

ESS Round 7 Verification Instructions for National Coordinators¹

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General Notes on the ESS Round 7 Verification Instructions

In Round 7, as in ESS 5 and 6, all translated versions of the ESS Round 7 Source Questionnaire will be subject to translation verification by cApStAn.

This document is intended to guide the national teams through the verification process. It consists of two parts:

[Part A](#) explains the organisational aspects of this exercise, and [Part B](#) outlines the technical environment in which the verification will take place, that is, the excel-based “(Translation and) Verification Follow-Up Form, (T)VFF”; this corresponds in its general structure to the Vademecum documents set up by cApStAn (in collaboration with Brita Dorer) in ESS Rounds 5 and 6. Both parts are equally important and should be followed in their entirety.

Major changes in the Round 7 Verification Instructions as compared to Round 6 refer to:

1. Some intervention categories have changed in terms of names, definitions, and new categories have been added. Therefore, please read the *Round 7 Verifier Intervention Categories* in [Annex 1](#).
2. The modalities of *Follow-up* on Verification Interventions have changed: in Round 7, follow-up is required on ALL verifier interventions, except minor issues like typos, spelling or punctuation mistakes.
3. The approach to verifying *Shared languages*: in Round 7, a ‘Central Verifier’ will compare the verification interventions made on shared languages and try to harmonise these as far as possible before sending them to the NCs.
4. The column reserved for the verifiers’ comments is now called ‘*Verifier’s Rationale*’, thus defining the purpose of the verifiers’ comments, i.e. giving the reason for change.
5. A new column was added in this round: ‘*Comments from the Pret-est*’. This column can be used to document any findings or results from your national pre-tests (‘P’ in the TRAPD model) that regard translation into the respective language version.

Part A: Organisational aspects of the ESS Round 7 verification

1. Translation and verification steps to be followed in ESS7

National teams are asked to follow the steps below in order to translate the new items for ESS Round 7 (as described in the ESS Round 7 Translation Guidelines):

- 1.1 Please inform the ESS translation team at GESIS (ess_translate@gesis.org) and cApStAn (ess.verif@capstan.be) – **at least three weeks in advance** – of the date you plan to submit your national translation(s) to cApStAn; this information should be provided by email to the ESS translation team and to cApStAn.
- 1.2 Please inform the ESS translation team at GESIS (ess_translate@gesis.org) and cApStAn (ess.verif@capstan.be) whether the translation(s) will be submitted for verification in the “Round 7 (Translation and) Verification Follow-Up Form - (T)VFF” ([Option 1](#)) or as a MS Word file² ([Option 2](#)).
- 1.3 In the case of ‘*shared languages*’, please inform the ESS translation team and cApStAn, (a) whether and when your reconciliation steps with the other national teams using your language take place, (b) in which form these reconciliation will take place, (c) to the extent possible: when the other languages sharing this language will submit their translation for verification.
- 1.4 Carry out *Translation, Review* and *Adjudication* (‘T’, ‘R’ and ‘A’ of the ‘TRAPD’ method) within your national team; the adjudicated version goes into the shared languages harmonisation step.
- 1.5 Carry out the *shared languages* harmonisation step using the adjudicated version:
 - 1.5.1. Compare country versions of the same language.
 - 1.5.2. Reconcile country versions wherever possible and appropriate.
 - 1.5.3. Carry out an *additional adjudication* step within your national team to finalise your national version(s) to be submitted to cApStAn.
- 1.6 Submit your adjudicated translation(s) to cApStAn for *verification*: please send your translation(s) via email to the ESS translation team at GESIS (ess_translate@gesis.org) and to cApStAn (ess.verif@capstan.be). Elica Krajčeva will be the ESS Project Manager at cApStAn in Round 7.
- 1.7 **Please set aside about 3-4 weeks for the entire translation verification process to be carried out.** This includes: submission of your translation(s) to cApStAn, verification by cApStAn, discussions between the national team, cApStAn and the ESS translation team (and possibly the ESS ERIC HQ) resulting from the verification interventions,

² Countries should note that feedback and further discussions will need to be documented using the (T)VFF.

and verification sign off.

Note that in the case of ‘shared languages’, this process may take a little longer because the ‘central verifier’ will need to compare the interventions made for the different versions (see the sections on ‘Verifying shared languages’ included in [Options 1](#) and [2](#)). Therefore, please **inform us as precisely as possible about your shared language harmonisation schedules** so that this can be considered in the verifier’s work.

1.8 **Go through *all* the interventions you receive from cApStAn carefully!** When doing so, please keep the following in mind:

When you incorporate the comments or corrections made by the verifiers, please make sure you are **consistent for all the items translated for Round 7**. For instance, if you change one word or term in one instance, please make sure to change it accordingly in other places in the new items too. As not all new items of the ESS7 questionnaire are subject to verification, it may be that a verification comment is only made in one item (subject to verification) but needs to be implemented in other new items (not subject to verification) too where the same word or expression is used.

→ *However*, **existing translations**, that is, translations of the core modules or repeated items from the ‘Immigration’ module, **should NOT be changed**, even if this would be consistent with verification comments from Round 7. Here it is more important to keep the time series than to be consistent within your translated questionnaire. In case of doubt, please consult the ESS translation team at GESIS (ess_translate@gesis.org).

1.9 The ‘post-verification’ version of your translation(s) will be the basis for the SQP Coding.

1.10 **Follow-up carefully on the feedback resulting from SQP Coding before finalising your national version.** Changes to the verified translation based on findings from the SQP Coding can be discussed with the ESS Translation Team at GESIS, cApStAn and, if applicable, with the countries sharing your language.

1.11 Pre-test the full questionnaire, using the version finalised after SQP Coding.

Regarding ‘Adjudication’: please note that additional steps taking place after initial adjudication (step 1.4) might result in new adjudication steps being necessary: comments and recommendations from the shared language harmonisation, verification, SQP coding and pre-testing steps might need to be followed-up in a new adjudication step.

1.12 Carefully proofread the final questionnaire for typos and logical errors. Ideally, have someone who has strong proofing skills and who preferably has not read the questions yet do a final double check of the full questionnaire. Then do a final check looking at all the notes made in documentation to see that all agreed actions have been taken into account.

2. Parts of the ESS7 Source Questionnaire subject to translation verification

The exact choice of items to be verified can be found in the document 'Items selected for verification', which can be downloaded from the ESS Intranet.

For any queries regarding translation verification, please refer to the ESS translation team at GESIS (ess_translate@gesis.org) or to cApStAn (ess.verif@capstan.be).

Part B: Technical aspects of the ESS Round 7 verification / Vademecum of the ESS Round 7 (T)VFF

3. General verification procedure in ESS 7

ALL countries will receive a R7(T)VFF annotated with the verifier's findings from cApStAn.

