ESS Round 10

Training for verifiers

2 September 2020

About the European Social Survey

- Established in 2001

- Monitors attitude change in participating countries

- Funded by European Commission, European Science Foundation and national funding bodies

- Directed by the City, University of London in co-operation with other institutions, e.g. GESIS

- Heterogeneous target: 15-year-olds and older (no upper age limit)

- Household face to face questionnaire survey

ESS Round 10 – 2020/2021

- CAPI - Computer Assisted Personal Interview
  (interviewer reads the question on a computer screen)
  'WRITE IN' → 'TYPE IN'

- Expected 27 countries, 27 languages, 36 national versions

Translation and verification in

- Word (3 versions)
- Excel (5 versions)
- TranslationCtrl (24 versions)

ESS main characteristics

- Only partially verified (consistency)

- Focused verification (reasoning for item selection) - except BIH and MKD

- Core modules and Rotating modules:

  6 Core modules

  2 Rotating modules

Core and Rotating Modules

Core modules
Module A - Media use
Module B – Politics
Module C - Subjective wellbeing
Module F - Socio-demographic
Section H - Human values scale
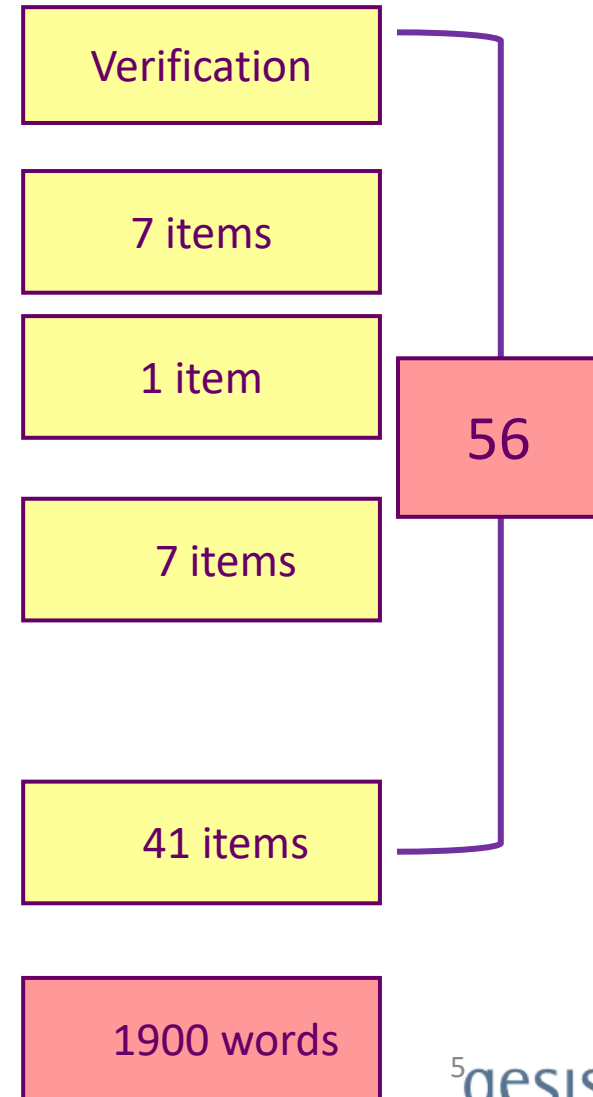Section I - Test questions
Section J - Interviewer questionnaire
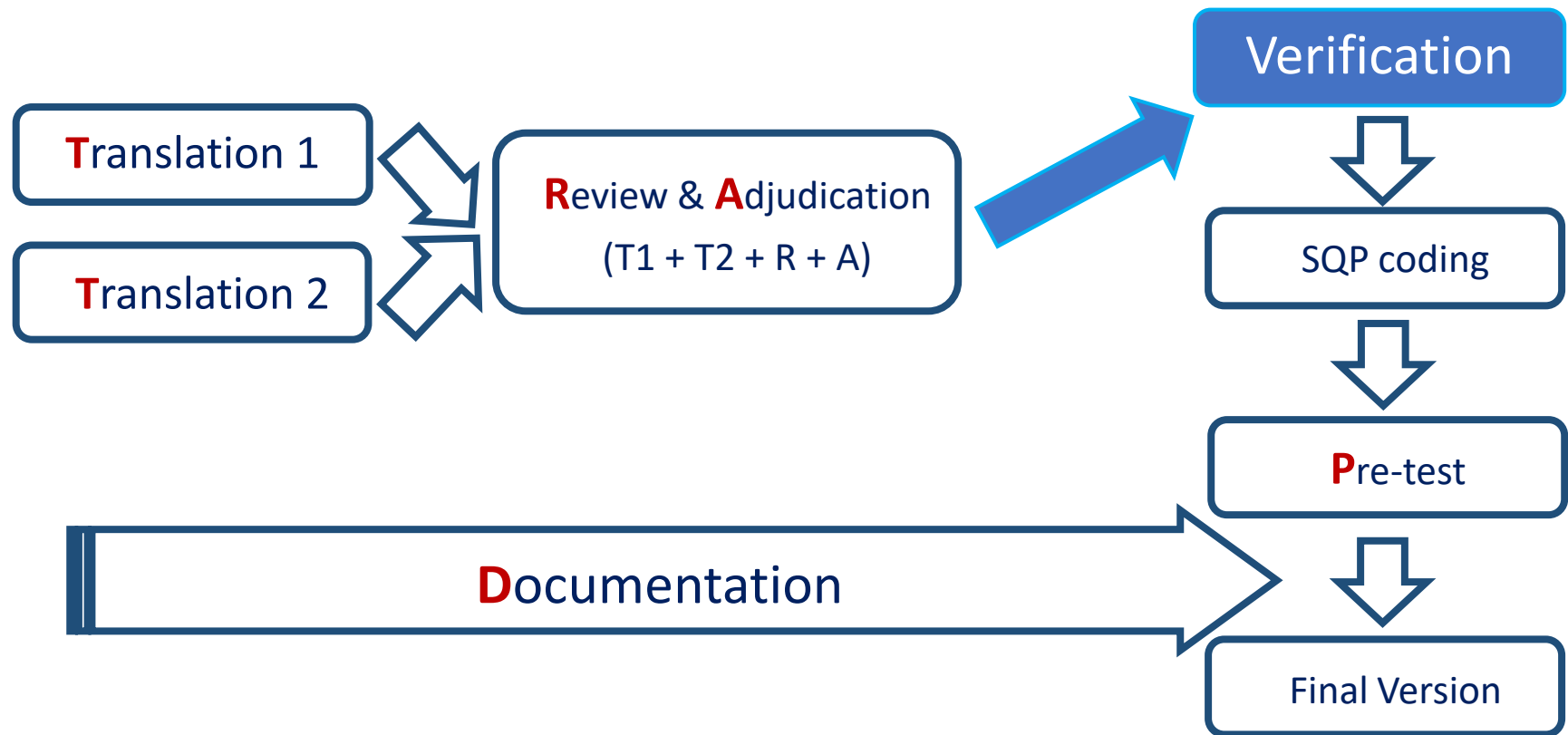
Rotating modules ESS10

