

User Manual for SQP 3.0

Version **1.1**



User Manual for SQP 3.0

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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

Iter by ① Study v dvanced filters	Question owner	Language	~		Country	C	Auality prediction
pplied filters tudies: Question owner:	Language:	Country:		Quality prediction :	Text:	Characte	ristics:
<u>2.1</u>					clear filters	apply	filters
Legend of quality: M My codings A Authorized	codings Other users' codings						⊿ download
Question ↑ A1 / TvTot / <i>Media use , tv total</i>	Study ESS Round 1	Language German	Country Austria	Quality		eplicate	
Request for answer text: Wie viel Zeit verbringen Sie an einem normalen Woch	entag insgesamt mit Fernsehen?		Information		Quality	Options	
Answer options:			A Authoriz	ed prediction	n.a.	● 🗄 🗗	
 weniger als ½ Stunde mehr als ½ Stunde, bis zu 1 Stunde 			0 User161	9 prediction	0.574	<u>5</u> ⊙₿₽	
 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 			0 User362	?6 prediction	n.a.		
 mehr als 2¹/₂ Stunden, bis zu 3 Stunden 3 Stunden und mehr 			0 User373	0 prediction	0.553		

1 Registration and Login

(2) Click on "Register"

1.1 Registration

To fully use SQP 3.0, you must create an account on sqp.gesis.org.

(1) Click on the "Access" drop-down menu.

`	/	-8				
GESIS Leibniz-Institut für Sozialwissenschaften	Survey Quality Predictor			~	Resources 🗸 About S	QP <u>Access</u> Database
Database						Login Register
Filter by 0						
Study 🗸		Question owner 🗸	Language	~	Country 🗸	Quality prediction
Advanced filters						×
Applied filters						
Studies:	Question owner:	Language:	Country:	Quality prediction :	Text:	Characteristics:
					lear filters	apply filters

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

Use.	
GESIS Leibniz-Institut Für Sozialwissenschaften	✓ Resources ✓ About SQP ✓ Access Database
Sign up	
Your email will be used to provide you with information of interest regarding the functioning of SQP. In no case will your information be sed for other purposes.	Username (can be an email)
You can modify and cancel your data, exercising your corresponding rights, by email, to the following address: sqp@gesis.org,	Lmail
or the use and distribution of the contents included in SQP, you must mention that the contents have been generated using the Survey unlith Predictor (SQP) 3.0, created by William Saris and further developed by the SQP team at the Universitat Pompour Satra and GFSIS	First name
and the craterior to be defined and the set of the control of t	Lastname
You can contact GESIS's Data Protection Officer by sending an email to datenschutz@gesis.org.	Password
For further information, check our Privacy Policy and the Conditions of Use.	Repeat password
	I would like to receive additional information related to SQP. I accept the Privacy Policy and the Conditions of Use.
	signup

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

CESIS Leibhiz-Institut Für Soziahissenschaften Database	Survey Quality Predictor		Log in	ie or email]	✓ Resources	✓ About SQP	Access Login Register	Database
Filter by ① Study Advanced filters Applied filters	[Question owner	Passwo	ber Sign up if you don't have an account of log in]	Country	v	Quality prec	liction
Studies:	Question owner:	Language:	Country:		Quality prediction :	Text	:	Characteristics:	

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 "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.

GESIS Leibniz-Institut für Sozialwissenschaften					✓ Resources ✓ About SQP	✓ Access Database
Database						
ilter by ()						
Study 🗸	Question owner	Language	~		Country	Quality prediction
Advanced filters						\checkmark
Applied filters						
itudies: Question owner:	Language:	Country:		Quality prediction :	Text:	Characteristics:
					clear filters	apply filters
Legend of quality: 🔕 My codings 👩 Authorize	ed codings 🧿 Other users' codings					∕⊓ download
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	0	Replicate	
1	500 B 11	0	Austala	• •	Deallasta	

Figure 4 - 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: the language in which the survey item is formulated (e.g., German)

Country: the 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

that the prediction is based on other users' codings

Actions: the possibility of replicating the survey item (for a detailed description, see *Fehler! Verweisquelle konnte nicht gefunden werden.*)