In this R7(T)VFF, the **GREEN** worksheets will have been added, containing the verification results, see below. The verifiers will use the following four columns from these worksheets to provide their feedback on the questions:

- 'Verifier's version': Verifiers will enter here a corrected version of the question when they find problems with the submitted version.
- 'Verifier intervention category': By attributing each intervention to a specific category, cApStAn verifiers help national teams to better understand the nature of their comments. If verifier's interventions in the target text belong to more than one category, they will be classified accordingly in the 'Verifier's rationale' column. The Verifier Intervention Categories are explained in more detail in [Annex 1](#).
- 'Verifier's rationale': Verifiers will enter here a brief explanation as to why they think an amendment is necessary.
- 'Follow-up required?': Verifiers will specify whether their interventions require feedback from the NC or not (this is an important change with respect to Round 6):

In ESS Round 7, **ALL verifier interventions require feedback** from the national teams – **except minor linguistic defects**, like typos or punctuation errors, where it is clear to the verifier that they do not affect the meaning of the translation (but these changes should also be implemented).

Follow-up by the National Teams:

If feedback on a verifier intervention is required, the national teams are asked to either accept the verifier intervention or, if not, to justify why the intervention cannot be implemented in the 'Country comment' column.

The updated (T)VFF will then need to be sent back to the ESS translation team at GESIS (ess_translate@gesis.org) and to cApStAn (ess.verif@capstan.be). Once all issues have been resolved, the verification procedure is complete.

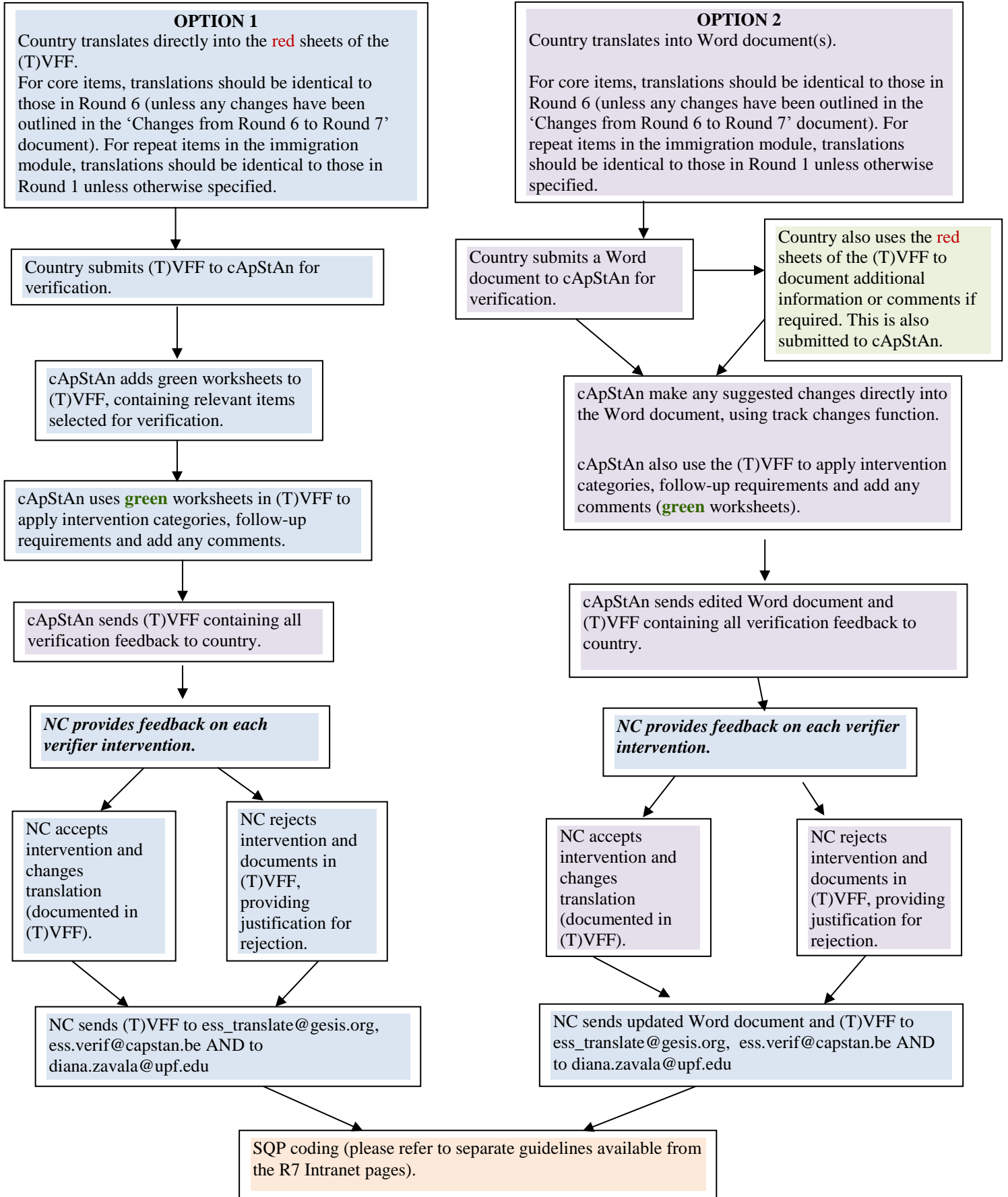
4. Submission of translation for verification

In Round 7, the national teams can choose if they want to

- (a) submit their translations in the *R7(T)VFF*, that is, a translation excel template ([Option 1](#)); or
- (b) submit their national translation(s) in the form of a *MS Word* file ([Option 2](#)).

Figure 1 shows the Round 7 verification process for both options:

Figure 1: Round 7 verification process



In ESS Round 7 the national teams can choose whether to submit their translations using the [Round 7 \(T\)VFF \(Option 1\)](#) or using a [MS Word file \(Option 2\)](#). Please click on the respective Option and you will automatically be forwarded to the appropriate section within this document.

Option 1: Submission of national translations in the “Round 7 (Translation and) Verification Follow-Up Form – R7(T)VFF”

The national teams can submit their translations using the R7(T)VFF. This approach would be similar to the one applied in Rounds 5 and 6. It will be particularly helpful for those countries working with translation templates for their entire internal translation process.

The R7(T)VFF is an excel template, prepared jointly by cApStAn and the ESS translation team and downloadable from the ESS Intranet.

When you download it from the ESS Intranet, you will see that all sections of the ESS7 source questionnaire, the showcards and the supplementary questionnaires have been copied into the file, each questionnaire section corresponding to one worksheet. These **worksheets – marked in red – are to be used for your translation**. These worksheets include different columns specifically designed to allow documentation of the entire ESS7 translation history of each national version (comparable to the columns used in ESS5 and 6).

→ Once your translation is ready to be sent to cApStAn for verification, please submit this R7(T)VFF file. The **translation to be verified must be included in the column called ‘*Version after adjudication / for verification*’**.

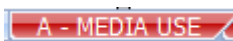
When receiving back the verification results from cApStAn, your R7(T)VFF will include **additional worksheets – marked in green – containing the verifiers’ comments and suggestions**.