D – Democracy – ESS6

G – Digital Social Contacts

– new!

Verification	
7 items	
1 item	56
7 items	
41 items	

TOTAL	1900 words

Advanced translation model: TRAPD workflow

Translation 1

Translation 2

Review & **A**djudication
(T1 + T2 + R + A)

Verification

SQP coding

Pre-test
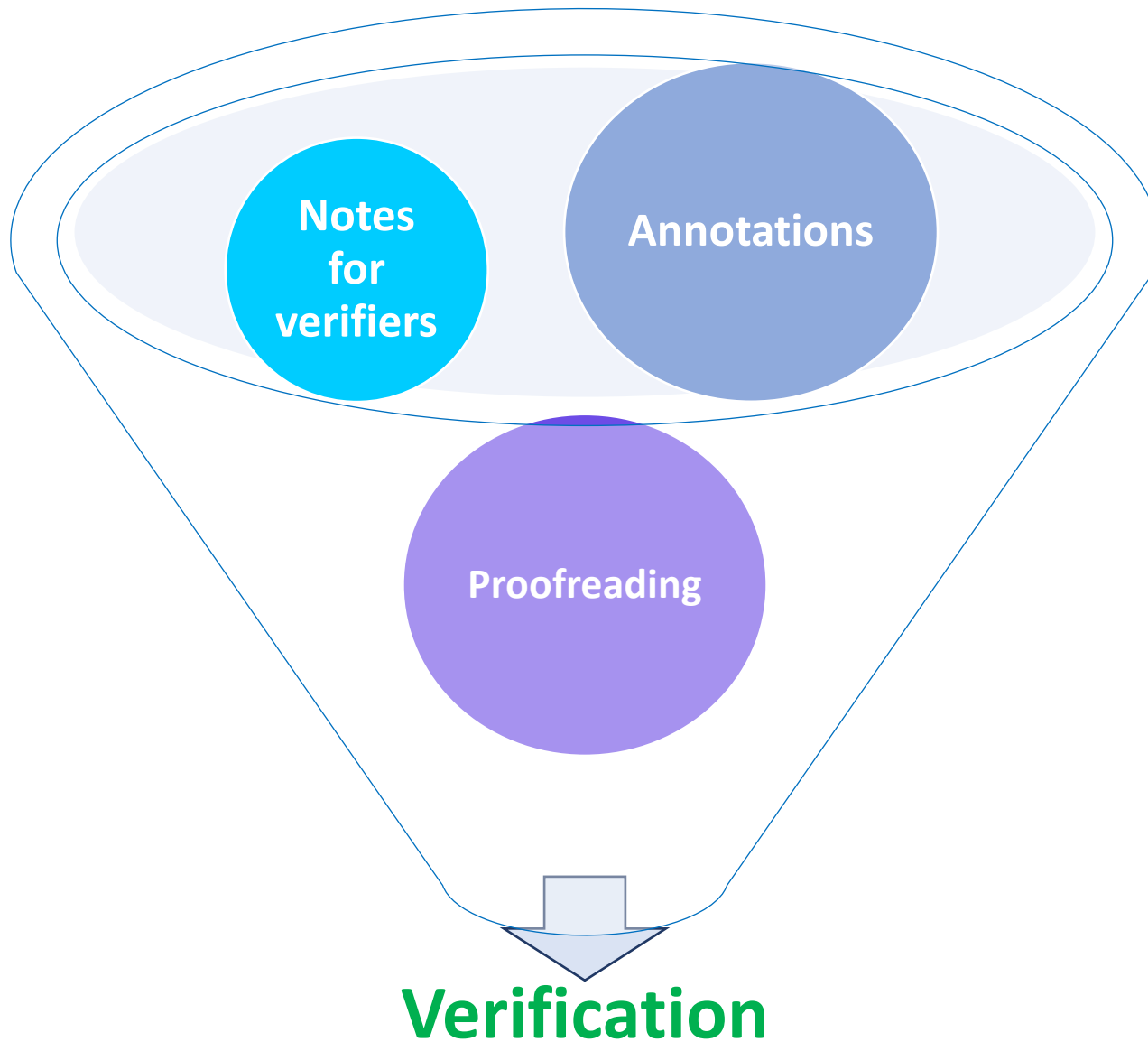
Documentation

Final Version

Where Do We Come in?

MISSION STATEMENT: **A QUALITY CONTROL STEP**

- To enhance cross-national comparability

- To help countries improve their data collection instruments

- To detect and document some possible sources of bias (and eliminate them)

What Is Verification?

Notes for verifiers

Annotations

Proofreading

Verification

Proofreading or Verification?

FOCUS

Focus on linguistic fluency and correctness, equivalency on content level

Focus on ensuring clarity of the questions

FREEDOM

Preferential changes to be avoided

Room for preferential changes

FLEXIBILITY

Some flexibility as regards form

Reduced flexibility as regards form

VOCABULARY

Rich vocabulary can be a plus

Consistency and patterns should be maintained

Why?

Maximise equivalence across languages

- Translation/adaptation issues in cross-cultural surveys

- Bad translation/adaptation?
    - → results possibly biased/invalidated
    - → some items dropped from final analyses

Translation errors are **highly damaging**:
- ➢ undermine the quality of measurement
- ➢ threaten the credibility of the survey

Verification Tools

TranslationCTRL	Online translation tool for all the steps

Documentation spreadsheet	(T)VFF Excel *Translation Verification Follow-up Form*

Word + spreadsheet	Translation in Word, verification in Word in tracked changes, documentation in (T)VFF