2.1 Filtering Questions

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

Database								
Filter by 0								
Study 🗸	Question owner 🗸	Language	~		Country	~	Quality predicti	ion 🗸
All None Mine					-			
Replicate and correct visual Question ow	wner: Language:	Country:		Quality prediction :	Text:		Characteristics:	
Replicate and correct visual								
SQP Tutorial					clear filters		apply filters	
0123456								
Absorptive Capacity codings A Auth	horized codings 👩 Other users' codings						7 (download
□ AC_HAP	· · ·						,	
Advertisment	Study	Language	Country	Quality		Actions		
Agriculture								
Athens Insomnia Scale for tv total	ESS Round 1	German	Austria	A O		Replicate		
Desig English Justice Oriente								

You can always see the active filters in the row "applied filters" (**Step 4**). If you want to reset the chosen filters, click "clear filters." (**Step 5**)

	Study Advanced filters	Question	owner 🗸	Language	~	Country	Quality prediction
→	Applied filters Studies: ESS Round 1	Question owner:	Language: English	Country: United Kingdom	Quality prediction :	Text:	Characteristics:
					5	clear filters	apply filters

Furthermore, there are **advanced filters** (see *Figure 7*). You can find these filters when clicking on the arrow on the right in the row "advanced filters" (**Step 6**), as shown in *Figure 8*. You can filter "by text" or "by coding characteristics" (**Step 7**).

ilter by 🚯									
Study	Ques	tion owner	Language	~	Country	~	Quality prediction	<u> </u>	
dvanced filters								_(~)	e
By text 0				By coding characteristic:					
Text				Select characteristic				~	
				(
oplied filters				Absolute or comparative judgment				î	_
itudies:	Question owner:	Language:	Country:	Balance of the request					
SS Round 1		English	United Kingdom	Computer assisted					
				Concept					
					cloar tiltors		annly filters		
	7 – Advanced fil	lters 1						^	
Figure Advanced filters By text •	7 – Advanced fil	lters 1		By coding characteristic:					
Figure Advanced filters By text • Text	7 – Advanced fil	lters 1		By coding characteristic: Select characteristic					ſ
Figure Advanced filters 3y text 0 Text	7 – Advanced fil	lters 1		By coding characteristic: Select characteristic * CONCEPT					
Figure Advanced filters by text O Toxt	7 – Advanced fil	lters 1		By coding characteristic: Select characteristic × CONCEPT (A) None Delete					
Figure dvanced filters by text • Text	7 – Advanced fil	lters 1		By coding characteristic: Select characteristic (* CONCEPT (A) None Deleto All other single concepts	_		_		C
Figure dvanced filters by text • pplied filters tudies:	7 – Advanced fil	Languages English	Country: Liuties Kipperon	By coding characteristic: Select characteristic * CONCEPT All None Delete All other single concepts Estabative belief					C
Figure Advanced filters by text • Text Applied filters studies: SS Round 1	7 – Advanced fil	lters 1 Language: English	Country: United Kingdom	By coding characteristic: Select characteristic x CONCEPT All Nong Detet Call other single concepts Call other single concepts Call other sengle concepts					
Figure Advanced filters By text • Text Applied filters Studies: SSS Round 1	7 – Advanced fil	Language: English	Country: United Kingdom	By coding characteristic: Select characteristic x CONCEPT All None Deteto Calification of the events Calification of the events Califi					
Figure Advanced filters By text • Text Applied filters Studies: SSS Round 1	7 – Advanced fil	Language: English	Country: United Kingdom	By coding characteristic: Select characteristic C CONCEPT All Nong Delete Characteristic Delete Characteristic Delete Characteristic Delete Characteristic Deleteristic Characteristic Deleteristic Characteristic Deleteristic Characteristic Deleteristic Characteristic Deleteristic Characteristic Deleteristic Characteristic Deleteristic Deleteristic Deleteristic Characteristic Deleteristic Deleteristic Deleteristic Characteristic Deleteristic Deleteristic Deleteristic Characteristic Deleteristic Deleteristic Deleteristic Characteristic Deleteristic Deleteristic					
Figure Advanced filters By text • Applied filters Studies: ESS Round 1	7 – Advanced fil Question owner: 8 – Advanced fil	Languages English	Country: United Kingdom	By coding characteristic: Select characteristic x CONCEPT All None Delete Characteristic					
Figure Advanced filters By text • Applied filters Studies: ESS Round 1	7 – Advanced fil Question owner: 8 – Advanced fil	lters 1 Language: English	Country: United Kingdom	By coding characteristic: Select characteristic		apply	filters		