Please use the R7(T)VFF for **documenting** the entire history of your translation(s) of the ESS7 questionnaire.

Workflow and structure of the (T)VFF

The (T)VFF workbook is organised in different **red** worksheets, one for each section of the ESS Round 7 Questionnaire, the Supplementary Questionnaires and the Showcards. The **verification** takes place on separate **green** worksheets that will be added to your (T)VFF by cApStAn only after it has been submitted for verification. For most parts the layout of the (T)VFF is very similar to Round 6.

RED worksheets in the (T)VFF for translation



As explained above, the **red worksheets are to be used for your translation**. Each worksheet contains one section of the ESS Round 7 Questionnaire, the Supplementary Questionnaires or the Showcards. These worksheets bear different

columns specifically designed to allow documentation of the entire ESS7 translation history of each national version (comparable to the columns used in ESS5 and 6).

Figure 2: Overview of a **RED** worksheet of the R7 (T)VFF

SHARED LANGUAGES - DISCUSSION	VERSION AFTER ADJUDICATION / FOR VERIFICATION	COMMENTS AFTER ADJUDICATION / FOR VERIFICATION	VERSION AFTER VERIFICATION	CHANGES MADE AFTER SQP CODING	COMMENTS FROM THE PRETEST	FINAL NATIONAL VERSION	ROUTING FINAL VERSION

The Source Version Area (filled in by GESIS)

The first set of 4 columns - with blue column headers – have been populated with (i) the item number and type of text or entry; (ii) the English source version; (iii) the ESS annotations, such as the footnotes from the questionnaire and e.g. indications of changes between Round 6 and Round 7; and (iv) routing information (see Figure 3). These light blue columns should not be edited at all during the different steps of the process.

Figure 3: The Source Version Area of the R7(T)VFF

ITEM NUMBER / TEXT TYPE	ENGLISH SOURCE VERSION	ANNOTATIONS	ROUTING (SOURCE)
A2	STILL CARD 1 And again on an average weekday, how much of your time watching television is spent watching <u>news</u> or programmes about <u>politics and current affairs</u> ?	OLD (A2 in ESS5) * About "politics and current affairs": about issues to do with governance and public policy, and with the people connected with these affairs.	
	Still use this card.		
RC	No time at all		
	Less than ½ hour		
	½ hour to 1 hour		
	More than 1 hour, up to 1½ hours		
	More than 1½ hours, up to 2 hours		
	More than 2 hours, up to 2½ hours		
	More than 2½ hours, up to 3 hours		
	More than 3 hours		
	(Don't know)		

The Translation Area (filled in by the national teams) in Purple

The columns of the translation area in the (T)VFF are reserved for the national translation teams: there are 6 columns in which you may enter the first two *Translations* and the comments relevant to these translations ('T' in the TRAPD model), 3 columns for the national version after the *Review* process and comments after review ('R' in the TRAPD model), and 3 columns for the translation agreed upon in the *Adjudication* step ('A' in the TRAPD model).

An optional column '*Shared languages – discussion*' has been prepared for those countries sharing one language: here you can document any discussions and/or changes resulting from your shared language reconciliation steps.

Because the shared language harmonisation process should be followed by another *Adjudication* step, there are two more columns ('*Version after adjudication / for*

verification' and 'Comments after adjudication / for verification') where the national teams are asked to add the version (together with any comments they deem appropriate) that will actually be verified.

Countries not using a shared language are **also** asked to copy their translation to be verified into these two columns ('Version after adjudication / for verification' and 'Comments after adjudication / for verification').

Please note that you do not need to make comments in every cell.

Figure 4: Translation Area of the R7(T)VFF

COMMENTS ON TRANSLATION 2	VERSION AFTER REVIEW	ROUTING VERSION AFTER REVIEW	COMMENTS AFTER REVIEW	VERSION AFTER ADJUDICATION	ROUTING VERSION AFTER ADJUDICATION	COMMENTS AFTER ADJUDICATION	SHARED LANGUAGES - DISCUSSION	VERSION AFTER ADJUDICATION / FOR VERIFICATION	ROUTING VERSION AFTER ADJUDICATION	COMMENTS AFTER ADJUDICATION / FOR VERIFICATION

The column 'Comments after adjudication / for verification' is intended for any item-related comments that you would like to i) note down for documentation purposes, or ii) bring to the attention of the verifier. Below a couple of examples of possible situations in which it would be helpful to add a comment in this column:

Example 1: The term 'police' has been adapted to 'police and civil guard' in the target version, to match the situation in the target country. If this has been agreed, but not documented in the (T)VFF, the verifier would point this out as an adaptation, possibly describing in detail why s/he thinks the adaptation is acceptable/not acceptable. If the verifier knows in advance that this has already been agreed between the NC and the ESS translation team, s/he would just select 'OK' (= adaptation has been correctly implemented) and leave it at that (see also Figure 5).

Example 2: There may be terms or expressions that are difficult to translate, and that have been subject to a lot of discussion during the review and adjudication processes. In such cases it is likely that the verifier in his/her turn will also stumble over the same issue, and it would be helpful if the reasoning behind the choice of word or expression was documented in the comment column, as it may not be obvious to the verifier at first sight.

Figure 5: Example of a documented adaptation

VERSION AFTER REVIEW	COMMENTS AFTER REVIEW	VERSION AFTER ADJUDICATION / FOR VERIFICATION	COMMENTS AFTER ADJUDICATION / FOR VERIFICATION
Wie viel Zeit verbringen Sie an einem gewöhnlichen Werktag insgesamt damit, fernzusehen?		Wie viel Zeit sehen sie an einem gewöhnlichen Werktag fern?	
Bitte sagen Sie es mir anhand von Liste 1.		Bitte beantworten Sie mit Hilfe von Karte 1.	
Gar keine Zeit		Keine	
Weniger als eine 1/2 Stunde		Weniger als 30 Minuten	We have decided to use minutes because...
1/2 bis zu 1 Stunde		30 bis zu 60 Minuten	
Mehr als 1, bis zu 1 1/2 Stunden	typo	Mehr als 1, bis zu 1 1/2 Stunden	
Mehr als 1 1/2, bis zu 2 Stunden		Mehr als 1 1/2, bis zu 2 Stunden	
Mehr als 2, bis zu 2 1/2 Stunden		Mehr als 2, bis zu 2 1/2 Stunden	
Mehr als 2 1/2, bis zu 3 Stunden		Mehr als 2 1/2, bis zu 3 Stunden	
Mehr als 3 Stunden		Mehr als 3 Stunden	
Weiß nicht		(Ich weiß nicht)	brackets not needed

The **purpose of documenting adaptations and other translation decisions** in the ‘*Comments after adjudication / for verification*’ column is not only to document such issues, but also to provide the verifier with all the relevant background information s/he will need for the verification assignment, to avoid unnecessary comments and changes.

