

ESS document date: 27.04.2020



# **ESS Round 10 Verification Instructions for National Coordinators<sup>1</sup>**

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<sup>1</sup> The CST requests that the following citation for this document should be used: European Social Survey (2020). *ESS Round 10 Verification Instructions for National Coordinators*. London: ESS ERIC Headquarters.

<sup>2</sup> The authors would like to acknowledge input by Luca Salini (ESS ERIC HQ, City, University of London), Veronika Keck (GESIS – Leibniz Institute for the Social Sciences), and Hannah Schwarz (Universitat Pompeu Fabra, Barcelona).

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## **General Notes on the ESS Round 10 Verification Instructions**

In Round 10, a large number of all translated versions of the ESS Round 10 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”.

Both parts are equally important and should be followed in their entirety.

NB: Verification carried out in the TranslationCTRL (formerly known as Translation Management Tool – TMT) will be described in a separate document.

## **Communication via myESS**

In ESS Round 10, NCs and the CST will use the myESS portal to collaborate and communicate with each other. This includes all communications on translation, verification and SQP Coding. Once logged in, each national team will find a predefined thread for translation and verification-related discussions with the ESS Translation Team. This is reachable via the [Forums](#) link in the left sidebar.

Note that national teams, the ESS Translation Team, cApStAn and the SQP Team will also be able to use myESS for internal communications on translation, verification and SQP Coding, as well as on other areas in the ESS survey life cycle. This will happen in the Forums hosted within the relevant Workspace.

**Please always ensure you are using the correct thread for the audience you want to reach!**

## **Part A: Organisational aspects of the ESS Round 10 verification**

### **1. Translation and verification steps to be followed in ESS10**

National teams are asked to follow the steps below in order to translate the new items for ESS Round 10 (as described in the ESS Round 10 Translation Guidelines, available via the NC Intranet):

- 1.1 Please inform the ESS translation team at GESIS – **at least three weeks in advance** – of the date you plan to submit your national translation(s) to cApStAn; this information should be provided to the ESS translation team via the relevant myESS [Forum](#) (this also applies to points 1.2 and 1.4 below).
- 1.2 Please inform the ESS translation team at GESIS whether the translation(s) will be submitted for verification in the “Round 10 (Translation and) Verification Follow-Up Form - (T)VFF” ([Option 1](#)) or as a MS Word file<sup>3</sup> ([Option 2](#)). If you are using TranslationCTRL for your translation process, the verification will take place there in the step Verification (for more information, please refer to the ESS Round 10 – Instructions for using the TranslationCTRL).
- 1.3 If possible, national teams translating into more than one language should schedule the translation and verification of all their languages at the same time.
- 1.4 In the case of ‘*shared languages*’, please inform the ESS translation team, (a) whether and when your reconciliation steps with the other national teams using your language (international harmonization of shared languages ) take place, (b) in which form these reconciliations will take place, (c) to the extent possible: when the other countries sharing this language will submit their translations for verification.
- 1.5 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.
- 1.6 Carry out the *shared languages* harmonisation step using the adjudicated version:
  - Compare country versions of the same language.
  - Reconcile country versions wherever possible and appropriate.
  - Carry out an *additional adjudication* step within your national team to finalise your national version(s) to be submitted to cApStAn.
- 1.7 Submit your adjudicated translation(s) to cApStAn for *verification* by uploading them to myESS (country workspace > **Documents** and select folder *07\_Translation\_Verification > 2\_Submitted\_by\_country\_team*). The ESS Translation team will acknowledge receipt via the relevant [Forum](#). Translation(s) with feedback from verification will be made available to you in

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<sup>3</sup>Countries should note that feedback and further discussions will need to be documented using the (T)VFF.

folder *3\_Submitted\_by\_CST* for working versions and in folder *4\_Signed\_off* for final versions. If you are using the TranslationCTRL tool for your translation process, please transfer your translation from the Adjudication step to the Verification step using the function “Copy from other translations” under Actions on the Translation screen (for more information please consult the ESS Round 10 – Instructions for using the TranslationCTRL).

Elica Krajčeva will be the ESS Project Manager at cApStAn also in Round 10.

- 1.8 **Please set aside about 5-6 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 ESS ERIC HQ) resulting from the verification interventions, 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.

- 1.9 **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 10**. 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 ESS10 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 consistently (not subject to verification) where the same word or expression is used.