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 8**). Click anywhere on the screen to see that you have selected the characteristic (**Step 9**). Then, you need to click on "Concept" and select "Feeling" (**Step 10**). Finally, click anywhere on the screen to make the "apply filters" button visible again, and click on it (**Step 11**).

2.2 Searching Questions

Suppose you know of a specific survey item in a study or are interested in a specific 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 particular 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.

B6 / PtthVt / External political efficacy, people's opinions	ESS Round 1	English	United Kingdom		Replicate		
↓ B7 / TrstPrl / <i>Political trust , institutions , parliament</i>	ESS Round 1	English	United Kingdom	0	Replicate		
Unit Call / Political trust, institutions, legal system	ESS Round 1	English	United Kingdom	A	Replicate		
↓ B9 / TrstPlc / Political trust , institutions , police	ESS Round 1	English	United Kingdom	A	Replicate		
Unit A B10 / TrstPlt / Political trust, authorities, politicians	ESS Round 1	English	United Kingdom		Replicate		
Total: 321 filtered from 71959 questions		↓ H6 / TEST6 Internal po	olitical efficacy make up mir	nd ESS Round 1	English	1 2 3 4 5 United Kingdom	>
Figure 9 – Applied fill	ters	↓ H22 / TEST22 / Internal	l political efficacy , complicat	ted ESS Round 1	English	United Kingdom	۵
		+ H23 / TEST23 / Interna	l political efficacy , active role	e ESS Round 1	English	United Kingdom	۵
		+ H24 / TEST24 / Interna	l political efficacy , make up r	mind ESS Round 1	English	United Kingdom	۵
		Total: 11 filtered from 71959 que	stions				

Adding Studies and Questions 3

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.

+ H22 / TEST22 / Internal political efficacy , complicated	ESS Round 1	English	United Kingdom	۸	Replicate	
+ H23 / TEST23 / Internal political efficacy, active role	ESS Round 1	English	United Kingdom	۸	Replicate	
+ H24 / TEST24 / Internal political efficacy, make up mind	ESS Round 1	English	United Kingdom	۵	Replicate	
Total: 11 filtered from 71959 questions						1
Add your own question an obtain its quality predictio	d n				7 av	dd a question
Figure 10 – Button for a	Iddina a new s	survev 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 create a new survey item (either within an existing study or a new one).

(a) Selecting an existing study: open the drop-down menu and choose the desired study with the search feature (Step 1).



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" (Step 2) and fill in the boxes; click on "Create" (Step 3).

Name
Enter study name
Institution or company
Enter institution or company
Year
Enter year
Country
Enter country
3 🤇 Create 💭 Cancel

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	
Select country	~
Language	
Select language	~
Short Name in the questionnaire (e.g. "A1", "B1" or "A-1.C"; no space characters)	
Variable Name in the dataset (e.g., "RdTot" or "PollIntr" or "209.1.1"; no space characters) - op	otional -
Concept (e.g., "Media use, radio total" or "Political interest" or "Trust in institutions, political p word groups, no sentences)	parties (method 1)"; use short, concise terms or
Introduction text - optional -	
	~&
Request for answer text	
Answer options - optional -	<u></u>
□ 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. Users should leave the "Answer options" box empty for open-ended survey items. Additional information, such as respondent or interviewer instructions, should not be included here.

- 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 answer 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 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	
1 B9 / TrstPlc / Political trust , institutions , police	ESS Round 1	German	Austria	۵	Replicate	\supset
Request for answer text: der Polizei			Information		Quality	Options
Answer options:			Authorized p	prediction	0.764	◎ 🛱 🗗
O überhaupt kein Vertrauen 1			My quality p	rediction		
· 2 · 3 · 4						Ŭ
• 5 • 6						
. / . 8 . 9						
 10 vollständiges Vertrauen 						

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 that can be coded below. Note that the number of characteristics varies depending on the survey item.