- ➔ If you don’t need a particular column, for example because there’s no ‘shared languages’ process, you can always hide or remove these columns.
- ➔ You can also add columns, if this helps your national translation processes.
- ➔ It is also possible to broaden columns and rows so that all text is visible.
- ➔ However, **please do not add or delete rows** as in the case of copy/pasting or merging different versions this will make it impossible to clearly match cells of the source and target language!
- ➔ [Annex 2](#) presents a Quick Reference Guide to Excel Features that can be helpful if you are not too familiar with Microsoft Excel® (MS Office 2007).

A new column was added in this round: ‘*Comments from the Pre-test*’. This column can be used to document any findings or results from your national pre-tests (‘P’ in the TRAPD model) that relate to translation into the respective language version.

Before submitting the (T)VFF for verification, make sure that

- ➔ the adjudicated version of the questionnaire items (at least of those items that are subject to verification) is in column ‘*Version after adjudication / for verification*’.
- ➔ you have documented all agreed adaptations and other relevant issues related to these items in the ‘*Comments after adjudication / for verification*’ column.

These worksheets are not present in the (T)VFF prior to verification, but will be added as separate **green** worksheets when you submit the (T)VFF for verification. cApStAn will copy your translations and relevant comments from the **red** worksheet (*Version after adjudication / for verification* and *Comments after adjudication / for verification* columns) into the corresponding columns in the **green** worksheet. The verifier will only work on these worksheets.

The Verification Area (filled in by cApStAn)

cApStAn verifiers will see the source version, the translated version for verification, and any item-related comments copied from the translation area of the **red** worksheets. Verifiers will make a sentence-by-sentence comparison of the *Version after Adjudication/for Verification* against the English source version, but will not take into consideration the intermediate stages of the translation process. Verifiers will document their work in the first three columns on the left side of *Figure 6*: the *Verifier’s version*, the *Verifier intervention category* (column with drop-down menus) and the *Verifier’s rationale* column.

The verifier will be asked to enter text in every cell of the *Verifier’s version* column: if the item does not need to be corrected or if the verifier doesn’t wish to make any suggestions, s/he will merely copy/paste the *Version after Adjudication/for Verification* translation in that column and select the *OK* category from the scroll-down menu in the *Verifier intervention category* column. If a correction needs to be made, the verifier will:

- a) highlight the cell and indicate edits by using a different font colour;
- b) select an appropriate verifier intervention category form the drop-down menu in the *Verifier intervention category* column; and
- c) as far as possible, write a brief descriptive and explanatory comment in the *Verifier’s rationale* column, as shown in *Figure 6* below.

Figure 6: Verification Area of the GREEN worksheet on the R7(T)VFF (reserved for cApStAn)

VERIFIER'S VERSION	VERIFIER INTERVENTION CATEGORY	VERIFIER'S RATIONALE	CENTRAL VERIFIER'S VERSION (for Shared Languages only)	CENTRAL VERIFIER'S COMMENT (for Shared Languages only)	FOLLOW-UP REQUIRED?

Note that not all interventions call for a comment. Straightforward issues (typos, punctuation issues, maybe some grammar issues) can go without a comment. (Please note that, different from Round 6, the column reserved for the verifiers’ comments is now called *Verifier’s rationale*, thus defining the purpose of the verifier’s comments, i.e., to provide the reason for change.)

A list of the verifier intervention categories is available in [Annex 1](#). Note that some new categories have been introduced since R6, for example ‘Layout / Visual Issue’, and some of the category names or definitions have changed slightly.

Verifying Shared Languages

In Round 7, there are **two new columns** in the Verification Area: these are related to verifying **shared languages**:

In Round 7, a “**central verifier**” will review the verification feedback for each of the shared language versions, and echo in other versions those corrections that apply. Such suggestions can, however, only be implemented if the survey instruments have not yet been finalized in the countries that first submitted their translations for verification.

Examples:

If the three verifiers for the French language (for Belgium, France and Switzerland) come up with different verification comments or suggestions for the same issue, the central verifier would point out these differences, comment on them and suggest a more harmonised version – as long as it is possible and appropriate to use one version that fits all three national contexts.

Or, if a verifier spots a linguistic issue or deviation from the source that was not identified in the other verified versions but applies to them too, the central verifier will suggest reflecting it in all the versions.

Please note in the context of shared languages:

- a) The ESS does not have a deliberate policy of harmonising shared languages; the ‘as close as possible, but as distant as necessary’ line should be followed in both the Translation as well as the Verification steps.
- b) However, wherever a closer harmonisation is possible, this should be attempted both in the Translation and in the Verification steps.
- c) With the sometimes staggered submission of national versions for verification, some of the shared languages issues will only be reflected post-hoc. Therefore, in Round 7, it would be highly useful if **countries sharing languages tried submitting their translations for verification at rather close points in time.**

Please inform the ESS translation team at GESIS and cApStAn as soon as possible when your translations will be ready for verification, and, in the case of shared languages (if possible) also of (i) your shared languages arrangements and (ii) likely submission dates of the other countries fielding in these languages.

The ‘central verifiers’ will carry out their work in the two new columns called ‘*Central verifier’s version*’ and ‘*Central verifier’s comment*’:

In the ‘*Central verifier’s version*’, the ‘central verifiers’ will write down his/her suggested version for this shared language – provided that there is one such version

– and in the ‘*Central verifier’s comment*’ s/he briefly comments on the different versions of this shared language, that s/he has received up to this date.

Follow-up on verifiers’ interventions

Before the verification feedback is delivered to the national teams, cApStAn in co-operation with the ESS translation team will label the verifiers’ interventions that need follow-up in the ‘*Follow-up required?*’ column, as shown in *Figure 7* below.

In ESS Round 7 **all verifier interventions will require follow-up**, except minor corrections like typos, punctuation or spelling mistakes.

The (T)VFF with these 4 columns filled in on the **green** worksheets will be delivered to the country.

The Post-verification Area (filled in by national teams)

Once the (T)VFF is returned to you, complete with verifier feedback in every row, please review each of the verifier interventions carefully. For those interventions that are not labelled as requiring follow-up you may decide to accept/reject the change as you see appropriate – but of course we recommend correcting any typos, punctuation and spelling mistakes detected by the verifiers.

For each suggestion that ‘Requires follow-up’ NCs are asked to add a follow-up in the ‘Country comment’ column: either write ‘OK’, if you agree with the change, or provide a justification if you wish to reject the change.

It is important not to edit the verifier’s version in the ‘*Verifier’s version*’ columns!

