ESS 11 Translation Quality Checklist

This list is intended to help avoid some common translation errors. It is not an exhaustive checklist and does not cover basic accuracy issues or good flow. Tick the box if a step has been completed, so you will have an overview of what kind of procedures you still need to implement.

NB: The basic steps required for implementing the TRAPD steps for each national language version are NOT included in this checklist. These should be self-understood.
Please refer to the ESS 11 Translation Guidelines.

A. General

☐ Make sure that any changes in the numbering to the core questions and repeated rotating module items have been implemented in accordance with the **documents outlining changes in question numbering:** *"List of changes from Round 10 to Round 11"* and *"Question numbering (Health module)"***.** These documents are available on the ESS Round 11 NC intranet.

☐ **For countries which missed a round/several rounds, but which already have a translation of core items available:** Make sure that you have implemented all the changes to the core questions in the source questionnaire from previous rounds. Documents outlining these changes between earlier rounds are available on request from ESS ERIC HQ (via myESS or ess@city.ac.uk). Please check carefully that any existing translations align with the Round 11 source questionnaire.

☐ Make sure that you have modified your questionnaire according **to all Round 11 questionnaire alerts from ESS ERIC HQ**. All alerts will be communicated directly to all NCs.

☐ **For countries that participated in previous rounds:** Were there **any deviations** in your **Round 11** questionnaire that need to be corrected, such as translation mistakes, question omissions, missing implementation of core question changes? If so, please make sure to correct any such deviations in accordance with the two steps listed below:

☐ If you feel you need to make **any changes to your existing translations of core questions or of questions from the repeated rotating module** 'Social inequalities in health and their determinants', please get in contact with the ESS translation team at GESIS and HQ (via myESS) before making these changes.
<u>Remember this should only be considered where there is a serious mistake.</u> Please make sure to explain the rationale for the proposed change and include a back-translation of the relevant wording into English if possible.
See separate *ESS11 Guidance document on Making Changes to Existing Translations*.

☐ If **any changes to existing translations from the core or the repeated rotating module** are approved, please make sure that they are duly documented in (T)VFF, TranslationCTRL (if applicable) and/or in a separate Word file with the ESS translation team.

☐ If you feel you need to **adapt your translation**, we remind you to contact the ESS translation team at GESIS and HQ (via myESS) before making any adaptations. By *adaptation* we mean any deliberate modification to content or format from source questionnaire content and format. This does not apply to the country-specific input required for the consultation processes related to background variable

questions on education, voting, etc. It also does not apply to re-orientation of language direction and tables such as those needed in Hebrew. (See also Section 26 on Adaptations in the ESS11 Translation Guidelines.)

☐ Make sure that you have consulted the latest version of the **ESS11 Translation Queries and Answers** document and taken into account the answers provided. Countries may have similar problems, so these answers are likely to be of use for your country, too.
The "Translation Q&A" file is made available and regularly updated on the ESS Round 11 NC intranet, and announced on the myESS landing page.

B. Technical format checks

Compare your version against the source questionnaire and show cards.

Please make sure that...
☐ ... the routing is correct.
☐ ... the formatting is appropriate and correct, e.g. where words are underlined in the source text to indicate which words require special emphasis in the interview, this should be done also in the target text (or a similar emphasis should be used).
In the case of repeated text, please make sure that the formatting corresponds to the ESS11 source questionnaire and NOT to the formatting in the previous round.
☐ ... the coding is correct.
☐ ... each question has exactly the same number of pre-codes as in the source questionnaire (the only exception being the small number of country-specific questions).
☐ ... there are no inadvertent copy and paste mistakes (e.g. copied in a wrong response scale).
☐ ... your question numbering AND show card numbering are correct and consistent.
☐ ... the answer scales are correct both on the questionnaire AND on the show cards.
☐ ... you have not omitted anything inadvertently, such as questions, interviewer instructions, response categories, etc.

C. Consistency checks on material repeated

Please make sure that...

☐ ... key terms that are repeated in the English source text and that have the same intended meaning across questions are translated consistently. [But be aware of polysemy: the English language may be able to use the same word in different contexts where other languages need to resort to different words. So the same English word (e.g., "government") may need to be translated differently if different meanings are activated.]
☐ ... scale explanations such as *0 means ... and 10 means* ... and the corresponding scale are translated consistently.
☐ ... identical response scales that are used repeatedly throughout the questionnaire are translated consistently.
☐ ... interviewer instructions are worded and laid out consistently.
☐ ... the formulation of the items reflects intended variations for testing purposes (e.g. scale length or stimuli).