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

ESS Round 1 / B9 / TrstPlc / Political trust , institutions , police / Austria / German		
Quality prediction	Coding of question characteristics	
previous next	Progress %	
Domain Persenator Personal of the Constraint of	Question Request for answer fact: Ger Policie Oberacteristic	Answer option: - 0 animatories Viet zaan - 2 - 3 - 3 - 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5
Denuin The characteristic dynamic refers to the general subject of the ouestion, the lock of what is being saled. After selecting a general category for the domain, a more specific dynamic should be specified. The tribunal general category for the domain of the question, there may be a better one under another heads. The domain specific damain should be specified to the tribunal general category for the domain of the question, there may be a better one under another heads. The domain groups date the domain of the question, there may be a better one under a south reads (The domain groups date the question), there may be a better one under a south read patient experiment biotechard (The question), there may be a better one under a south read patient experiment biotechard (The question), there may be a better one under a south read patient experiment biotechard (The question), there may be a better one under a south read patient experiment biotechard (The question), there may be a better one under a south read patient experiment biotechard (The question), there may be a better one under a south read patient experiment biotechard (The question), there may be a better one under a south read patient experiment biotechard (The question), there may be a better one under a south read patient experiment biotechard (The question), there may be a better one under a south read patient experiment the complex south read patient experiment on complex south read patient experiments on complex south of the question the south read patient experiment on complex south one category for the domain of the question of the que		

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.

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").

Summary of Codi	ing Characteristics	
Domain	The topic of the assertion that one wants to measure using this survey item. It is de- termined by the research goal.	
Concept	The concept one wants to measure should	
	be classified as one of the basic concepts	
	distinguished on the list in SQP.	
Social desirability	Social desirability relates to the choice of the domain. Identifies sensitive/deli- cate/irritable survey items, which can bias responses.	
Centrality	Centrality is also directly connected to the choice of the domain. It measures the fa-miliarity of the respondents with the topic.	
Reference period	Reference period refers to the time period mentioned in the request, which can be present, past, or future.	
Formulation of the request for an	A request can be formulated directly or in-	
answer: basic choice	directly or not be present (e.g., when the	
	item belongs to a survey item battery and	
	is not the first item).	

WH word used in the request	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).
Request for an answer type	Requests may be formulated in an inter- rogative, imperative, or declarative form.
Use of gradation	Identifies requests indicating responses that can be ordered from low to high or high to low.
Balance of the request	Identifies leading survey items. A request is balanced when it contains both possible answer poles and unbalanced when just one pole is mentioned.
Presence of encouragement to answer	Requests may encourage for the respond- ent to answer, such as: "Please, tell me," "We would like to ask you," etc.
Emphasis on subjective opinion	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.
Information regarding the opinion of other people	Requests may include information on other people's opinions, such as: "Some people are against nuclear energy while others are in favor of it."
Use of stimulus or statement in the re- quest	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 sen- tences.
Absolute or comparative judgment	Identifies whether respondents have to make an absolute or comparative judg- ment.
Response scale: basic choice	Identifies what types of answer options are provided: two-category scales, more than two-category scales, more-step proce- dures, numerical open-ended scales, mag- nitude estimation, or line production.
Response scale characteristics	Number of categories Maximum possible value
	Labels of the categories
	Labels with short text or complete sen- tences
	Order of the labels
	Correspondence between the labels and the numbers of the scale
	Theoretical range of the scale: unipolar/bi- polar
	Range of the used scale: unipolar/bipolar
	Symmetry of the response scale
	Neutral category
	Number of fixed reference points
Don't know option	Identifies whether there is a "Don't know" option.