(Translation) Verification Follow-up Form

ITEM NUMBER / TEXT TYPE	ENGLISH SOURCE VERSION	ANNOTATIONS	NOTES FOR VERIFIER	VERIFIER'S VERSION	VERIFIER INTERVENTION CATEGORY	VERIFIER'S RATIONALE
	STILL CARD 62					
	(IF NECESSARY:					
	To what extent would you say that online and mobile communication…)					
I before G5-G9	READ OUT…]					
G5	…makes people feel closer[119] to one another?	[119] 'Closer' in the sense of emotional rather than physical proximity.	Make sure annotations are observed in G5-G9. See Q&A for more info on G5-G9.			
G6	…makes work and personal life interrupt each other?	**VERIFICATION GUIDELINES**		**VERIFICATION DOCUMENTATION**		
G7	…makes it easy to coordinate and manage activities?		If an adjective needed to be added before 'activities' for linguistic reasons, check that it is a neutral on such as 'various' or 'different'.			
G8	…undermines personal privacy?		Check that "personal privacy" is translated in a broader sense of '(protection of) private life/personal affairs' and not specifically as a legal/technical concept, such as '(protection of) personal data'.			
G9	…exposes[120] people to misinformation[121]?	[120] 'Exposes people to misinformation' in the sense of 'allows people to be subjected to misinformation'.			OK Added info Missing info Consistency Adaptation or cultural issue Mistranslation Register/Wording Grammar/Syntax	
		[121] 'Misinformation' in the sense of 'false information that is spread, regardless of whether there is intent to mislead'.				
RC	Not at all					
	Completely					
	(Refusal)					
	(Don't know)					

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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	1. **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**.
	2. **Across-item consistency: <u>unless fluency is affected</u>**, 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.
MISTRANSATION	A wrong translation, which seriously alters the meaning. A <u>mistranslation should always be reported with an explanatory</u> **<u>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.
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>, *italics*, UPPERCASE), legibility, tables, number formatting (decimal separators, "five" versus "5"), etc. This category will only be used if submitted translations are already formatted.
MINOR LINGUISTIC DEFECT	Typo or other linguistic defect (spelling, grammar, capitalization, punctuation, etc.) that does not significantly affect

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Verifier's rationale

VERSION AFTER ADJUDICATION / FOR VERIFICATION	COMMENTS AFTER ADJUDICATION	NOTES FOR VERIFIER	VERIFIER'S VERSION	VERIFIER INTERVENTION CATEGORY	VERIFIER'S RATIONALE
Il governo dovrebbe attenersi alle misure previste senza curarsi di ciò che pensa la maggior parte della gente.		Maintaining 'policies that had been planned' Translate 'what most people think' and NOT 'public opinion'	Il governo dovrebbe attenersi alle misure previste a prescindere da ciò che pensa la maggior parte della gente.	Register/Wording	
(Dipende dalle circostanze)		'it depends on the circumstances' must be kept in brackets as a valid answer but must not appear on the showcard.	(Dipende dalle circostanze)	OK	

yellow highlight when corrected

Verifier's rationale

ENGLISH SOURCE VERSION	ANNOTATIONS	VERSION AFTER ADJUDICATION / FOR VERIFICATION	NOTES FOR VERIFIER	VERIFIER'S VERSION	VERIFIER INTERVENTION CATEGORY	VERIFIER'S RATIONALE
The government should stick to[96] its planned policies regardless of what most people think	[96] 'stick to' in the sense of 'not change'	Il governo dovrebbe attenersi alle misure previste senza curarsi di ciò che pensa la maggior parte della gente.	Maintaining 'policies that had been planned' Translate 'what most people think' and NOT 'public opinion'	Il governo dovrebbe attenersi alle misure previste a prescindere da ciò che pensa la maggior parte della gente.	Register/Wording	Ver. suggests a more appropriate translation for "regardless". Changed. OK for "planned policies" and "what most people think".
The government should stick to[96] its planned policies regardless of what most people think	[96] 'stick to' in the sense of 'not change'	Il governo dovrebbe attenersi alle misure previste senza curarsi di ciò che pensa la maggior parte della gente.	Maintaining 'policies that had been planned' Translate 'what most people think' and NOT 'public opinion'	Il governo dovrebbe attenersi alle misure previste a prescindere da ciò che pensa la maggior parte della gente.	Register/Wording	"regardless" translated as "carelessly" which gives a negative connotation. Ver. changed to a more neutral form. OK for "planned policies" and "what most people think".