(See also Section 25 of the ESS11 Translation Guidelines.)

D. Check your answer scales

Please make sure that...

☐ the order is the same as in the source questionnaire;

☐ translated categories do not overlap (e.g. *often* and *frequently* overlap);

☐ hidden answer codes – e.g. (*don't know*) – are not offered overtly to respondents. They must not appear on the show cards and it should be clear to interviewers that they should also not offer these codes to respondents. In the ESS questionnaire, they are written in brackets.

☐ 'extremely' and 'completely' appearing in answer scales are translated as extreme endpoints, that is, that nothing can go beyond it.

*Please make sure this only applies to **new** and **modified items** of the ESS 11 questionnaire.*

Where 'extremely' and 'completely' are used in answer scales in existing items, the existing translation MUST NOT be amended, otherwise the time-series is compromised.

E. Other checks

☐ Remember that any changes made to components that are repeated within the questionnaire (answer scales, instructions, terms repeated on show cards, for example) will then need to be changed in all the other places where they occur. Keep this in mind, for example, if you make changes after translation verification, UPF Translation Assessment, or after your pre-test.

☐ Remember that annotations are not meant to be translated and are not intended for inclusion in the questionnaire. Instead, they are intended to guide translators.

Make sure annotations do not appear in the questionnaire used by interviewers.

F. Checks on Translation Verification and UPF Translation Assessment

☐ Please make sure to duly complete Translation Verification by cApStAn. The Translation Verification process is described and explained in the *ESS Round 11 Verification Instructions* available from the ESS Round 11 NC intranet.

☐ Relating to Translation Verification: please make sure that you have completed all feedback loops and incorporated all resulting corrections agreed between cApStAn, CST and national team. Please note that the Translation Verification process will not be complete until all comments requiring follow-up have been discussed and implemented/rejected.

The verification step will be officially signed off by the ESS translation team (Brita Dorer).

☐ As this step is only applied to a sample of items from the ESS Round 11 source questionnaire, please make sure that changes resulting from Translation Verification are applied consistently to the rest of the questionnaire too.

☐ Please make sure to duly complete the UPF Translation Assessment.

☐ As this step is only applied to a sample of items from the ESS Round 11 source questionnaire, please make sure that changes resulting from UPF Translation Assessment are applied consistently to the rest of the questionnaire, too.

G. Final copy-editing / proofreading / cross-checking

☐ When finalising your translations, please make sure to carry out a thorough <u>copy-editing / final editing / proof-reading</u> of the entire text in its final version(s) in the target language(s).
(See also Section 30 'Final copy-editing' of the ESS11 Translation Guidelines.)

H. Pre-testing

Please make sure that...

☐ ... you have scheduled a national pre-test well ahead of the start of the fieldwork in your country.
☐ ... you have identified and discussed with the ESS translation team and the team at ESS ERIC HQ any translation-related findings or issues arising in the course of your national pre-tests.
☐ ... in case your national pre-tests show that changes need to be made to your translated questionnaire(s), you have made these changes consistently across the entire ESS Round 11 questionnaire(s) in the language(s) concerned.

Please refer to the *ESS Pre-testing Guidelines* for further details on pre-tests that must be conducted in each country prior to the start of fieldwork.

I. Documentation and Sign off

☐ In Round 11, every National Coordinator is asked to provide information about all people involved in the translation process(es) for all languages used in their countries: please provide information in particular on (a) their training and background, (b) their current position, (c) their role in the ESS translation process, and (d) their experience in (ESS) questionnaire translation. Please send this information to the ESS translation team via myESS or ess_translate@gesis.org as soon as it is known and when requested via an online questionnaire.

☐ In Round 11, every National Coordinator is asked to upload their final translations to myESS after the completion of Translation Verification by cApStAn, UPF Translation Assessment and the national Pre-tests, as well as documentation of any changes made to previously translated questions and any additional translation or documentation materials. Moreover, National Coordinators are asked to upload their final versions of the questionnaire and of the showcards to myESS together with their fieldwork documents. For those national teams that are using TranslationCTRL, please see below.

☐ In addition, every National Coordinator is asked to formally sign off on their translation(s): They should write to the ESS translation team via myESS prior to fieldwork commencing and confirm:

- the languages into which the source questionnaire was translated,
- that the *ESS Round 11 Translation Guidelines* and the *ESS Round 11 Verification Instructions* were followed in full when carrying out the translation,
- that the checks outlined in the *Translation Quality Checklist* have been performed,
- that no changes were made to translations between rounds except those agreed with the ESS translation team at GESIS and the ESS ERIC HQ.