Figure 7: Post-Verification Area of the R7(T)VFF (reserved for National Coordinators/national teams)

CENTRAL VERIFIER'S VERSION (for Shared Languages only)	CENTRAL VERIFIER'S COMMENT (for Shared Languages only)	FOLLOW-UP REQUIRED?	COUNTRY COMMENT

Once you have processed all the comments and added either ‘OK’ or a comment for each ‘Requires follow-up’, please send the annotated (T)VFF to: ess_translate@gesis.org and ess.verif@capstan.be

Once all discussions on ‘follow-up’ between national teams, cApStAn and the ESS Translation Team have been finished, the verification process is complete. Now, the full post-verification version should be copied to the ‘*Version after verification*’ column in the corresponding **red** worksheet – and then used for the SQP coding together with the other translations that were not subject to verification.

Option 2: Submission of national translations in MS Word files

In Round 7, national teams can send their translation(s) to cApStAn in MS Word format. The translated questionnaire will thus have the form of a 'running text' and not of a template.

Please add comments about any agreed adaptations or other translation issues that you wish to bring to the verifier's attention in the R7(T)VFF, column '*Comments after adjudication / for verification*'. The R7(T)VFF is available on the ESS Intranet.

→ Once your translation is ready to be sent to cApStAn for verification, please **submit your MS Word file (mandatory), as well as the (T)VFF (if you have inserted comments for the verifier's attention)** to the ESS translation team at GESIS (ess_translate@gesis.org) and cApStAn (ess.verif@capstan.be).

When receiving back the verification results from cApStAn, you will **RECEIVE TWO FILES**: the **MS Word** file with the verifier's comments made in track change mode. In addition, you will be sent a **R7(T)VFF** by cApStAn (even if you did not submit this format) where all the verification intervention categories have been applied and comments are explained in more detail (in the **green** sheets).

Make sure to go carefully through BOTH documents: if there is e.g. a minor, recurring punctuation issue, it will be corrected systematically in track changes in the Word file but may elicit only a single generic comment in the R7(T)VFF. However, all significant verifier interventions will be documented in the R7(T)VFF.

Workflow and structure of the (T)VFF

The (T)VFF workbook is organised in different **red** worksheets, one for each section of the ESS Round 7 Questionnaire, the Supplementary Questionnaires and the Showcards. The verification takes place on separate **green** worksheets that will be added to your (T)VFF only after it has been submitted for verification. For most parts the layout of the (T)VFF is the same as in Round 6.

If you submit your ESS 7 translation for verification in MS word, only the '*Comments after adjudication / for verification*' column on the red worksheets is likely to be used by you initially, where you may add any comment that the verifier(s) should be aware of when verifying your translation (the use of this column is explained in more detail in the section about the red worksheets below).

Please note that the R7(T)VFF is the **preferred documentation grid for your ESS 7 translation(s)**, even if you do not use it for your translations.
So please **continue documenting your R7 translation history in this R7(T)VFF!**

RED worksheets in the (T)VFF for translation

A - MEDIA USE

As explained above, if you submit your ESS 7 translation for verification in MS word, only the '**Comments after adjudication / for verification**' column on the **red** worksheets is likely to be used by you initially, where you may add any comment that the verifier(s) should be aware of when verifying your translation (see *Figure 2*).

Each of the **red** worksheets contains one section of the ESS Round 7 Questionnaire, the Supplementary Questionnaires or the Showcards.

Figure 2: Overview of a RED worksheet of the R7 (T)VFF

SHARED LANGUAGES - DISCUSSION	VERSION AFTER ADJUDICATION / FOR VERIFICATION	COMMENTS AFTER ADJUDICATION / FOR VERIFICATION	VERSION AFTER VERIFICATION	CHANGES MADE AFTER SQP CODING	COMMENTS FROM THE PRETEST	FINAL NATIONAL VERSION	ROUTING FINAL VERSION

The Source Version Area (filled in by GESIS)

The first set of 4 columns - with blue column headers – have been populated with (i) the item number and type of text or entry; (ii) the English source version; (iii) the ESS annotations, such as the footnotes from the questionnaire and e.g. indications of changes between Round 6 and Round 7; and (iv) routing information (see *Figure 3*). These light blue columns should not be edited at all during the different steps of the process.

Figure 3: The Source Version Area of the R7(T)VFF

ITEM NUMBER / TEXT TYPE	ENGLISH SOURCE VERSION	ANNOTATIONS	ROUTING (SOURCE)
A2	STILL CARD 1 And again on an average weekday, how much of your time watching television is spent watching news or programmes about politics and current affairs? Still use this card.	DLD (A2 in ESS8) ¹⁴ About "politics and current affairs": about issues to do with governance and public policy, and with the people connected with these affairs.	
RC	No time at all Less than ½ hour ½ hour to 1 hour More than 1 hour, up to 1½ hours More than 1½ hours, up to 2 hours More than 2 hours, up to 2½ hours More than 2½ hours, up to 3 hours More than 3 hours (Don't know)		

An optional column '*Shared languages – discussion*' has been prepared for those countries sharing one language: here you can document any discussions and/or changes resulting from your shared language reconciliation steps (see *Figure 4*).

Figure 4: Translation Area of the R7(T)VFF

TRANSLATION 2	ROUTING TRANSLATION 2	COMMENTS ON TRANSLATION 2	VERSION AFTER REVIEW	ROUTING VERSION AFTER REVIEW	COMMENTS AFTER REVIEW	VERSION AFTER ADJUDICATION	ROUTING VERSION AFTER ADJUDICATION	ROUTING VERSION AFTER ADJUDICATION	COMMENTS AFTER ADJUDICATION	SHARED LANGUAGES - DISCUSSION	VERSION AFTER ADJUDICATION / FOR VERIFICATION	ROUTING VERSION AFTER ADJUDICATION	COMMENT AFTER ADJUDICATION / FOR VERIFICATION

The column ‘Comments after adjudication / for verification’ is intended for any item-related comments that you would like to i) note down for documentation purposes, or ii) bring to the attention of the verifier. Below a couple of examples of possible situations in which it would be helpful to add a comment in this column:

Example 1: The term ‘police’ has been adapted to ‘police and civil guard’ in the target version, to match the situation in the target country. If this has been agreed, but not documented in the (T)VFF, the verifier would point this out as an adaptation, possibly describing in detail why s/he thinks the adaptation is acceptable/not acceptable. If the verifier knows in advance that this has already been agreed between the NC and the ESS translation team, s/he would just select ‘OK’ (= adaptation has been correctly implemented) and leave it at that (see also *Figure 5*).

Example 2: There may be terms or expressions that are difficult to translate, and that have been subject to a lot of discussion during the review and adjudication processes. In such cases it is likely that the verifier in his/her turn will also stumble over the same issue, and it would be helpful if the reasoning behind the choice of word or expression was documented in the comment column, as it may not be obvious to the verifier at first sight.

