**European Monitoring Centre
for Drugs and Drug Addiction**

Manual for internet-based surveys of drug treatment facilities with the European Facility Survey Questionnaire

March 2017

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1. Introduction

The European Facility Survey Questionnaire (EFSQ) has been constructed for use with a free, open source on-line survey package, namely LimeSurvey[©] (*https://www.**limesurvey**.org).* It can also be used with other platforms for on-line surveying and for this purpose, an electronic version[1] of the EFSQ is available for download and adjustment for other on-line survey solutions.

These guidelines outline the necessary steps to run the EFSQ on-line survey and direct the reader to the relevant sections of LimeSurvey[©] detailed user manual[2].

The guidelines are divided into six major interrelated sections. Before the step-by-step description of how to run the EFSQ using LimeSurvey[©], it is important to discuss these six stages to give specific information on the complexity and difficulty of the survey set up and running.

1.1. Selection and set up of the survey platform

LimeSurvey is an open source online survey tool. It offers two options: (1) free download and installation on server and (2) a paid hosting that does not require in house installation and is instantly available for use. The download/installation option offers the complete functionality of the platform and stays available for any further use, however, setting up the system may require assistance of your system administrator. Paid hosting, on the other hand, simplifies this step, but charges for each survey response, including incomplete answers and randomly opened questionnaires.

For better understanding, we present some pros and cons of LimeSurvey[©] in case you would like to compare with other online survey platforms.

LimeSurvey[©]
PROS
Wide range of conditions and validations choices.
Wide range of question types.
Server-based version is free of charge.
Various layouts and customization options
Comprehensive online manual and vast support community
Multiple languages
The EFSQ structure is ready for upload and use.
CONS
Payments for hosting services of web-based version of LimeSurvey[©].
The extent of settings and options available could be initially confusing for someone who has no prior experience with an on-line surveying.

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[1] The EFSQ questionnaire is available in tab-separated-value (.txt) and queXML (.xml) formats. These formats exclude conditions (logical branching and validations) designed specifically for LimeSurvey[©] packages. All conditions are described in section 7.
[2] LimeSurvey[©] – https://manual.limesurvey.org

1.2. Import and set up of the EFSQ questionnaire

After the first registration (web-based) or installation (server-based) (section 2.1, p. 7) and login to the selected survey platform, you can upload the questionnaire using one of the available templates (see section 5, p. 19). These EFSQ templates are already set up, including questionnaire content (questions, answer options) and conditions (logical branching, validations); these templates have been designed for LimeSurvey platform. The original language of the EFSQ is English. However, LimeSurvey$^©$ provides built-in translation and editing functionalities.

The EFSQ consists of four types of questions: single choice questions (dichotomous or scales), multiple choice questions, single textual or numerical questions, multiple textual or numerical questions. Questions, answer options, and conditions for logical branching and validations are elaborated in section 6, p. 19.

1.3. Translation of the questionnaire

The original English version of the questionnaire can be easily translated to a language of your choice. In both versions (web-based; server-based) you can translate the original English version of the ESFQ survey using the built-in functionality that enables simple on-line translation (section 2.4, p. 9). **Note that you should always verify the final automated translation for grammatical and language mistakes.**

1.4. Survey management

After uploading and translating the EFSQ, there are five crucial steps:

a) Editing the questionnaire

You can edit the wording of questions/answers and remove or add new questions to the translated EFSQ questionnaire. It is also possible to set up logical branching of questions and conditions for validation of submitted answers.

The available English EFSQ template is complete and ready to use (incl. wording, order of questions and answers, logical branching, and validation of responses), so there is no need to make any changes except translation to a national language. However, once you decide to add new questions to the questionnaire, then **it is highly recommended not to change the existing structure of the questionnaire, but rather to create a new section at the end of the questionnaire.** While editing the existing EFSQ questionnaire, **please pay attention to the existing logical branching and validations.** The detailed description of all questions, formats and conditions (logical branching and validations) present in the EFSQ can be found in the section 6, p. 19.

b) General survey settings

In this stage there are two main types of options you can edit:

1. Basic survey settings – customization of a survey graphics (adding logo, changing fonts and layout of a survey) and, more importantly,
2. Security settings – the LimeSurvey offers two access options: open and closed access. Within the **"open"** setting, **anyone** who receives the survey's URL can fill in the questionnaire, while the **"closed"** setting allows only respondents with a unique link to access the survey. To

use the closed a list of participants has to be created including unique identifiers called "tokens". Additionally, you can also set a level of anonymity for responses (saving or not saving respondent's IP address).

c) Testing the survey

After translation, editing the content of the questionnaire, and checking and updating the survey settings, it is highly recommended to thoroughly test your survey. While in the testing mode, no responses will be saved. Unless the survey is activated, changes can be still made in terms of content and survey settings.