Interviewer instruction	When the survey is interviewer-adminis- trated, interviewer instructions may be present (e.g., to indicate what showcard to give to the respondent).
Respondent instruction	Sometimes, respondents receive instruc- tions (usually in an imperative or polite form).
Extra information or definition availa- ble	Sometimes, extra information or defini- tions are provided. It is considered extra because the question could also be asked without it.
Knowledge provided	Determines what type of information is provided: definitions, other explanations, or both.
Introduction available	Sometimes, introductions are available.
	They serve to introduce the topic.
Linguistic characteristics of	They serve to introduce the topic. Number of sentences in the introduction
Linguistic characteristics of the introduction, 	They serve to introduce the topic. Number of sentences in the introduction Number of words in the introduction
 Linguistic characteristics of the introduction, the request for an answer, and the answer scale 	They serve to introduce the topic. Number of sentences in the introduction Number of words in the introduction Number of subordinate clauses in the in- troduction
 Linguistic characteristics of the introduction, the request for an answer, and the answer scale 	They serve to introduce the topic. Number of sentences in the introduction Number of words in the introduction Number of subordinate clauses in the in- troduction Request present in the introduction
 Linguistic characteristics of the introduction, the request for an answer, and the answer scale 	They serve to introduce the topic. Number of sentences in the introduction Number of words in the introduction Number of subordinate clauses in the in- troduction Request present in the introduction Number of sentences in the request
 Linguistic characteristics of the introduction, the request for an answer, and the answer scale 	They serve to introduce the topic. Number of sentences in the introduction Number of words in the introduction Number of subordinate clauses in the in- troduction Request present in the introduction Number of sentences in the request
 Linguistic characteristics of the introduction, the request for an answer, and the answer scale 	They serve to introduce the topic. Number of sentences in the introduction Number of words in the introduction Request present in the introduction Number of sentences in the request Number of nouns in the request for an an-swer

	Number of syllables in the request
	Number of subordinate clauses in the re- quest
	Number of syllables in the answer scale
	Number of nouns in the answer scale
	Number of abstract nouns in the answer scale
Showcard used	Sometimes, interviewers use showcards that show the response options or assist in explaining the survey item.
Showcard characteristics	Horizontal or vertical scale
	Overlap of scale labels and categories
	Numbers or letters before answer catego- ries
	Scale with only numbers or numbers in boxes
	Start of the response sentence on the vis- ual aid
	Request on the visual aid
	Picture provided
Computer-assisted	Identifies the mode of data collection: computer-assisted or not.
Interviewer	Identifies the mode of data collection: per- sonal interview or self-administered ques- tionnaire.
Visual or oral presentation	The questionnaire may be presented visu- ally (i.e., respondents complete it

themselves) or orally (i.e., the questions are read out to the respondent). Indicates the position of the survey item in the questionnaire.

Table 1 – List of characteristics for coding survey items

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.

Language German	Country Austria	Quality	Actions Replicate	
German	Austria Information	0	Replicate	
	Information			
			Quality	Ontions
	Authorized prediction		na.	(⊙ () fi
	O User1619 prediction		0.574	
	0 User3626 prediction		na.	• 6 F
	User3730 prediction		0.553	● # #
	My quality prediction			1
		User3730 prediction My quality prediction	Use:/320 prediction My quality prediction	User/370 prefittion Os53 My quality prediction

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.

ality prediction			
		Prediction	_
Reliability(r²) = 1 - random error		0.710	
Validity (v²) = 1 - method effect		0.780	
Quality (q²)= reliability (r²) x validity (v²)		0.553	
	Prediction	Interquartile range	_
Reliability Coefficient (r)	0.842	(0.810, 0.920)	L C
Validity Coefficient (v)	0.883	(0.830, 0.970)	
Quality Coefficient (q)	0.744		
Method Effect Coefficient (µ)	0.469		
			_
go to dashb	oard	go to database	

Position

1

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 / Medla use , tv total	ESS Round 1	German	Austria	0 0	Replic	ite)	
lequest for answer text: Ne viel Zeit verbringen Sie an einem normalen Wochentau insgesamt	mit Fernsehen?		Information		Quality	Options	
Annuer collante - elle rient på - elle rient på - mer and 5 Standak - mer and 5 Standak (ka) 1 Standak - Standak (ka) 1 Standak			Authorized prediction User1619 prediction		na.	 a 	
					0.574	⊗ 6 6 ¹	
			O User 3626 pred	iction	na.	© ∯ Ð	
			 User3730 pred 	liction	0.553	⊚ ₿ 🖗	
			My quality prec	liction		1	