DOs and DONTs in comment writing

☺ Please DO...	Example	☹ Please DON'T...	Example
...describe how the **target** deviates from source (rather than the other way around)	☺ *"wild" added to "horse"* *"horse" translated as "wild horse"* ☹ *ENG source only reads "horse", not "wild horse"*	...describe what it reads in the source but rather how the target deviates from source	☹ *In ENG source it reads "book"* ☹ *Not "booklet"* ☺ *"book" translated as "booklet"*
...make sure that the **location** of your intervention is clear	☺ *"True" and "False" left in English in the first sentence*	...describe the issue through the action performed by you	☹ *Ver changed "house" to "building"* ☺ *"building" translated as "house"*
...use **back-translations** whenever useful, and ALWAYS in the case of mistranslation	☺ *"donkey" translated as "monkey"*	...write comments that are not understandable to reviewers that do not understand the target language	☹ *"ȶռցʃu" changed to "իռūշįֆıլզզ"* (Which term is the comment referring to? Who made the change? Why?) ☺ *"building" translated as "house"*
...advise, if your comment is **FYI only**	☺ *FYI: in Zedish "with backbone" and "vertebrate" have the same root word, which makes the correct answer obvious. Unchanged by Ver*	...refer to other studies	☹ *Ver prefers the answering categories as used in TIMSS* ☺ *Ver suggests categories "ZZ", "YY", "WW" for better equivalency to source*
... ALWAYS advise **whether or not** you made an intervention	☺ **OK now / Unchanged by Ver** ☺ *Text not fully visible. Ver was **unable to change*** ☹ *Text caption not fully visible*	...use sarcasm, criticism, exclamation marks, offensive language.	☹ *As usual, the Zedish team has AGAIN used as many as four different synonyms for "car"!!! while source uses same word throughout the unit* ☺ *Four different synonyms used for "building". **Harmonized** by Ver* ☹ *Translation clumsy* ☺ *Translation not natural, better wording suggested by Ver*
...use **impersonal** and neutral approach	☺ **Verifier feels... Changed by Ver(ifier)"** ☹ *I think... I changed*	...describe grammar issues in great detail	☹ *Possessive suffix 'si' missing. The suffix is always required if the main word is preceded by a possessive pronoun. Sometimes it can be dropped, if the 'owner' of the object is clear from context, but in this case this is not possible.* ☺ *Possessive suffix 'si' missing.*

Before delivering the (T)VFF, please **read your comments** through **once more** to make sure they are **understandable also when not looking at the verified file**. Run the **spell check** in the column **Verifier's rationale** to correct typos you may have made.

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In Translation Control

Verifier intervention categories
TAGS

At which of these locations would you be able to do it?

Op welke van deze plaatsen zou u dat kunnen doen?

OK

Add a tag

- OK
- Added info
- Missing info
- Consistency
- Adaptation or cultural issue
- Mistranslation
- Register/Wording
- Grammar/Syntax
- Minor linguistic defect
- Left in source language
- Annotation not followed
- Alert not reflected
- Layout/Visual issues

- Requires Follow Up
- Minor Issue

Verifier's rationale
NOTE

Imagine you wanted to access the Internet.

Stel, u wilt gebruikmaken van internet.

"access" translated as a noun, whic... - by cApStAn NL-NL   2020-

"access" translated as a noun, which causes an issue in the next sentence. Referring to a noun with "to do" is incorrect. Changed by Ver.

Add a note

- Comment
- Verifier's rationale

Separate training for verifiers who will work in TranslationCtrl

About questionnaires in general

Now some questions on a different topic.

G1 CARD 60 Imagine you wanted to access the Internet. At which of these locations would you be able to do it? Select all that apply.
PROMPT At which others?
CODE ALL THAT APPLY

Question stem

At home	1
At my workplace	2
On the move[117]	3
At some other place (such as a café or a friend's house)	4
None of the above	5
(Refusal)	7
(Don't know)	8

Response categories

CARD

CARD 61 How familiar[118] are you with each of the following computer and Internet-related items?
READ OUT EACH ITEM

Question stem

[Display before items G3-G4: STILL CARD 61 (IF NECESSARY: How familiar are you with...) READ OUT...