Figure 5: Example of a documented adaptation

VERSION AFTER REVIEW	COMMENTS AFTER REVIEW	VERSION AFTER ADJUDICATION / FOR VERIFICATION	COMMENTS AFTER ADJUDICATION / FOR VERIFICATION
Wie viel Zeit verbringen Sie an einem gewöhnlichen Werktag insgesamt damit, fernzusehen?		Wie viel Zeit sehen sie an einem gewöhnlichen Werktag fern?	
Bitte sagen Sie es mir anhand von Liste 1.		Bitte beantworten Sie mit Hilfe von Karte 1.	
Gar keine Zeit		Keine	
Weniger als eine 1/2 Stunde		Weniger als 30 Minuten	We have decided to use minutes because...
1/2 bis zu 1 Stunde		30 bis zu 60 Minuten	
Mehr als 1, bis zu 1 1/2 Stunden	typo	Mehr als 1, bis zu 1 1/2 Stunden	
Mehr als 1 1/2, bis zu 2 Stunden		Mehr als 1 1/2, bis zu 2 Stunden	
Mehr als 2, bis zu 2 1/2 Stunden		Mehr als 2, bis zu 2 1/2 Stunden	
Mehr als 2 1/2, bis zu 3 Stunden		Mehr als 2 1/2, bis zu 3 Stunden	
Mehr als 3 Stunden		Mehr als 3 Stunden	
Weiß nicht		(Ich weiß nicht)	brackets not needed

The purpose of documenting adaptations and other translation decisions in the ‘Comments after adjudication / for verification’ column is not only to document such issues, but also to provide the verifier with all the relevant background information

s/he will need for the verification assignment, to avoid unnecessary comments and changes.

- If you don't need a particular column, for example because there's no 'shared languages' process, you can always hide or remove these columns.
- You can also add columns, if this helps your national translation processes.
- It is also possible to broaden columns and rows so that all text is visible.
- However, **please do not add or delete rows** as in the case of copy/pasting or merging different versions this will make it impossible to clearly match cells of the source and target language!
- [Annex 2](#) presents a Quick Reference Guide to Excel Features that can be helpful if you are not too familiar with Microsoft Excel[®] (MS Office 2007).

A new column was added in this round: '*Comments from the Pre-test*'. This column can be used to document any findings or results from your national pre-tests ('P' in the TRAPD model) that relate to translation into the respective language version.

Before submitting the Word file accompanied by the R7(T)VFF for verification, make sure that you have documented all agreed adaptations and other relevant issues related to the items that you would like to provide to the verifier(s) in the '*Comments after adjudication / for verification*' column.

GREEN worksheets in the R7(T)VFF for verification

Whether you submit, in addition to a MS word file, also a (T)VFF or not – you will in any case receive the verification results in a (T)VFF including **green** worksheets which have specifically been developed for the verification step (and are not present in the (T)VFF prior to verification).

The Verification Area (filled in by cApStAn)

This area is not present in the (T)VFF prior to verification, but will be added on the separate **green** worksheets when you submit your MS word file and possibly (T)VFF for verification. cApStAn will copy your item-related comments from the **red** worksheet into the corresponding columns in the **green** worksheet. The verifier will only work on these **green** worksheets.

cApStAn verifiers will compare the target version submitted in Word format to the source version and make a sentence by sentence comparison against the English source version, taking into account the annotations and any item-related comments the national team has added in the (T)VFF.

Verifiers will make their interventions directly in the Word file using the MS Word Track Changes facility, and document their work in the two columns that you can see on *Figure 6*: the ‘*Verifier intervention category*’ (column with drop-down menus) and ‘*Verifier’s rationale*’. They may also use the ‘*Verifier’s version*’ column, but this is optional, as the necessary changes will be implemented in the Word file.

As far as possible, the verifiers will write a brief descriptive and explanatory comment in the ‘*Verifier’s rationale*’ column, as shown in *Figure 6* below. Note that not all interventions call for a comment. Straightforward issues (typos, punctuation issues, maybe some grammar issues) can go without a comment. (Please note that, different from Round 6, the column reserved for the verifiers’ comments is now called *Verifier’s Rationale*, thus defining the purpose of the verifiers’ comments, i.e., to provide the reason for change.)

A list of the verifier intervention categories is available in [Annex 1](#). Note that some new categories have been introduced since R6, for example ‘Layout / Visual Issue’, and some of the category names or definitions have slightly changed.

Figure 6: Verification Area of the GREEN worksheet on the R7(T)VFF (reserved for cApStAn)

VERIFIER'S VERSION	VERIFIER INTERVENTION CATEGORY	VERIFIER'S RATIONALE	CENTRAL VERIFIER'S VERSION <small>(for Shared Languages only)</small>	CENTRAL VERIFIER'S COMMENT <small>(for Shared Languages only)</small>	FOLLOW-UP REQUIRED?

Verifying Shared Languages

In Round 7, there are **two new columns** in the Verification Area: these are related to verifying **shared languages**:

In Round 7, a “**central verifier**” will review the verification feedback for each of the shared language versions, and echo in other versions those corrections that apply. Such suggestions can, however, only be implemented if the survey instruments have not yet been finalized in the countries that first submitted their translations for verification.

Examples:

If the three verifiers for the French language (for Belgium, France and Switzerland) come up with different verification comments or suggestions for the same issue, the central verifier would point out these differences, comment on them and suggest a more harmonised version – as long as it is possible and appropriate to use one version that fits all three national contexts.

Or, if a verifier spots a linguistic issue or deviation from the source that was not identified in the other verified versions but applies to them too, the central verifier will suggest reflecting it in all the versions.

Please note in the context of shared languages:

- a) The ESS does not have a deliberate policy of harmonising shared languages; the ‘as close as possible, but as distant as necessary’ line should be followed in both the Translation as well as the Verification steps.
- b) However, wherever a closer harmonisation is possible, this should be attempted both in the Translation and in the Verification steps.
- c) With the sometimes staggered submission of national versions for verification, some of the shared languages issues will only be reflected post-hoc. Therefore, in Round 7, it would be highly useful if **countries sharing languages tried submitting their translations for verification at rather close points in time.**
Please inform the ESS translation team at GESIS and cApStAn as soon as possible when your translations will be ready for verification, and, in the case of shared languages (if possible) also of (i) your shared languages arrangements and (ii) likely submission dates of the other countries fielding in these languages.

The ‘central verifiers’ will carry out their work in the two new columns called ‘*Central verifier’s version*’ and ‘*Central verifier’s comment*’:

In the ‘*Central verifier’s version*’, the ‘central verifiers’ will write down his/her suggested version for this shared language – provided that there is one such version – and in the ‘*Central verifier’s comment*’ s/he briefly comments on the different versions of this shared language, that s/he has received up to this date.

Follow-up on verifiers’ interventions

Before the verification feedback is delivered to the national teams, cApStAn in co-operation with the ESS translation team will label the verifiers’ interventions that need follow-up in the ‘*Follow-up required?*’ column, as shown in *Figure 7* below.

In ESS Round 7 **all verifier interventions will require follow-up**, except minor corrections like typos, punctuation or spelling mistakes.