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

Legend of earliers 💿 Versions 💿 Autorized codings 💿 Other seen' endings						
Question	Study	Language	Country	Quality	Actions	
U Al / TvTot / Madia uso, tv total	ESS Round 1	German	Austria	0	₽.	
A2 / TvPol / Media ose, tv politics	ESS Round 1	German	Austria	0	ß	
A3 / RdTot / Media use, radio total	ESS Round 1	German	Austria	0 0	Ø	

Figure 19 – Pasting a coding

(5) Check the summary of the copying process and either click on "create a new cod-

ing" 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 , t	tv total / Austria / German			
Copy coding from		Paste coding to		
Study	ESS Round 1	Study	ESS Round 1	
Question	A1 / TvTot / Media use , tv total	Question	A1/TvTot/Media use , tv total	
Language	German	Larguage	German	
Country	Austria	Country	Austria	
Quality prediction	-1000			
Owner	Authorized	This copy will create a new coding in this	question	
			create a new coding	cancel

Figure 20 – Creating a new coding

Copy coding				
SS Round 1 / A1 / TvTot / Media use , tv t	total / Austria / German			
py coding from		Paste coding to		
Study	ESS Round 1	Study	ESS Round 1	
Question	A1/TvTot/Media use, tv total	Question	A1/TvTot/Media use, tv total	
Language	German	Language	German	
Country	Austria	Country	Austria	
ality prediction	4.000			
Owner	Authorized	This copy will overwrite your current	coding on this question.	
			overwrite current coding	cancel



- (6) To terminate the copying process, click "Cancel copy" (see Figures 20 and 21).
- (7) Once the copying process is finished, you can edit specific characteristics of the coding. To do this, click on the relevant characteristic (see Figure 22), and follow the coding Instructions (see Chapter "4 Coding the Characteristics of Questions"). Be aware that some questions are connected to filters, meaning that changing a characteristic may result in you having to code Additional characteristics.

Cha	racteristic	Choice
>	Domain	National politics
>	Domain: national politics	National government
>	Concept	Evaluative belief
>	Social Desirability	Not present
>	Centrality	Not at all central/salient
>	Reference period	Future

Figure 22 – Editing copied codings

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 / Mediause, tv total	ESS Round 1	German	Austria	0	Replic	ste	
Request for answor text: We viel Zeit verbringen Sie an einem normalen Wochentag insgesamt mit Fernsehen?			Information		Quality	Options	
Answer options:			Authorized predi	ction	na.	⊚ ‡ 🗗	
- garkeine Zeit - woniger als ½ Stunde			O User1619 predic	tion	0.574	⊗ ∰ 5 ⁴	
 mehr als ½ stunde, bis zu 1 /s stunde mehr als 15 stunde, bis zu 1 /s Stunden mehr als 1/4 Stunden, bis zu 2 Stunden 			O User3626 predic	tion	na.	@₿₫	
 mehr els 2 Stunden, bis zu 2½ Stunden mehr els 2½ Stunden, bis zu 3 Stunden 3 Stunden und mehr 			 User3730 predict 	tion	0.553	@₿₽	
			My quality predic	tion			

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*).

↑ A2 / TvPol / Media use, tv politics	ESS Round 1	German	Austria	0			
Request for answer text: Wans Sie wieder en einen normsten Wochentrer denken, wie viel von ihrer Ear	nahmait uarbeinean Sia damit sich Nachrichtan odar Sanduna	an über Bolitik und über der aktuelle Gercheben	Information		Quality	Detions	
anzusehen? Verwenden Sie weiterhin diese Karte.	User50 prediction		0.553	6			
Answer options: • gar keine Zeit wendere de 16 Stunde			0 User2 prediction		n.a.	ß	
mehr als ½ Stunde, bis zu 1 Stunde mehr als 1 Stunde, bis zu 1 Stunden			0 User3354 prediction		0.544	ø	
 mehr als 11/6 Stunden, bis zu 2 Stunden mehr als 2 Stunder, bis zu 21/s Stunden mehr als 2 (S Stunder, bis zu 3 Stunden) 			O User3470 prediction		0.494	Ø	
3 Stunden und mehr			O User3626 prediction		0.539	đ	
			My quality prediction				

