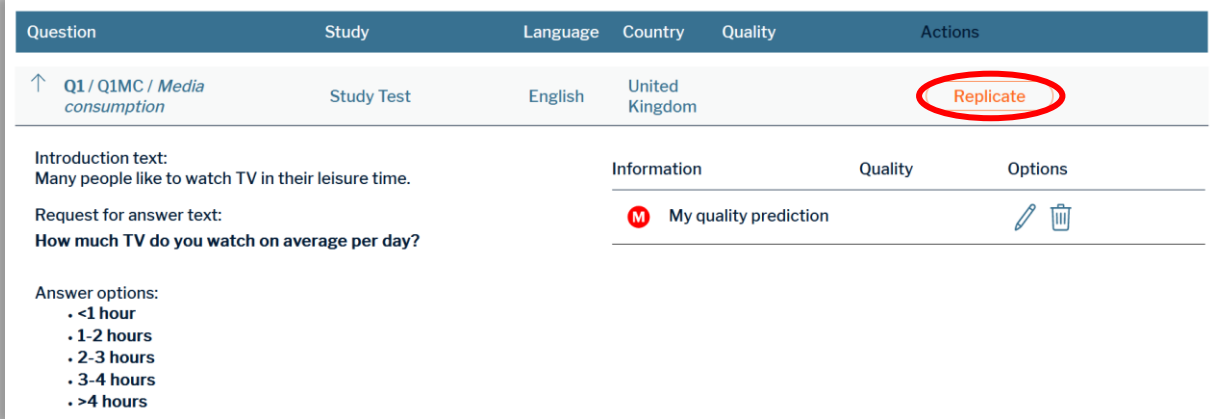
Request for answer text:	Information	Quality	Options
<b>Mother's highest level of education</b>			
Answer options:	<b>M</b> My quality prediction		
<ul style="list-style-type: none"> <li>• Not completed primary education</li> <li>• Primary or first stage of basic</li> <li>• Lower level secondary or second stage of basic</li> <li>• Upper secondary</li> <li>• Post-secondary, non tertiary</li> <li>• First stage of tertiary</li> <li>• Second stage of tertiary</li> </ul>			

Figure 27 – Deleting a survey item

## 6.3 Replicating

You can replicate survey items, including one of the codings. This function works for survey items created by yourself and other users equally. That way, survey items can easily be replicated between studies. For example, in pre- and post-election surveys, questions may remain somewhat stable, and only a few words and characteristics may change. The replicating function makes introducing repeated survey items to the database easy.

- (1) In the database, click the “Replicate” button.



Question	Study	Language	Country	Quality	Actions
↑ Q1 / Q1MC / Media consumption	Study Test	English	United Kingdom		<b>Replicate</b>

Introduction text:  
Many people like to watch TV in their leisure time.

Request for answer text:  
How much TV do you watch on average per day?

Answer options:

- . <1 hour
- . 1-2 hours
- . 2-3 hours
- . 3-4 hours
- . >4 hours

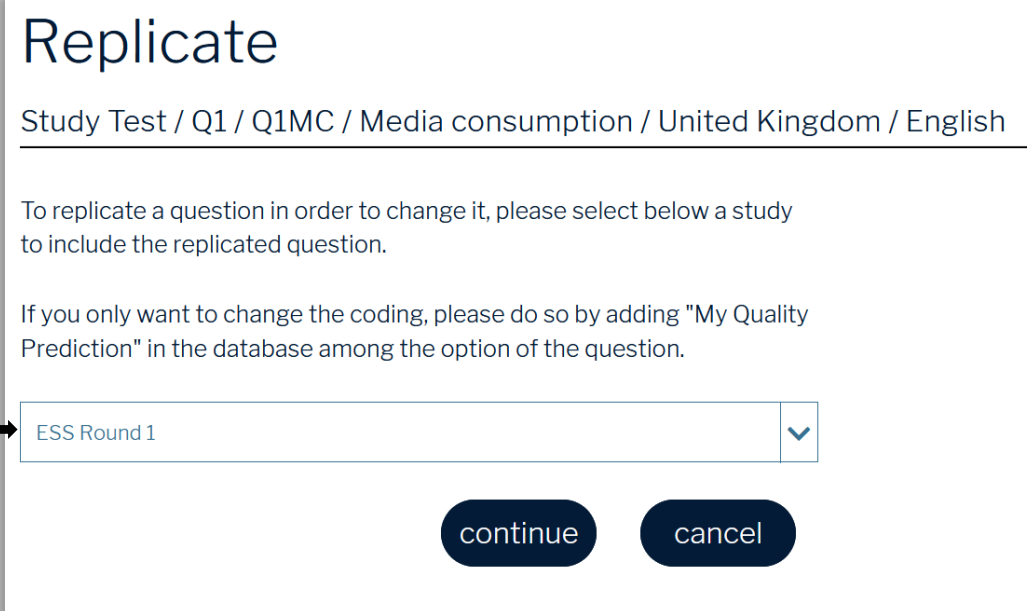
Information: My quality prediction

Quality: [edit] [delete]

Options: [edit] [delete]

Figure 28 – Replicating a survey item

- (2) Select the study the survey item should be replicated into and the desired coding/prediction (if available).



# Replicate

Study Test / Q1 / Q1MC / Media consumption / United Kingdom / English

To replicate a question in order to change it, please select below a study to include the replicated question.

If you only want to change the coding, please do so by adding "My Quality Prediction" in the database among the option of the question.

ESS Round 1

continue cancel

Figure 29 – Choosing a study where replicated survey item should be included

- (3) Check the pre-filled boxes and make necessary changes (see *Figure 30*).
- (4) Save the changes by clicking “Save” at the bottom of the page and complete the replication.

### Edit question

ESS Round 1 / Q1\_copy / Q1MC / Media consumption / United Kingdom / English

**Country**  
United Kingdom

**Language**  
English

**Short Name in the questionnaire (e.g. "A1", "B1" or "A-1C"; no space characters)**  
Q1\_copy

**Variable Name in the dataset (e.g. "RdTot" or "PollIntr" or "209.11"; no space characters) - optional -**  
Q1MC

**Concept (e.g. "Media use, radio total" or "Political interest" or "Trust in institutions, political parties (method 1)"; use short, concise terms or word groups, no sentences)**  
Media consumption

**Introduction text - optional -**  
Many people like to watch TV in their leisure time.

**Request for answer text**  
How much TV do you watch on average per day?

**Answer options - optional -**  
-1 hour  
1-2 hours  
2-3 hours  
3-4 hours  
>4 hours

Save only temporarily

**save** **cancel**

Figure 30 – Saving a replicated survey item

Now, you are ready to use SQP 3.0. If you encounter any problems, contact us at [sqp@gesis.org](mailto:sqp@gesis.org).