Guidelines for the Call for Questions in GLES Tracking

1. General comments

Source of the questions

The source of the submitted questions (own development or existing question) should be indicated for each question. All changes to existing and established questions compared to the source must be indicated. If existing questions are used, the submitters must ensure that no third-party rights are infringed. If the questions submitted are self-developed, it is preferable to indicate whether and with which method the questions were pretested.

Feasibility and adjustments

The GLES reserves the right, in consultation with the submitters, to adjust submitted questions and propose placement if these contradict generally accepted recommendations on the structure and wording of questions ("best practices") or cannot be implemented in the form submitted.

Language

As the GLES Tracking is collected in German, the questions should be submitted in German. There will be no documentary translation of submitted questions into English.

The wording within the questions and items should be inclusive and gender-sensitive. In addition, the guidelines for gender-equitable language within the GLES must be observed: If possible, gender-neutral terms are used (e.g., *Kandidierende*). Otherwise, both the masculine and feminine forms are written out in full in the question text (e.g., *Politikerinnen und Politiker*) and formulated with a slash within items (e.g., *Politiker/innen*). If individual terms are not to be gendered, please provide a brief explanation.

Data protection and research ethics

The submitters are responsible for ensuring that the questions submitted comply with research ethics standards. Under no circumstances may submitted questions aim to de-anonymize the persons to be interviewed. Only questions that are necessary to answer the research questions of the submission may be asked. The submission of questions that do not arise directly from the research project is not permitted.

Note: GESIS works in accordance with the applicable data protection regulations, in particular the EU General Data Protection Regulation (GDPR) and the Bundesdatenschutzgesetz (BDSG). Information that could be used to directly or indirectly de-anonymize respondents is not published. The access to the data depends on the sensitivity of the data. The sensitive data can be analyzed either after concluding an off-site data use agreement or can only be used on-site at GESIS in the Secure Data Center (SDC) after concluding an on-site data use agreement.

Notes on data access and open science

The data collected by the GLES is made available to the research community for academic research and teaching.

The GLES Tracking questionnaires, including all submitted questions, are usually published on the GLES website at the beginning of the survey. The processed survey data, including all submitted questions, are usually published via the GESIS data catalog two to six months after completion of the survey. There are no data embargoes or preferential data access for submitters. The GESIS general terms of use apply to data access.

The GLES explicitly encourages submissions that have been pre-registered or are part of a pre-registered research project.

Citation

Submitters agree to cite the use of the collected data in publications according to the recommendations of GESIS (see example below). The correct citation can be found in the respective questionnaire documentation and study description of the GLES Tracking survey.

Example:

German (DE)
GLES (2024): GLES Tracking März 2024, T57. GESIS, Köln. ZA7715 Datenfile Version 1.0.0, http://dx.doi.org/10.4232/1.14315

English (EN)
GLES (2024): GLES Tracking March 2024, T57. GESIS, Cologne. ZA7715 Data file Version 1.0.0, http://dx.doi.org/10.4232/1.14315

2. Accepted question types

The accepted question types are questions with single or multiple choice, item batteries (matrices/grids), and open questions. The question types are explained below. In general, the following restrictions apply:

- No survey experiments such as vignettes or factorial designs, no randomization of the order of questions, and no splits
- No integration of multimedia elements (images, videos, etc.)
- No special programming, only the above-mentioned standard question types
- No forced choice questions or no obligation to answer

Single-choice question

For single-choice questions, respondents can select one answer option from a range of possible answers. The answer options are generally arranged vertically. Open-ended answer options are possible, but the information will not be coded by the GLES. The information is checked for possible data protection concerns and may not be published. Provided that the responses do not contravene the applicable data protection regulations, the original responses can be made accessible after a data use agreement has been concluded.

Und wie zufrieden oder unzufrieden sind Sie – alles in allem – mit der Demokratie, so wie sie in Deutschland besteht?

- ◯ sehr zufrieden
- ◯ zufrieden
- ◯ teils/teils
- ◯ unzufrieden
- ◯ sehr unzufrieden

7% WEITER

Multiple-choice question

For multiple-choice questions, respondents can select several answers that apply to them from various answer options. The answer options are generally arranged vertically. Open-ended answers are possible, but the information will not be coded by the GLES. The information is checked for possible data protection concerns and may not be published. Provided that the responses do not contravene the applicable data protection regulations, the original responses can be made accessible after a data use agreement has been concluded.

Geben Sie bitte an, welche dieser sozialen Medien Sie gelegentlich oder regelmäßig nutzen.