→ *However, existing translations*, that is, translations of the existing core items or repeated items from the ‘Democracy’ module, **should NOT be changed**, even if this would be consistent with verification comments from Round 10. Here it is more important to keep the time series than to be consistent within your translated questionnaire. In case of doubt, please contact the ESS translation team at GESIS (via myESS).

- 1.10 The ‘post-verification’ version of your translation(s) will be the basis for the SQP Coding.
- 1.11 **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.
- 1.12 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.*

- 1.13 Carefully proofread the final questionnaire for typos and logical errors.<sup>4</sup> Ideally, have someone who has strong proofreading 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 ESS 10 Source Questionnaire subject to translation verification**

The selection of items to be verified will be listed on the [Translation and Verification](#) page on the NC Intranet.

For any queries regarding translation verification, please contact the ESS translation team at GESIS via myESS.

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<sup>4</sup> Please also refer to the Translation Quality Check List included in the ESS Round 10 Translation Guidelines (Alert 1).

## **Part B: Technical aspects of the ESS Round 10 verification / Vademecum of the ESS Round 10 (T)VFF**

### **3. General verification procedure in ESS 10**

National teams following Option 1 or 2 will receive a R10 (T)VFF annotated with the verifier's findings from cApStAn.

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. Verifiers are instructed to refrain from preferential changes.
- *'Verifier intervention category'*: By attributing each intervention to a specific category, cApStAn verifiers help national teams to define the type of intervention and 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 column *'Verifier intervention category'* will display the one that may affect most severely the equivalence or comprehension. 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?'*: cApStAn reviewers will specify whether verifier's interventions require feedback from the NC or not:

In ESS Round 10, **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 via myESS (see [part A](#) for detailed instructions). Once all issues have been resolved, the verification procedure is signed off by the ESS translation team.

#### **4. Submission of translation for verification**

In ESS Round 10 the national teams can choose whether to submit their translations using the Round 10 (T)VFF (Option 1) or using a MS Word file (Option 2).<sup>5</sup> Please click on the respective Option and you will automatically be forwarded to the appropriate section within this document.

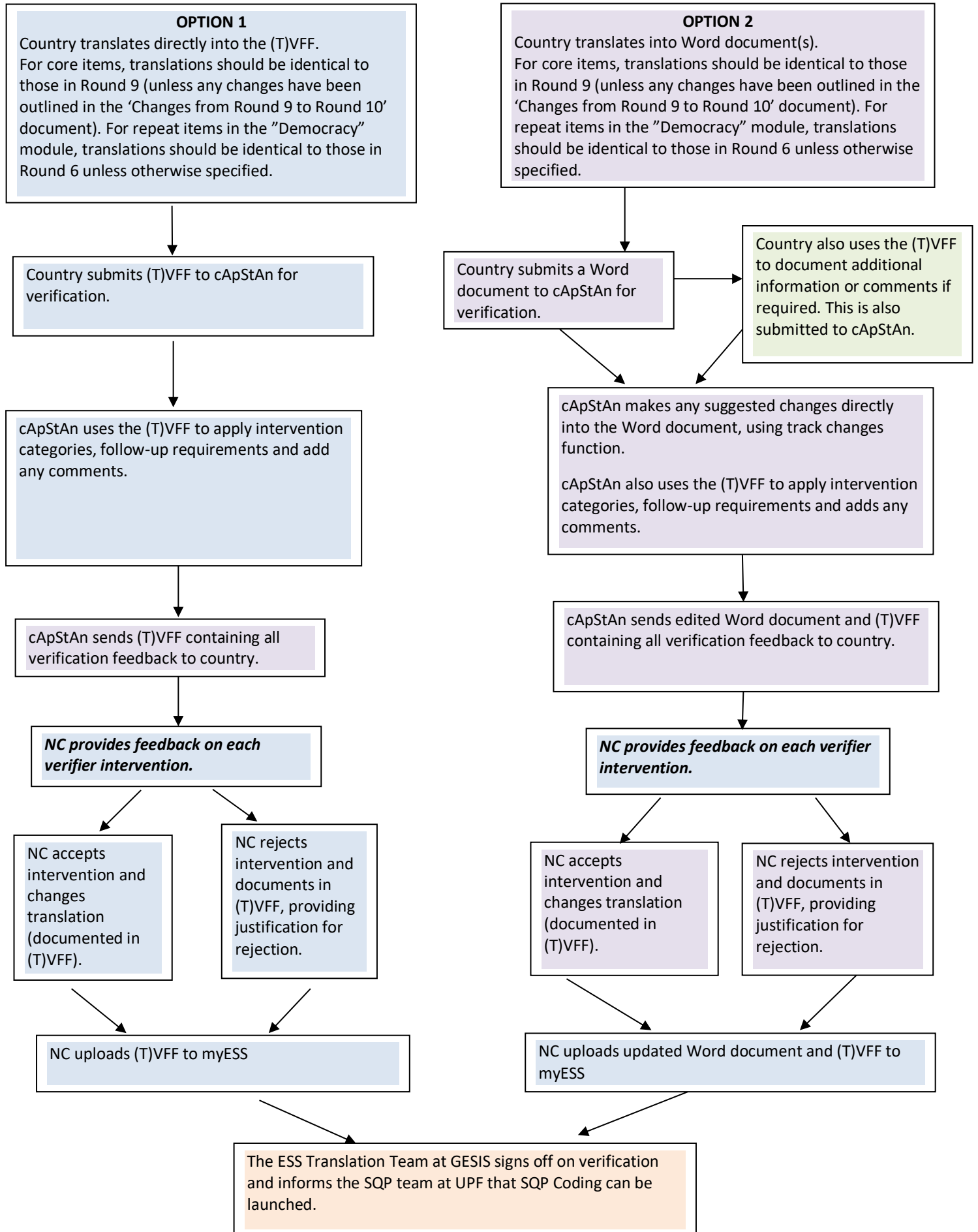
*Figure 1* below shows the Round 10 verification process for both options:

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<sup>5</sup> As mentioned above, in ESS Round 10, some national teams submit their translations in the TranslationCTRL tool (formerly known as “TMT”). They receive separate instructions for the use of this tool.



Figure 1: Round 10 verification process



## **Option 1: Submission of national translations in the “Round 10 (Translation and) Verification Follow-Up Form – R10 (T)VFF”**

The national teams are asked to submit their translations using the R10 (T)VFF. It will be particularly helpful for those countries working with translation templates for their entire internal translation process.

The R10 (T)VFF is an Excel template, prepared jointly by cApStAn and the ESS translation team and downloadable from the NC Intranet.

All sections of the ESS10 source questionnaire, the showcards and the test questions have been copied into the file, each questionnaire section corresponding to one worksheet. These worksheets are to be used for your translation. These worksheets include different columns specifically designed to allow documentation of the entire ESS10 translation history of each national version (comparable to the columns used in ESS5-9).

→ Once your translation is ready to be sent to cApStAn for verification, please submit this R10 (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 R10 (T)VFF will include the verifiers’ comments and suggestions.

Please use the R10 (T)VFF for **documenting** the entire history of your translation(s) of the ESS10 questionnaire.

### **Workflow and structure of the (T)VFF**

The (T)VFF workbook is organised in different worksheets, one for each section of the ESS Round 10 Questionnaire and the Showcards. The layout of the (T)VFF is identical to Round 9.

### **The Source Version Area (filled in by ESS translation team)**

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 9 and Round 10; and (iv) routing information (see *Figure 2*). These light blue columns should not be edited at all during the different steps of the process.

Figure 2: The Source Version Area of the R10(T)VFF

ITEM NUMBER / TEXT TYP	ENGLISH SOURCE VERSION	ANNOTATIONS	ROUTING (SOURCE)
B13	Some people don't vote nowadays for one reason or another.	OLD (B13 in ESS9)	
	Did you vote in the last [country] national <sup>7</sup> election in [month/year]?	<sup>7</sup> This refers to the last election of a country's primary legislative assembly.	
RC	Yes		ASK B14
	No		GO TO B15
	Not eligible to vote		GO TO B15
	(Refusal)		GO TO B15
	(Don't know)		GO TO B15
RI above B14	ASK IF YES AT B13 (IF B13 = 1)		
B14	Which party did you vote for in that election?	OLD (B14 in ESS9)	

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

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 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 3: Translation Area of the R10 (T)VFF

TRANSLATION 1	ROUTING TRANSLATION 1	COMMENTS ON TRANSLATION	TRANSLATION 2	ROUTING TRANSLATION 2	COMMENTS ON TRANSLATION	VERSION AFTER REVIEW	ROUTING VERSION AFTER REVIEW	COMMENTS AFTER REVIEW	VERSION AFTER ADJUDICATION	ROUTING VERSION AFTER ADJUDICATION	COMMENTS AFTER ADJUDICATION	VERSION AFTER ADJUDICATION / FOR VERIFICATION	ROUTING VERSION AFTER ADJUDICATION / FOR VERIFICATION	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 4*).