The Post-verification Area (filled in by national teams)

Once the (T)VFF is returned to you, complete with verifier feedback, please review each of the verifier interventions carefully. For those interventions that are not labelled as requiring follow-up you may decide to accept/reject the change as you see appropriate – but of course we recommend correcting any typos, punctuation and spelling mistakes detected by the verifiers.

For each suggestion that ‘**Requires follow-up**’ NCs are asked to add a follow-up in the ‘**Country comment**’ column: either write ‘OK’, if you agree with the change, or provide a justification if you wish to reject the change.

It is important not to edit the verifier’s version in the ‘*Verifier’s version*’ columns!

Figure 7: Post-Verification Area of the R7(T)VFF (reserved for National Coordinators/national teams)

CENTRAL VERIFIER'S VERSION (for Shared Languages only)	CENTRAL VERIFIER'S COMMENT (for Shared Languages only)	FOLLOW-UP REQUIRED?	COUNTRY COMMENT

Once you have processed all the comments and added either 'OK' or a comment for each 'Requires follow-up', please send the annotated (T)VFF to: ess_translate@geis.org and ess.verif@capstan.be

Once all discussions on 'follow-up' between national teams, cApStAn and the ESS Translation Team have been finished, the verification process is complete. The translations resulting from the verification process will then be used for the SQP coding together with the other translations that were not subject to verification.

Annex 1: Definitions of Verifier Intervention Categories

OK	No intervention is needed. The verifier has checked and confirms that the text element or segment is equivalent to source, linguistically correct, and – if applicable – that it conforms to an explicit translation/adaptation guideline.
ADDED INFORMATION	Information is present in the target version but not in the source version, e.g. an explanation between brackets of a preceding word.
MISSING INFORMATION	Information is present in the source version but omitted in the target version.
CONSISTENCY	<ol style="list-style-type: none"> Within-item consistency: repetitions or literal matches and/or synonymous matches that occur in the source version of an item should reflect the same pattern in the target version. If a word or expression is used consistently across the source questionnaire, the same level of consistency should be reflected in the translations, unless fluency is affected. Across-item consistency: unless fluency is affected, recurring elements such as response categories or prompts that occur in a number of items should always be translated the same way, measurement units should be written the same way, etc.
ADAPTATION OR CULTURAL ISSUE	An adaptation is an intentional deviation from the source version made for cultural reasons or to conform to local usage. They should be agreed by the ESS translation team at GESIS and the ESS-ERIC HQ at City University London. An adaptation or cultural issue occurs when an adaptation would be needed but was not made, or when an inappropriate or unnecessary adaptation was made.
MISTRANSLATION	A wrong translation, which seriously alters the meaning. <u>A mistranslation should always be reported with an explanatory back-translation and/or accompanied by an English rendition of what the incorrect target version says</u> . Note: a vague or inaccurate translation should rather be classified as a Register/Wording issue (or sometimes a Grammar/Syntax issue). This category may cover cases where the source has been misunderstood, but also copy/paste errors that unintentionally result in a wrong text element or segment.
REGISTER / WORDING ISSUE	<ol style="list-style-type: none"> <i>Register:</i> difference in level of terminology (scientific term >> familiar term) or level of language (formal >> casual, standard >> idiomatic) in target versus source. <i>Wording:</i> inappropriate or less than optimal choice of vocabulary or wording in target to fluently convey the same information as in the source. This category is used typically for vague or inaccurate or not quite fluent translations.
GRAMMAR / SYNTAX ISSUE	<ol style="list-style-type: none"> <i>Grammar:</i> grammar mistake in the target language, e.g. wrong subject-verb agreement, wrong case (inflected languages), wrong verb form. <i>Syntax:</i> syntax-related deviation from the source that affects fluency, or other syntactic problems due e.g. to overly literal translation of the source; any syntax error in the target language.
MINOR LINGUISTIC DEFECT	Typo or other linguistic defect (spelling, grammar, capitalization, punctuation, etc.) that does not significantly affect comprehension or equivalence.
LEFT IN SOURCE LANGUAGE	A text element or segment that should have been translated was left in source language.
ANNOTATION NOT FOLLOWED	An explicit translation/adaptation guideline for a given text element or segment given in an annotation was overlooked or was not addressed in a satisfactory way.
ALERT NOT REFLECTED	A late change made to the source questionnaire – released as an ‘Alert’ – has not been reflected in the target version.
LAYOUT / VISUAL ISSUE	A deviation or defect in layout or formatting: disposition of text and graphics, item labels, numbering/lettering of questions and, response categories, styles (boldface , <u>underlining</u> , <i>italics</i> , UPPERCASE), legibility, tables, number formatting (decimal separators, “five” versus “5”), etc. This category will only be used if submitted translations are already formatted.

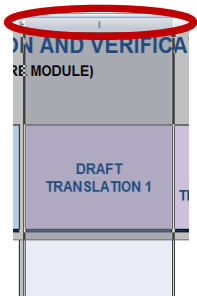
Annex 2: Quick Reference Guide to Excel Features

This document provides instructions for essential Excel features. Note that the menu items in your screen may differ from the ones shown in the screenshots depending on the version of MS Excel and on the language version used. The screenshots in this document originate from the English version of Excel 2007.

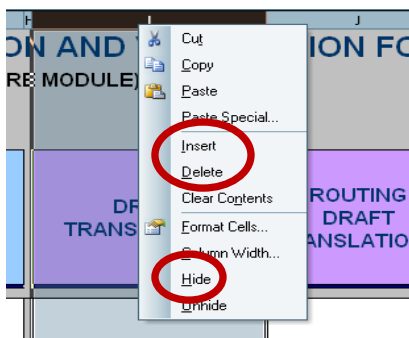
Adding/Removing/Hiding Columns

Columns can be added, removed and hidden, as needed.

To remove, add or hide a column, select the column you wish to remove or hide, or the column next to which you wish to add a new column by clicking on the column's letter in the title bar:




When right-clicking the selected column, the following menu appears:



Select *Delete* to remove the selected column.

Select *Hide* to hide the selected column.

Select *Insert* to add a column on the left side of the selected column. Note that the formatting of the added column will automatically be copied from the column on its left side, so it may not look the same as the column you previously selected. To copy the formatting from another column into the new column, first select the column that has the desired formatting. Then select the format painter  in the toolbar, then select the new column. The formatting is automatically copied to the new column.

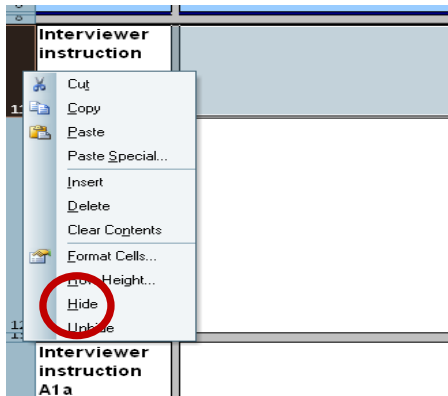
Hiding Rows

Rows can be hidden as needed. Please do not add or remove any rows, otherwise it will be extremely difficult to match source and target version cells when copy-pasting.