Mehrfachnennungen möglich

- ☐ WhatsApp
- ☐ Facebook
- ☐ Instagram
- ☐ YouTube
- ☐ X (vormals Twitter)
- ☐ TikTok
- ☐ Telegram
- ☐ sonstige, und zwar

- ☐ ich nutze keine sozialen Medien

59%   WEITER

Item batterie/Matrix/Grid

Item batteries comprise several items that are answered on the basis of the same response scale (e.g., "strongly disagree" to "strongly agree"). Item batteries are programmed in the GLES Tracking in matrix format (with horizontal scale orientation). Only on devices with small screens (e.g., smartphones) are matrix formats automatically converted by the survey software into an item-by-item format (with vertical scale orientation). As a rule, a matrix should not contain more than five items. If there are more than five items, the items are divided into several consecutive questionnaire pages. For a battery of items with more than five items, please indicate how the items should be divided into several consecutive matrix questionnaire pages.

GLES
Deutsche Wahlstudie

An wie vielen Tagen haben Sie in der vergangenen Woche Nachrichtensendungen des öffentlich-rechtlichen Rundfunks oder von privaten Sendern gesehen?

	gar nicht	1 Tag	2 Tage	3 Tage	4 Tage	5 Tage	6 Tage	7 Tage
Öffentlich-Rechtlicher Rundfunk (wie z. B. ARD, ZDF, Phoenix)	○	○	○	○	○	○	○	○
Private Sender (wie z. B. RTL, Sat.1, Pro 7)	○	○	○	○	○	○	○	○

56% WEITER

GOETHE
UNIVERSITÄT
FRANKFURT AM MAIN

GESIS Leibniz-Institut
für Sozialwissenschaften

DGfW Deutsche Gesellschaft für Wahlforschung

GESIS Leibniz-Institut
für Sozialwissenschaften

Open-ended questions

Open-ended questions should be used carefully and only if absolutely necessary. A maximum of two open-ended questions are possible per submission. The information will not be coded by the GLES. The information is checked for possible data protection concerns and may not be published. Provided that the responses do not contravene the applicable data protection regulations, the original responses can be made accessible after a data use agreement has been concluded.

Was ist Ihrer Meinung nach gegenwärtig das wichtigste politische Problem in Deutschland?

Nennen Sie bitte nur ein einziges Problem.

allerwichtigstes Problem:

11%   WEITER

3. Explanations of the question template

The individual fields of the question template are explained below. The structure of the questions is based on the GLES Tracking questionnaire.

Fragenummer *[Question number]***:**

If several questions are submitted, please number them so that the desired order is clear.

Fragetitel *[Question title]* **(optional):**

Suggestions for question titles can be entered here.

Quelle *[Source]***:**

Please provide information on the origin of the questions or items here. More detailed explanations of changes to existing questions or new developments can be given in the research outline.

Platzierung *[Placement in the questionnaire]* **(optional):**

The indication of preferences for the placement of the question(s) in the questionnaire is welcome but cannot be guaranteed.

Darstellung *[Presentation]***:**

Please specify the question type (single-choice, multiple-choice, matrix/grid) as well as information on plausibility checks[1] or information on highlighting (e.g., underlining certain words). For matrices with more than five items, the specific division into several pages can also be indicated here (see explanations on matrices).

Filter:

Please specify here when respondents should see the corresponding question/item ("input filter"). Please also note missing codes such as "don't know" and "no response". If all respondents are to be asked the question, no filter needs to be specified (i.e., this field can be left blank).

Please use the following mathematical operators for the specification: = ["equal"], > ["greater"], < ["less"].

<u>Examples</u>: "wenn t3 = 1-6" or "wenn t7 = 1-3, -98, -99"

Fragetext *[Question text]***:**

Please insert the German question text here.

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[1] Plausibility checks offer the possibility of preventing implausible answers, such as answers that contradict each other in the case of multiple choices. In this case, respondents receive an error message and can correct their answers accordingly. Example: "'ich nutze keine sozialen Medien' kann nicht zusammen mit anderen Antwortmöglichkeiten genannt werden."

Ausfüllhinweis *[Instructions]*:

Instructions for respondents on how to complete the question can be given here. If no instructions are required, the field can be left blank.

Example: "Mehrfachnennung möglich."

Items:

Items are the elements that are available for selection in a multiple-choice question. In the case of a matrix question, these are the elements that are to be assessed using the response scale (coding). In a single choice, there are no items, as the answer options represent the answer options (coding).

Codierung (Antwortoptionen) *[Coding (response options)]*:

The coding corresponds to the response options or the response scale. In the case of a matrix, it corresponds to the scale on which the respondents can give their answers. In the case of a question with multiple choice, the coding usually consists of (0) "nicht genannt" *[not mentioned]* and (1) "genannt" *[mentioned]*.

If certain missing codes (e.g., "don't know") are available for respondents to choose from, please indicate these specifically. Please note the missing scheme of the GLES. As there are no forced choice questions/compulsory answers in GLES tracking surveys with the exception of screening questions, the missing code -99 "no answer" is available for every question. This code therefore only needs to be specified explicitly if "no response" is to be an independent response category that respondents can consciously select. Other missing codes such as -93 "interview aborted" or -92 "error in data" are also assigned as required during data preparation.