*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 4: Example of a documented adaptation*

ENGLISH SOURCE VERSION	ANNOTATIONS	VERSION AFTER ADJUDICATION / FOR VERIFICATION	ROUTING VERSION AFTER ADJUDICATION /	COMMENTS AFTER ADJUDICATION / FOR VERIFICATION
Would you say that most of the time people try to be helpful <sup>5</sup> or that they are mostly looking out for themselves?	<sup>5</sup> The intended contrast is between self-interest and altruistic helpfulness.	Da li biste rekli da ljudi najčešće pokušavaju da pomognu drugima ili da uglavnom brinu samo o sebi?		added "only" about themselves to observe annotation
Please use this card.		Molimo Vas da koristite ovu karticu.		

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 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®.

The column ‘*Comments from the Pre-test*’ 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.

**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. 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 5: 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) Implement the correction in the copied text and highlight the cell in yellow;
- b) select an appropriate verifier intervention category from 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 (see Figure 5 below).

Figure 5: Verification Area of the R10 (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 Language 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.

A list of the verifier intervention categories is available in [Annex 1](#).

## Verifying Shared Languages

Like in Rounds 7-9, in Round 10 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 two verifiers for the Dutch language (for Belgium and the Netherlands) 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 both 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 10, 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 columns called ‘*Central verifier’s version*’ and ‘*Central verifier’s comment*’:

In the ‘*Central verifier’s version*’, the ‘central verifier’ 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 6* below.

In ESS Round 10 **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 by cApStAn 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.

Figure 6: Post-Verification Area of the R10 (T)VFF (reserved for National Coordinators/national teams)

VERIFIER'S VERSION	VERIFIER INTERVENTION CATEGORY	VERIFIER'S RATIONALE	FOLLOW-UP REQUIRED?	COUNTRY COMMENT
			Requires follow-up	

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!

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 the ESS translation team via myESS (see [part A](#) for detailed instructions).

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—for SQP'* column– 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 10, 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 R10(T)VFF, column '*Comments after adjudication / for verification*'. The R10 (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 via myESS (see [part A](#) for detailed instructions).

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 **R10 (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.

**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 R10 (T)VFF. However, all significant verifier interventions will be documented in the R10 (T)VFF.

### **Workflow and structure of the (T)VFF**

The (T)VFF workbook is organised in different worksheets, one for each section of the ESS Round 9 Questionnaire and the Showcards. For most parts the layout of the (T)VFF is the same as in Round 9.

**If you submit your ESS10 translation for verification in MS word, only the '*Comments after adjudication / for verification*' column** 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.

Please note that the R10(T)VFF is the **preferred documentation grid for your ESS10 translation(s)**, even if you do not use it for your translations.  
So please **continue documenting your R10 translation history in this R10 (T)VFF!**



## The Source Version Area (filled in by ESS translation team)

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 9 and Round 10; and (iv) routing information (see *Figure 7*). These light blue columns should not be edited at all during the different steps of the process.

Figure 7: The Source Version Area of the R10(T)VFF

ITEM NUMBER / TEXT TYPE	ENGLISH SOURCE VERSION	ANNOTATIONS	ROUTING (SOURCE)
	Items in green are new or modified in ESS10		
	SECTION D		
RI above D1	ASK ALL		
B above D1	Now some questions about democracy.	OLD from ESS6 (bridge above E1)	
	Later on I will ask you about how democracy is working in [country].		
	First, however, I want you to think instead about how important you think different things are for democracy <u>in general</u> <sup>70</sup> .	70: For items D1-D12, D25, D26a, D27a, D28a, D28b, D28c, D28d and D28e countries should ensure that their translation does not make reference to country-specific terms.	
	There are no right or wrong answers so please just tell me what you think.		
I above D1- D5	CARD 35		
	Using this card, please tell me how important you think it is for democracy <u>in general</u> ...		
	READ OUT...		
PI before D1- D5	[Display before items D2-D5:		
	(IF NECESSARY:		
	How important do you think it is for democracy <u>in general</u> ...)		
I above D1	READ OUT...]		