The survey is accessible for testing only from the browser that is currently logged in the system administration. In order to test the complete functionality and to be able to share the survey hyperlink with other testers (who are not necessarily logged into the LimeSurvey administration), you will be required to activate the survey. Some of the survey features are not editable while the survey is running. After the test, the survey has to be deactivated; the necessary changes can be made before the survey is activated again for another round of testing or for the sharp data collection.

d) Activating the survey

After testing and implementing of the changes, survey can be launched. The activation is easy as you only have to press the green "Activate" icon. From this moment on, respondents can submit answers and you can view, download and process participants' responses.

> *Note: Once a survey is launched (active), you only have limited possibilities to edit the questionnaire or change survey settings; please bear in mind that all such changes will affect the validity of the collected data.* ***Therefore, it is recommended to put an emphasis on the testing stage. Try to do a trial survey among colleagues from start to end before sending the survey to actual facilities. It is possible and recommended to activate the survey, carry out a trial survey among colleagues or friends and then import the saved survey template, make changes according to feedback received from the trial survey and, finally, carry out the actual survey among the facilities.***

e) Closing the survey

There are two options how to close survey – expiration and deactivation. **Expiration** can be understood as pausing the survey, it only disables the entry of new responses, while all data and settings remain intact. Expired surveys cannot be edited (new items cannot be added and survey settings cannot be changed).

Deactivation, on the other hand, removes all data and participants' information and allows you to make changes – **responses should be always exported before deactivation**, otherwise they will be lost. It is not recommended to deactivate the survey in the sharp data collection to prevent loss of the data, rather to expire the survey.

1.5. Managing contacts and invitations

Management of contacts and administration of invitations and reminders is closely related to the security settings of your survey.

- **"Open" survey** should be used when you "do not know" your target population, i.e. when you do not use a pre-defined contact list (names, valid email addresses) of participants you want to reach.

- **"Closed" survey** should be used when you "know" your target population, i.e. when you already have a finite contact list of participants. It is recommended to use "closed" setting in both survey platforms, to have a list of participants ("tokens" in LimeSurvey©).

> Note: *"Closed" setting prevents problems regarding multiple submissions from one respondent (facility/unit) and it also helps you to control the response rate, which generally leads to a high validity of your data and survey results.*
> *On the other hand, "open" survey setting allows you to reach treatment units you may have not known before, and to increase the "coverage" of your survey. Disadvantages of "open" setting are related to a low level of control over submitted data (double-entries, spam entries, etc.).*
> *Nevertheless, the closed survey may be set to allow public registration of participants who did not receive the invitation with unique code.*

> *Note: Adding a privacy statement depends on the questions you ask and the type of data you collect in your survey. Please note that participants may not want to take part in your survey if you cannot guarantee the confidentiality of the data submitted. Please also note that the official online surveys targeting stakeholders and citizens of the European Union always require a privacy statement to be added, in accordance with the European Commission's data privacy policy.*

1.6. Result management and exports

LimeSurvey© offers built-in features for a basic overview of submitted responses, and for basic statistical analysis of these responses. These functions should only be used to check the progress of the data collection. It is possible to export results in various formats for an advanced statistical analysis and archiving (MS Office, XML, PDF, TXT and SPSS formats).

2. Running the EFSQ in LimeSurvey©

LimeSurvey© is a free software application[3] offering a variety of features for on-line surveys and is available in over 50 languages[4]. There are two ways of using the LimeSurvey© platform: 1) Instalation of LimeSurvey© on your webserver or 2) registration to the "no installation" web-based LimeSurvey© platform. Installed and web-based platforms use the same interface and functions, so the following guidelines can be used for both options.

The original LimeSurvey© package (as downloaded from www.limesurvey.org) does not transmit any of its data (existing or entered) to any third-party. LimeSurvey© is an open source product under the general conditions and liability terms of the GNU General Public license apply. The following manual is based on the official LimeSurvey© user instructions.[5]

2.1. Installation of LimeSurvey©

1) Installation on a webserver – At first check if your server meets the technical requirements[6] (minimum 200 MB disk space; MySQL 4.1.0 or later OR Microsoft SQL Server 2005 or later OR Postgres 8.1 or later; PHP 5.3 or later). Download the LimeSurvey© package[7] and check the manual (https://manual.limesurvey.org/Installation) that will guide you through the installation process. Assistance of your system administrator may be required.