	Not at all familiar	Not very familiar	Some-what familiar	Very familiar	Com-pletely familiar	(Refu-sal)	(Don't know)
G2 Preference settings	1	2	3	4	5	7	8
G3 Advanced search	1	2	3	4	5	7	8

Response categories

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Verifier's task in ESS

- Compare target to source, sentence by sentence

- Take **annotations** and **notes** into account

- Choose intervention category: "OK" **or** intervene in target

- Document **interventions**

- Document the **rationale** behind the intervention

- ☝ useful for both the countries and the Core Scientific Team

AIM AT BALANCE BETWEEN FLUENCY AND ACCURACY!

Ask the Same Question

Translation and Adaptation Guidelines	
Clarity and fluency	no ambiguity, no connotations, if not in source
Brevity and conciseness	no additional reading/listening burden
Completeness	no omissions of temporal/spatial framework, conjunctions
Sequence	Check order in response categories or enumerations
Terminology	Check register, target group; ☞ Personal aspect of items
Consistency in question, modules, context, scales	☞ But not at all costs! Same word in ENG sometimes needs different translation in target, depending on context; grammar agreement needed for match between scale and questions.
Scales	Check intervals, *fixed reference points*, length
Adaptations	Check [inbuilt] - compulsory, report unforeseen adaptations
Layout	Check if translation formatted as source

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Ask the Same Question

D28a Now I want you to think again about how important you think different things are for democracy in general.

CARD 40

Not at all important for democracy in general

Extremely important for democracy in general

[NOTHING CAN GO BEYOND]

≠ literal translation (different structure, grammar, lexis, culture…)

= source meaning conveyed in the target language

with the means of the target language

Ask the Same Question

D28a Now I want you to think again about how important you think different things are for democracy in general.

CARD 40 Not at all important for democracy in general

Extremely important for democracy in general

That national elections are free and fair	= D1 & E1 in ESS6
That the courts treat everyone the same	= D6 & E10 in ESS6
That the government protects all citizens against poverty	= D8 & E13 in ESS6
That citizens have the final say on the most important political issues by voting in referendums	= D5 & E8 in ESS6
That the views of ordinary people prevail over the views of the political elite	= D10

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Ask the Same Question

ITEM NUMBER / TEXT TYPE	ENGLISH SOURCE VERSION	ANNOTATIONS	NOTES FOR VERIFIER
	How familiar [118] are you with each of the following computer and Internet-related items?	[118] 'Familiar' should be translated to convey understanding rather than experience.	Check that "familiar" does not imply "experienced". It should mean that one knows what the term means and how to use these features, but not with expert knowledge about the technical background of how they are programmed or similar. Layperson understanding is meant. See Q&A for more info. "item" in the sense of 'an object of attention, concern, or interest'. This question measures to what extent the respondent understands the 'thing' that is mentioned (preference settings etc.).
I above G2-G4	READ OUT EACH ITEM		
G2	Preference settings		Check that no examples are added in G2, G3 and G4. English terms could be used as reference if these are more common in target countries than translated terms.
G3	Advanced search		English terms could be used as reference if these are more common in target countries than translated terms.
G4	PDF		English term could be used as reference if these are more common in target countries than translated terms.
RC	Not at all familiar		
	Not very familiar		
	Somewhat familiar		
	Very familiar		
	Completely familiar		

Does the scale match the question stem?

Consistency

- Key terms

- Scales

- Interviewer's instructions (write → type in ESS10)

- Formulations, patterns

Make sure that …

- the order is the same as in the source questionnaire

- translated response categories do not overlap
  (e.g. *often* and *frequently*)

- 'extremely', 'completely' = extreme endpoints
  (nothing can go beyond it)

- in **existing items**, translation should stay **unchanged**

Correct also

✓Incorrect grammar, typos, punctuation

✓Missing formatting (emphasis in bold, underline, capital letters)

Before delivery

- Did you check alerts (errata)?

- Did you check all annotations and notes?

- Did you check consistency of your changes?

- Are your comments clear?

Remember

If it is not broken, do not fix it!

✓ Make sure that annotations are applied

✓ Always consult documentation

✓ Respect team decisions

✓ **Avoid preferential changes**

Resources

Instructions	https://odoo.capstan.be/ Instructions worksheet in (T)VFF
Training recordings & PPT slides	https://odoo.capstan.be/
Source in PDF	https://odoo.capstan.be/
Alerts (errata)	https://odoo.capstan.be/ (T)VFF

Q&A Process

- Whenever in doubt – please ask

Verifier

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