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 8*).

Figure 8: Translation Area of the R10 (T)VFF

COMMENTS ON TRANSLATION	VERSION AFTER REVIEW	ROUTING VERSION AFTER	COMMENTS AFTER REVIEW	VERSION AFTER ADJUDICATION	ROUTING VERSION AFTER	COMMENTS AFTER ADJUDICATION	SHARED LANGUAGE* DISCUSSION	VERSION AFTER ADJUDICATION FOR VERIFICATION	ROUTING VERSION AFTER	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.

*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 9: Example of a documented adaptation

ENGLISH SOURCE VERSION	ANNOTATIONS	VERSION AFTER ADJUDICATION / FOR VERIFICATION	ROUTING VERSION AFTER ADJUDICATION /	COMMENTS AFTER ADJUDICATION / FOR VERIFICATION
Would you say that most of the time people try to be helpful or that they are mostly looking out for themselves?	<sup>6</sup> The intended contrast is between self-interest and altruistic helpfulness.	Da li biste rekli da ljudi najčešće pokušavaju da pomognu drugima ili da uglavnom brinu samo o sebi?		added "only" about themselves to observe annotation
Please use this card.		Molimo Vas da koristite ovu karticu.		

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 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<sup>®</sup>.

The column '*Comments from the Pre-test*' 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 R10 (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.

**The Verification Area (filled in by cApStAn)**

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 10*: 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, (Figure 10 below). Note that not all interventions call for a comment. Straightforward issues (typos, punctuation issues, maybe some grammar issues) can go without a comment.

A list of the verifier intervention categories is available in [Annex 1](#).

*Figure 10: Verification Area of the R10(T)VFF (reserved for cApStAn)*

VERIFIER'S VERSION	VERIFIER INTERVENTION CATEGORY	VERIFIER'S RATIONALE	CENTRAL VERIFIER'S VERSION (for Shared Languages on)

**Verifying Shared Languages**

In Round 10, 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 two verifiers for the Dutch language (for Belgium and the Netherlands) 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 both 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 10, 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 columns called ‘*Central verifier’s version*’ and ‘*Central verifier’s comment*’:

In the ‘*Central verifier’s version*’, the ‘central verifier’ 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 11* below.

In ESS Round 10 **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 11: Post-Verification Area of the R10 (T)VFF (reserved for National Coordinators/national teams)

VERIFIER INTERVENTION CATEGORY	VERIFIER'S RATIONALE	CENTRAL VERIFIER'S VERSION (for Shared Languages on)	CENTRAL VERIFIER'S COMMENT (for Shared Language)	FOLLOW-UP REQUIRED	COUNTRY COMMENT
				Requires follow-up	

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 [the](#) ESS Translation Team via myESS.

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.

The brief instructions about the use of the (T)VFF are included in the first worksheet, INSTRUCTIONS FOR NC.

## Annex 1: Definitions of Verifier Intervention Categories

<b>OK</b>	<b>No intervention</b> 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.
<b>ADDED INFORMATION</b>	Information is present in the target version but not in the source version, e.g. an explanation between brackets of a preceding word.
<b>MISSING INFORMATION</b>	Information is present in the source version but omitted in the target version.
<b>CONSISTENCY</b>	<ol style="list-style-type: none"> <li><b>Within-item consistency:</b> 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.</li> <li><b>Across-item consistency:</b> 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.</li> </ol>
<b>ADAPTATION OR CULTURAL ISSUE</b>	<p>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 of London.</p> <p>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.</p>
<b>MISTRANSLATION</b>	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.
<b>REGISTER / WORDING ISSUE</b>	<ol style="list-style-type: none"> <li><i>Register:</i> difference in level of terminology (scientific term &gt;&gt; familiar term) or level of language (formal &gt;&gt; casual, standard &gt;&gt; idiomatic) in target versus source.</li> <li><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.</li> </ol> <p>This category is used typically for vague or inaccurate or not quite fluent translations.</p>
<b>GRAMMAR / SYNTAX ISSUE</b>	<ol style="list-style-type: none"> <li><i>Grammar:</i> grammar mistake in the target language, e.g. wrong subject-verb agreement, wrong case (inflected languages), wrong verb form.</li> <li><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.</li> </ol>
<b>MINOR LINGUISTIC DEFECT</b>	Typo or other linguistic defect (spelling, grammar, capitalization, punctuation, etc.) that does not significantly affect comprehension or equivalence.
<b>LEFT IN SOURCE LANGUAGE</b>	A text element or segment that should have been translated was left in source language.
<b>ANNOTATION NOT FOLLOWED</b>	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.
<b>ALERT NOT REFLECTED</b>	A late change made to the source questionnaire – released as an ‘Alert’ – has not been reflected in the target version.
<b>LAYOUT / VISUAL ISSUE</b>	A deviation or defect in layout or formatting: disposition of text and graphics, item labels, numbering/lettering of questions and, response categories, styles ( <b>boldface</b> , <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.