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		
SS Round 1 / A1 / TvTot / Media use , tv total / Austria / German VS.ESS Round 1	/ A2 / TvPol / Media use , tv politics / Austria / German	download as CSV file
gend 📃 D filesence due to the cooling 📃 Difference due to the cooling of the previous characteristic		
Questions	Question #1	Question #2
Study	ESS Round 1	ESS Round 1
Question name	A1 / TvTot / Media use, tv total	A2 / TvPbl / Media use , tv politics
Country/Country prediction	Austria	Acutria
Language	German	German
Request for an answer text	Wie viel Zeit verbringen Sie an einem normalen Wechentag insgesamt mit Fernsehen?	Wen is we wood all einen normalen. Wocherlog derken, we wei von ihrer Fernehzeit verbringen Sie damit, sich Nachrichten oder Sendungen über Politik und über das aktuelle Geschehen anzusehen? Verwenden Sie weiterhin diese Karta
Answer estions	ge Here Zoll andregen in U. Stands method and the stand stand stand stand method in Stands taxa 13 Standsen method in Standsen taxa 13 Standsen method in Standsen taxa 13 Standsen method in Stand Standsen method in Stand Standsen Terref in Standsen taxa 2 Standsen Standsmann method Standsmann method	ger Newer Zeit weitige an sit (de State Laur) meret zu 1 Standard ber auf 1 Standar meret zu 1 Standard ber auf 1 Standard meter zu 2 State State State State State State meret zu 2 State State State State State meret zu 2 State State meter 3 Standard eine meter
User	authorized coding	user50 coding
Codings	Coding of Question #1.	Coding of Question #2
Domain	Laisure activities	National politics
Domain: leisure activities	Television	
Domain: national politics		National government
Concept	Facts, background, or behaviour	Evaluative belief
Social Lesirability	A Dit	Not present
Reference period	Present	Future
Formulation of the request for an answer: basic choice	Direct request	Indirect request
WH word used in the request	WH word used	WH word used
•WH'word	How (quantity)	Who
Request for an answer type	Interrogative	Interrogative
Quality prediction	Prediction of Question #1	Prediction of Question #2
Reliability = 1 - random error (r ²)	0.726	0.607
Validity = 1 - method effect (v^2)	0.790	0.765
Quality = reliability (r^2) x validity (v^2)	0.574	0.464
Reliability Coefficient (r)	0.852	0.779
Validity Coefficient (v)	0.889	0.874
Quality Coefficient (q)	0.758	0.681
Method Effect Coefficient (μ)	0.458	0.485
Reliability Coefficient Interquartile Range	(0.810, 0.920)	(0.710, 0.880)
Validity Coefficient Interquartile Range	(0.830, 0.960)	(0.820, 0.960)

Figure 25 – Table with the comparison of codes

6 Editing, Deleting, and Replicating of Items

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.

Quartor Story Largany Contry Quarty Outlow Actors Regrege, STESTAX Madicines, in rotal Bigliourges, in rotal	Legendrafandir. 🕐 Mycening 🕐 Antoniand centing 🛞 Other sensitioning						∕1 download
Image: Construction Replace and connect should add Saudin Failed Connect Should add on the Should add on the Should add Connect should add 1 Hold, eagly, af 1151101 / Should hould, and connect should add Saudin Failed Connect Should add on the Should and Connect should add add Connect should add Connect should add for should and connect should add for should add	Question	Study	Language	Country	Quality	Actions	
1 Hild, egg, y, J. (1510): Social function, counted Bind (1510): Social function, counted County (15	↓ HL_copy_5/TESTIA / Madia use, tv total	Replicate and correct visual aid	Swedish	Finland	۵	Replicate Ldt I	
Applied Names Holls Options Options Applied Names H	↑ H10,copy_4/TESTI0/Social trust, careful	Replicate and correct visual aid	Swedish	Finland	۵	Replicate Edt 1	
Ansar offices	Request for answer text. Skula N sign at man i alminist kan lita på de Resta minniske eller att man inte kan væra nog Kruiskig sår man har sitt gina med andra märniskor? Väj ett alternativ som ir närmast din äsikt på en skula friho gilt Skula De bedrer att man inte kan væra nor Kruiskig och Skulader att man kan lita å de freta märniskor.			Information		Quality Options	
	Answer cotions: • defautamine van dikédeligt filesikilg • 2 • 3 • 4 • 5 • 5 • 5 • 5 • 5 • 5 • 5 • 5			• Hy quality president			