To hide a row, select the row you wish to hide by clicking on the row number:



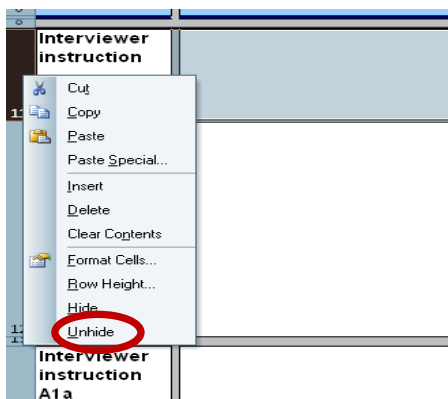
When right-clicking the selected row, the following menu appears:



Select *Hide* to hide the selected row.

Unhiding Hidden Column/Row

To unhide a column or a row that was hidden previously, first select the columns/rows around the hidden column(s)/row(s). When right-clicking on the selected area, the following menu appears:

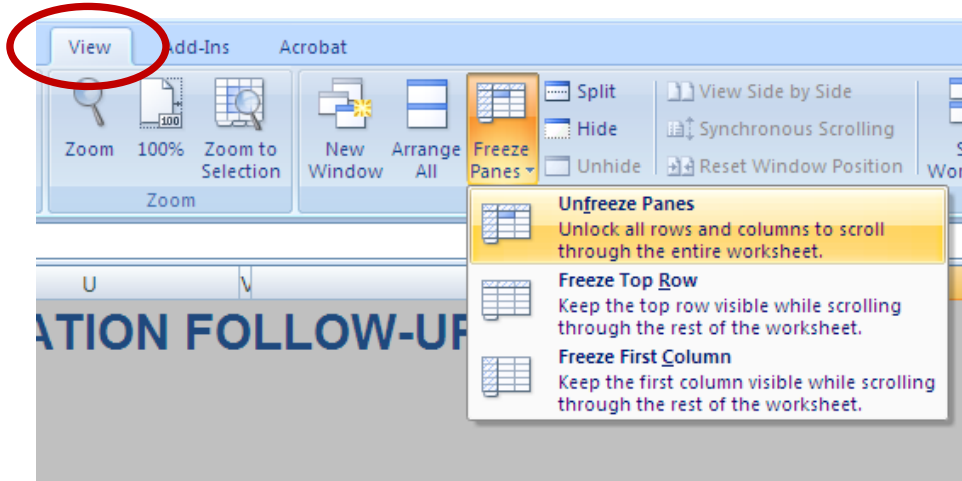


Select *Unhide* from the list, and the hidden column(s)/row(s) reappear.

Freezing/Unfreezing Panes

This functionality allows you to 'freeze' headings so that these will stay visible at all times, even when scrolling the document downwards or to the right. In the (T)VFF, the title area (rows 1-8) has been 'frozen'. However, this setting can also be adjusted.

To Unfreeze the pane, click on any cell in the document. Then select the *Freeze Panes* button under the *View* menu bar



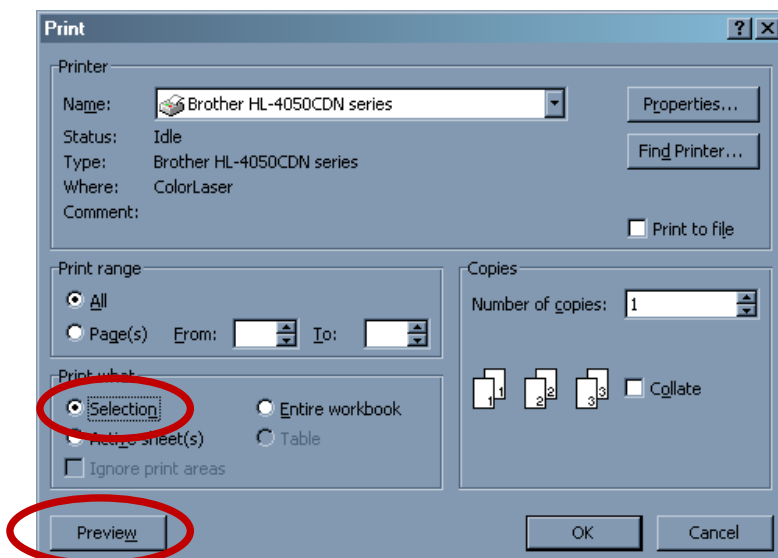
and unfreeze the pane by clicking *Unfreeze Panes*. When you now scroll the file downwards, the title area does not remain visible.

To freeze a pane, select the first cell in the upper left corner of the area that you don't want to include in the 'frozen' area. For example, if you want to freeze columns A-B and rows 1-3 so that these are always visible, you should click on cell C4. Then proceed as described above: select the first option under *Freeze Panes*, which now reads *Freeze Panes*.

Printing Selected Columns

To print the contents of one column only (or several adjacent columns), first select

the desired column(s), then click on the Windows icon  in the upper left corner of the screen, and select *Print*, and then *Print*. The following window opens



Select *Selection* under *Print what*.

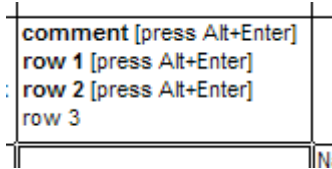
To preview the area to be printed, click on *Preview*, then select *OK*.

To print the contents of several columns that are not located next to each other, first hide all columns that are between the columns you wish to print so that the columns to be printed appear next to each other. Then proceed as described above.

Other Useful Tips

Adding line break inside a cell

To add a line break (start a new line) inside a cell place the cursor where you would like to add the line break. Then press Alt+Enter. This moves the cursor to the next line within the cell.

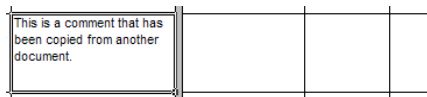


Copying text to a cell so that the formatting settings remain the same

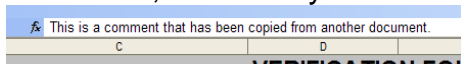
When copying text from e.g. a Word file into the Excel, the result may look like this



when it should rather look like this:

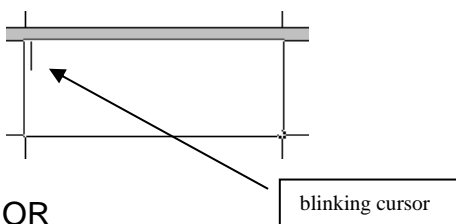


To avoid this problem when copying text, copy it to the text entry field at the top of the screen, not directly to the cell:




OR

double-click the cell (so that the cursor appears inside the cell), and then copy the text.



OR

If the text has already been copied, you can copy the formatting settings from some other cell that has the desired formatting, by selecting the cell from which you wish to copy the formatting settings, then pressing the format painter button  in the toolbar, and then selecting the cell to which the settings should be applied.

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