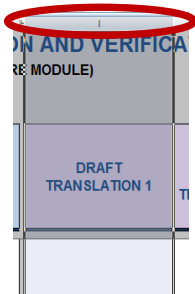
## Annex 2: Quick Reference Guide to Excel Features

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.

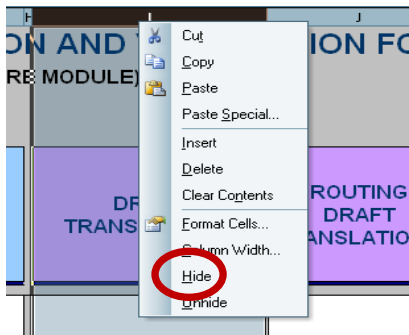
### Adding/Removing/Hiding Columns

- Please do not remove columns or rows.
- Columns or rows can be hidden, as needed.
- In the verification feedback loop, it may be required to add columns for documenting the different interventions from national teams, CST or cApStAn.

To hide a column, select the column you wish hide by clicking on the column's letter in the title bar:



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



Select *Hide* to hide the selected column.

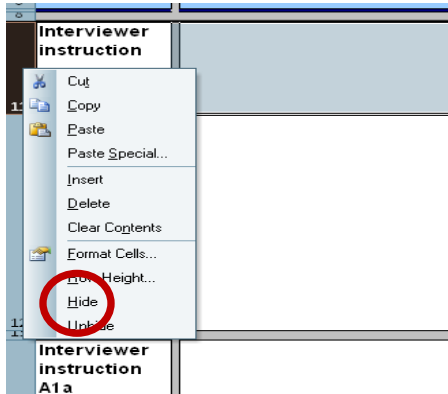
## Hiding Rows

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:



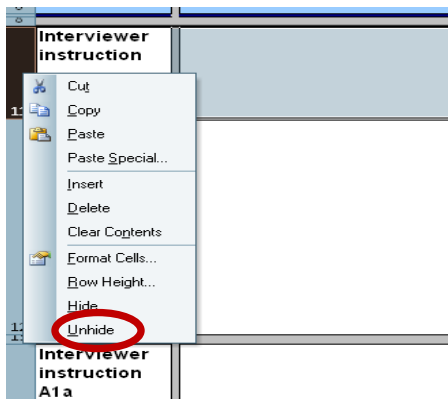
When right-clicking the selected row, the following menu appears:



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:



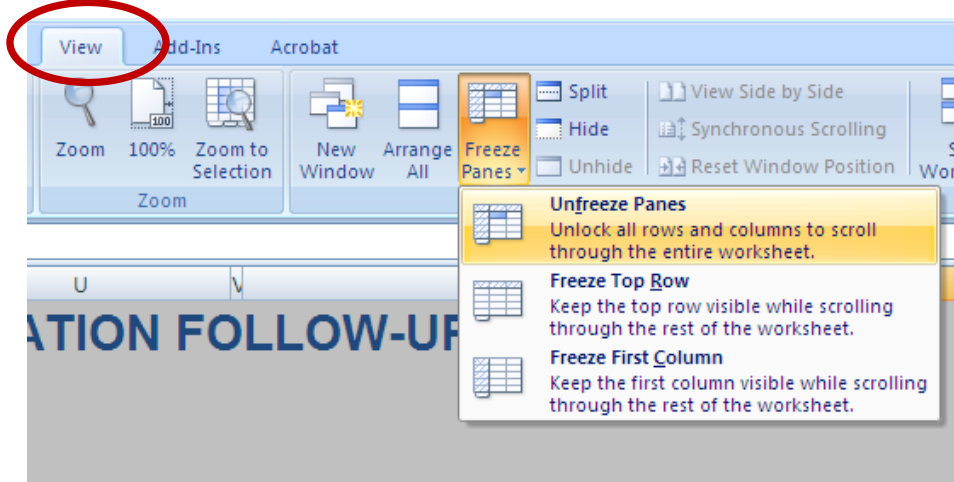
Select *Unhide* from the list, and the hidden column(s)/row(s) reappear.



