Comparative Interest Group survey

This short manual discusses some guidelines and good practices to maximize the comparability of the surveys in this project. We will discuss the procedure to draft the national survey, the QID and VID system and the dataset requirements.

Executive summary:

- ✓ Step 1: Draft and translate the national survey based on the basic questionnaire (to be downloaded here)
  - o In order to be able to compare the surveys we use unique identifiers on three different levels:
    - ▪ **Question ID's (QID):** Each separate question has a unique ID. Two groups of questions exist:
      - • Core Questions: questions being asked in all the surveys
      - • Country-specific: questions that are only applicable in a specific country.
    - ▪ **Variable ID's (VID)**: each question contains one or several answering possibilities. Each option has a unique ID (VID). You can add extra or modified country-specific options with a new VID.
    - ▪ **Answer values**: each VID can be answered by a fixed set of values, for instance Yes = 1, No= 0
    - ▪ A list with existing QID's and corresponding VID's and value ID's is made available on the website (to be downloaded here and here). Each level of identifier needs to be indicated in a draft version of the questionnaire
- ✓ Step 2: Update a copy of the QID overview file (indicate which question are going to be replicated and add the country specific questions). Send this file to the Antwerp team
- ✓ Step 3: The Antwerp team generates QID's for the country specific questions
- ✓ Step 4: Based on these new QID's you can now create the country specific VID's and add them to your questionnaire
- ✓ Step 5: Program the survey
  - o Make sure to structure the resulting data file by adding the corresponding QID's, VID's and values.
- ✓ Step 5: Conduct the survey
- ✓ Step 6: Clean the data file
  - o Missing's
  - o Comma's
  - o String
  - o QID, VID & Values
  - o Extension
- ✓ Step 7: Send the cleaned data file, a copy of the updated VID overview file and the questionnaire to the Antwerp team
- ✓ Step 8: The Antwerp will check and publish the VID overview file, anonymize the data and place it on the password protected part of the website
- ✓ Step 9: Supply data report and sampling frame

Manual

Basic questionnaire

The reference questionnaire for the national projects is called the 'basic questionnaire' (to be downloaded here). This is a re-drafted version of the original INTEREURO questionnaire and is setup with an average national context in mind. The latest set of revisions were made after the workshop on 22/1/2016. This is questionnaire is the starting point and national teams should ensure they take at least 80% of these questions. Additional, country specific questions can be added.

The document also includes a filter system and additional remarks on how to program the questionnaire. For example, it indicates for which questions we recommend randomization and were to introduce warnings. However, these are mere guidelines and it is up to the teams to decide whether they include this or not.

QID & VID system

When drafting your national survey, put the corresponding **QID** before each question. Secondly, make sure to place the corresponding **VID** behind each answer option. Thirdly, the **answer values** should be placed between at the end of the questions. For example:

In doing so, all teams can read your questionnaire, without having to translate it. Furthermore, it is possible to re-arrange the questionnaire to your liking.

QID

Each question has its own unique Question Identifier (QID). The QID overview file (to be downloaded here) lists the corresponding identifiers and provides an overview on which questions are included, dropped or changed by the teams. For this system to work it is advised that:
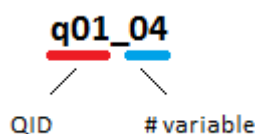
- The teams use these QID's in their data file, questionnaire and data report.
- When drafting and translating the survey, the teams update which questions they include, drop or change in the QID-excel file.
- If the question is context specific, or changed in such a way that the meaning is no longer comparable to that in the original document, a new QID should be generated and included in the QID-document. One team is responsible for adding the new QID's. The Antwerp team will shoulder this responsibility. One rule of thumb for adding it as a new question, is doing so if in doubt.
- It is best to send the updated QID overview file and list of country specific questions to the Antwerp team before conducting the survey. This way you can use the QID's to assign the proper VID's (see below) immediately during the programming of the survey. In doing so, you

will not have to assign the proper VID's afterwards (which is very time-consuming and error-prone).
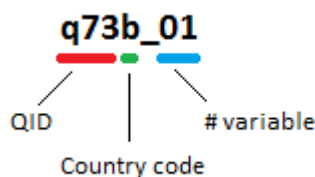
VID

Each variable also has its own unique Variable Identifier (VID). The identifier is placed after each answer possibility between square brackets. The VID overview file (to be downloaded here) lists the corresponding identifiers and provides an overview on which variables are included, dropped or changed by the teams. For this system to work it is advised that:

- The teams use these VID's in their data file, questionnaire and data report.
- The teams update which variables they include, drop or change in the VID-excel file.
- The identifier is build up as follows:

- If the variable is country specific, or changed in such a way that the meaning is no longer comparable to that in the original document, a new VID should be generated and included in the VID-document. This is the responsibility of the national teams. This should be build up in the following way:

- The country codes are:
    - EU = European Survey
    - SW = Swedish Survey
    - SL = Slovenian Survey
    - B = Belgian Survey
    - N = Dutch Survey
    - ES = Spanish Survey
    - C = Czech Survey
    - P= Polish Survey
    - L = Lithuanian Survey
    - IT = Italian Survey
- As explained above, the VID's are derived from the QID's. So country specific variables can only be made when the Antwerp team has provided you with the newly generated QID. Because variables tend to change easily during the translation and test phase of the survey, it would bring about to much transaction costs to overview the VID system in a centralized way. This is why the teams are themselves responsible for generating and adding VID's. However, after having conducted the survey, all teams should update the VID overview list and send it to the Antwerp team. If possible, in order to provide the opportunity for even more comparability, the teams can choose to translate the country specific VID's.

Values

- Each VID also has a fixed set of values (unless it is a string-variable).
- When programming the survey, make sure to use the same answer values which are already used (check the VID overview file).
- Even if a team applies the QID and VID system, but changes the values the variable can take (for example 2= YES instead of 1=YES), the system will be rendered useless.

Some details:

- QID32 lists the political parties in your country. This is the way the VID's have to be composed as follows: q32[countryID]_[OptionNumber]
- Splitting answering options: sometimes an option contains a combination of terms. E.g.: Foreign and defense policy [q01_03]. It is possible to separate both terms into two new options. In this case, both get a new country-specific VID and the standard VID (i.e. q01_03) will be excluded from the survey. The option-counter will start after the number of the final option. For instance:

    - Domestic policy [q01_01]
    - Health policy [q01_02]
    - Foreign and Defense policy [q01_03]
    - Economic policy [q01_04]
    - Social policy [q01_05]

becomes

    - Domestic policy [q01_01]
    - Health policy [q01_02]
    - Economic policy [q01_04]
    - Social policy [q01_05]
    - Foreign policy [q01b_06]
    - Defense policy [q01b_07]

Data file

The resulting data file should be cleaned and send to the Antwerp team. Here are some general guidelines:

- Preferably in .SAV as it includes the VID's, answer values and an answer description
- Remove double cases (based on the highest response rate %)
- Ensure the proper VID are used (also mind the 0's in the identifiers, we match them automatically so they much match 100%)
- Cells with missing values need to remain empty. You need to remove all -9999's or -9998's (or -1 etc). The only remaining values are those that can be found in the list of value ID's for each VID (except for answering options that allow a text string or a freely chosen number)
- Use of comma's (either '.' or ',' clearly state which and no mixing)
- Clean open answers in which numeric answers were given (e.g. ?.)

The Antwerp team will anonymize the file and place it on a secure part of the website. In the first stage, this file will only be accessible for team members via password. In the second stage we will publicly release this data (but remove or recode some of the variables).

Data report

The data report is the questionnaire with descriptive data