23

Figure 26 –	Editing c	a survey item
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- (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, its coding and quality prediction are also deleted. You cannot delete other users' survey items.

Legendrif sallter 🜔 Micrathere 🕐 Administrationfore 🕥 Other semi contege 🏹 down						∕1 download
Question	Study	Language	Country	Quality	Actions	
↓ H1_copy_5 / TESTIA / Media use, tv tota/	Replicate and correct visual aid	Swedish	Finland	٥	Replicate E D	
H10_copy_4 / TESTI0 / Social trust, careful	Replicate and correct visual aid	Swedish	Finland	٥	Replicate Lift m	
Request for answer text:			Information		Quality Options	
skala från O till 5, där O betyder att man inte kan vara nog försiktig och 5 betyder att man kan li	ta på de flesta människor.		My quality prediction		0.689 💿 🔂 🔂 🗐	
Answer options: • O Man kan inte vara tilfräckligt försiktig • 1 • 1						
- 2 - 3 - 4 - 5 Man kan lita pi de flesta märniskor						
	•					
Figure 27 – Deleting a s	urvey item					

6.3 Replicating

You can replicate survey items, including one of the codings. This function works equally for survey items created by you and other users. 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	
↑ A1/TvTot/Media ase, tv total	ESS Round 1	German	Austria	0 0 0	Replicate	
Request for answer text: Wie viel Zeit verbrinzen Sie an einem normalen Wochentag insgesamt mit Fernsehen?			Information		Quality	Options
Answer options:			Authorized prediction		na.	● 8 8
 gar keine Zeit weniger als ½ Stunde 			 User1619 prediction 		0.574	● ₿ ₽
mehr als 1 stunder, bis zu 14 stunden mehr als 15 stunder, bis zu 14 stunden mehr als 1½ stunden, bis zu 2 stunden			O User3626 prediction		na.	@ ₿ 8
 mehr als 2 Stunden, bis zu 2% Stunden mehr als 2% Stunden, bis zu 3 Stunden 3 Stunden und rentr 			O User3730 prediction		0.553	⊕ ⊕
			My quality prediction		na	@##

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		
SS Round 1 / A1 / TvTot / Media use , tv total / Austria / German		
o replicate a question in order to change it, please select below a study to include the re	plicated question.	
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		
elect the coding with the quality prediction you want to copy		
Authorized prediction : -1000		
) Other user prediction (User1619): 0.574) Other user prediction (User3626) : -1.000		
Other user prediction (User3730) : 0.553		
My prediction : -1.000		
	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.

Burney Control of Cont	
Country	
nusuie	· · · · · · · · · · · · · · · · · · ·
Language	
German	~
Short Name in the questionnaire (e.g. "A1", "B1" or "A-LC"; no space characters)	
Al_copy	
Variable Name in the dataset (e.g., "RdTot" or "PollIntr" or "209.11"; no space characters) - optional -	
TvTot	
Concept (e.g., "Media use, radio total" or "Political interest" or "Trust in institutions, political parties (method 1)", use short, concise terms or wor	d groups, no sentences)
Media use , tv total	
Introduction text - optional -	
	A
Request for answer text	
Wie viel Zeit verbringen Sie an einem normalen Wochentag insgesamt mit Fernsehen?	
Answer options - optional -	
gar keine Zeit weniger als 13 Stunde mehr als 13 Stunde, bis zu 14 Stunden mehr als 15 Stunde, bis zu 15 Stunden mehr als 15 Stunden, bis zu 25 Stunden	0
Save only temporarily.	

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.