## 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

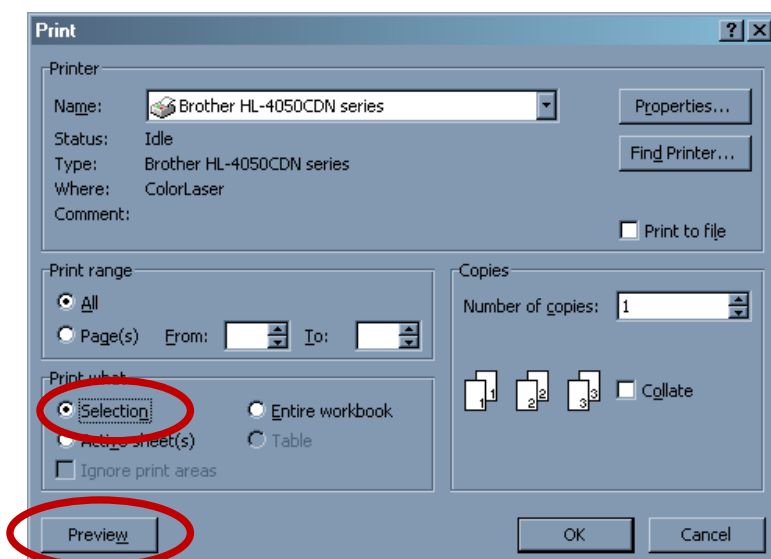


and unfreeze the pane by clicking *Unfreeze Panes*. When you now scroll the file downwards, the title area does not remain visible.

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*.

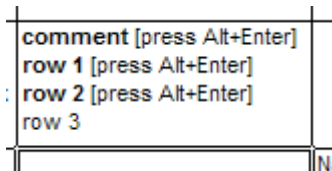
To preview the area to be printed, click on *Preview*, then select *OK*.

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.

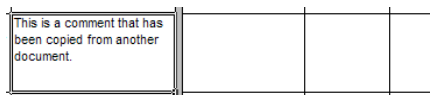


#### *Copying text to a cell so that the formatting settings remain the same*

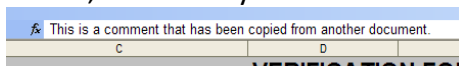
When copying text from e.g. a Word file into the Excel, the result may look like this



when it should rather look like this:

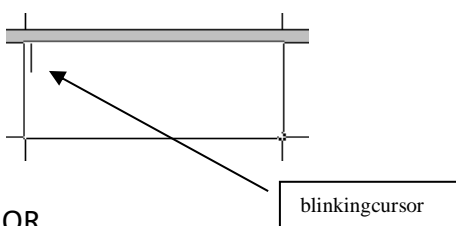


To avoid this problem when copying text, copy it to the text entry field at the top of the screen, not directly to the cell:




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.

### Use of filters

You can use the filters in the table to select only one type of text or colour highlight by clicking on the arrow and selecting “Filter by Color” or “Text filters”.

The screenshot shows a software interface with two main columns: 'ENGLISH SOURCE VERSION' and 'ANNOTATIONS'. A dropdown menu is open for the 'ENGLISH SOURCE VERSION' column, listing options: 'Sort A to Z', 'Sort Z to A', 'Sort by Color', 'Clear Filter From "ENGLISH SOURCE VE...', 'Filter by Color', and 'Text Filters'. The 'Filter by Color' and 'Text Filters' options are highlighted with a red box. The 'ANNOTATIONS' column contains text with various filters applied, such as 'Equals...', 'Does Not Equal...', 'Begins With...', 'Ends With...', 'Contains...', and 'Does Not Contain...'. The text in the annotations column is partially obscured by the dropdown menu.

Please **NEVER use Sort** functions in the menu:

The screenshot shows the same software interface as above, but the 'ENGLISH SOURCE VERSION' dropdown menu is open, and the options 'Sort A to Z', 'Sort Z to A', and 'Sort by Color' are crossed out with a large red X. The 'ANNOTATIONS' column is empty.