J. TranslationCTRL (TC)

For teams carrying out their translations in TranslationCTRL (TC), please make sure you have completed the following steps – besides all the steps A-I listed above:

☐ Saved all your translated items as Done/Ready or Done/Ready (Previous round) for each appropriate step.

☐ For preparing your national pre-test, make sure the "Pretest" step is completed with the version that should be used for your national pre-test. Please do not leave any items empty, unless agreed otherwise with the ESS translation team.

☐ For your final fieldwork, make sure the "Final" step is completed with the version that should be used in your national fieldwork. Please do not leave any items empty, unless agreed otherwise with the ESS translation team.

☐ Make sure you have informed the ESS translation team whether you are using the linguistic fills in the main questionnaire or not. Make sure you have used and translated all linguistic fills correctly. (For information on the Fills in TC, see the chapter on Fills in the ESS11 TranslationCTRL (TC) Instructions on the NC intranet.)

☐ Make sure that the "FINAL" step contains the final version of your questionnaire, to be fielded.

For countries using the full Tools Suite:

☐ Make sure you have correctly used and translated all technical fills, which are variables that represent a piece of text. Please consult the chapter on Fills in the ESS11 TranslationCTRL (TC) Instructions on the NC intranet for that.

☐ Read the testing protocol for the ESS11 tool suite countries which contains information on the procedure and required planning for the preparation for your pre-test. You should have received this file by CentERdata – if not, please contact the ESS translation team.

☐ Make sure you have clarified the right version of your Contact Form with HQ. Please consult the documentation sent to you by the ESS translation team to find the right items for translation of your Contact Forms in TC.

☐ Make sure you have completed all translations of those segments that are relevant for your country. If you have any questions regarding the documentation about the Contact Forms, please consult the ESS translation team or HQ.

☐ Make sure you have translated all Assignments and Sections that apply to you in ESS Round 11. Under "Your Assignments" on the left-hand side on the TC landing page, you find the following assignments:

- The ESS11 main questionnaire is available under "ESS Round 11" and needs to be translated by all ESS11 national teams.

For countries using the full Tools Suite:
- The "other" assignments need to be translated according to your national Contact Form before your pre-test:
  - ESS Round 11 nbhq ("Neighbourhood questionnaire") – questions on target respondent's dwelling and the neighbourhood around it.
  - ESS Round 11 log ("Contact logs") – visits and the result of those visits.
  - ESS Round 11 hh selection ("Household selection") – questions about dwellings registered on the address.
  - ESS Round 11 CaseCTRL & SampleCTRL – general tool labels, this would include the button labels "History", "Notes", "Extra", etc.

The first three assignments for translation "Neighbourhood questionnaire", Contact Logs" and "Household selection" are a split of a general Contact Form Template.

Each country should download its own Contact Form in English from myESS NC Intranet. There are 4 different Contact Form templates because of many conditions for different countries. A country could have the following conditions for contacts/selection methods, depending on the sample design (address vs individual) and the random selection method (random CAPI selection, Rizzo, Birthday) adopted by each country.

To centralize the translation process, only the general Contact Form Template (including all cases for all countries) was integrated into TC for translation. Practically, it means that you do not need to translate each segment of the assignments "Neighbourhood questionnaire", "Contact Logs" and "Household selection", but only some of them.

For that reason, all segments available for translation in the "Neighbourhood questionnaire", "Contact Logs" and "Household selection" assignments were downloaded and mapped with an X depending on the different conditions for contacts/selection methods.

The ESS translation team has provided you with the mapped documents. If you did not receive them, please contact the ESS translation team (Danuta Przepiórkowska). For more information about these documents, please refer to the chapter on Fills in the TranslationCTRL (TC) Instructions, provided to you on the ESS11 intranet.

K. Translation instructions

☐ Make sure you have consulted all Instructions documents and webinars that should help you to carry out the ESS Round 11 translations. These documents are:
- ESS 11 Translation Guidelines
- ESS 11 Translation Quality Checklist
- ESS 11 Making changes to existing translations of core questionnaire or repeated rotating module items: Guidance for NCs
- ESS 11 Verification Guidelines
- ESS 11 TranslationCTRL Instructions
- Online tutorials on the use of TranslationCTRL
- Documentation on the ESS 11 MTMM experiments
- The latest version of the ESS11 Translation Queries and Answers (please check for the latest version on the ESS11 Intranet / myESS)
- UPF Translation Assessment Guidelines

For any translation-related questions, please always contact the ESS Translation Team (Brita Dorer & Danuta Przepiórkowska) via myESS (or, if needed, ess_translate@gesis.org).