2) "No installation" or web-based platform – If you want a ready-available version of LimeSurvey©, you may consider using LimeService hosting. This version does not require installation of any software. When you sign up for LimeService[8] you can collect up to 25 responses from your survey participants for free and you can run an unlimited number of surveys (no limits on the number of questions). To collect more than 25 responses you will need to purchase additional responses for your surveys – please note, that the response here means any access to the questionnaire not a submitted one. For further details, visit: https://www.limeservice.com/en/ and also see the available on-line demo.[9]

Logging in for the first time: after the installation or registration, open your browser and enter the URL of the admin page and you should get to a login screen (Figure 1). The default login credentials are "User: admin, password: password" (you will be prompted to change the default password after you log in). Then you can set user preferences (language, editor mode, date format etc.) – for details, see: https://manual.limesurvey.org/First_login_-_Your_user_preferences#About_user_preferences.

Note: The language of the interface may be selected before logging into the system. It is recommended to use the administration in English, as most of the supporting documents as well

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[3] The overall LimeSurvey© software package is Copyright© 2003 onwards by Carsten Schmitz with portions contributed/copyrighted by many others (see COPYRIGHT.PHP in the downloaded package and the source code itself) and all of it is provided under the terms of the GPL. This program is free software; you can redistribute it and/or modify it under the terms of the GNU General Public License as published by the Free Software Foundation; either version 2 of the License, or (at your option) any later version. The LimeSurvey© documentation is Copyright© 2005 onwards by the individual authors of each page (see History link on each page) and is provided to all under the Creative Commons Share-Alike license. LimeSurvey© is distributed in the hope that it will be useful, but without any warranty; without even the implied warranty of merchantability or fitness for a particular purpose. See the GNU General Public License v2 for all details. (LimeSurvey, 2015)

[4] https://www.limeservice.com/limesurvey-translations
[5] http://manual.limesurvey.org/

[6] https://manual.limesurvey.org/Installation#Make_sure_you_can_use_LimeSurvey_on_your_website
[7] https://www.limesurvey.org/en/download
[8] https://www.limeservice.com/en/component/comprofiler/registers
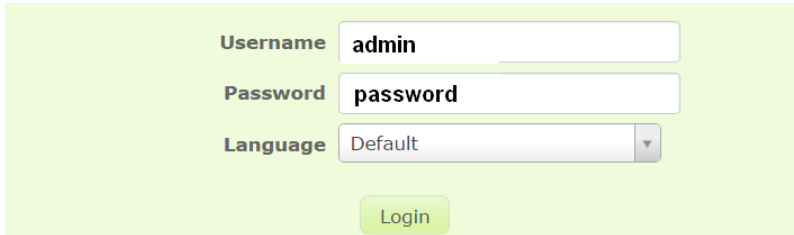[9] https://www.limeservice.com/en/online-demo

as these guidelines are in English. Different language settings may complicate identification of some features and following the instructions.
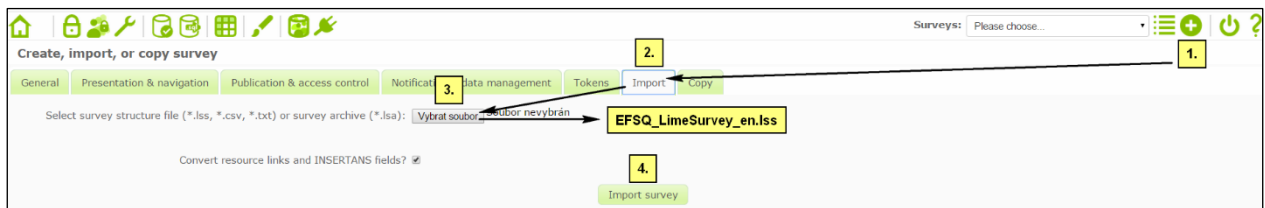
2.2. Import and set up the questionnaire

You can import the EFSQ questionnaire using the "Create, import, or copy a survey" button ⊕, then (2.) in the following dialogue click the "Import" tab, (3.) select the LimeSurvey© EFSQ template "EFSQ_Limesurvey_en.lss" (see section EFSQ templates, p. 19) and (4.) "Import survey".

Figure 2

While importing a survey structure, it is recommended to keep all the import options set to default, in order to prevent loss of the branching and skipping patterns. Once the import is finished, the English version of the survey is fully functional and ready to use.

Note: If you use the installed version of the Lime Survey and see an error message while importing the survey, you may need to contact your system administrator to set your rights to "read and write".

For further details, please go to: https://manual.limesurvey.org/Importing_a_survey_structure.

2.3. Structure of the questionnaire

The LimeSurvey uses three-level hierarchy of items: Surveys, Question Groups, and Questions. Each survey has to contain at least one question group, and each question has to be created within a question group. This setting allows you to organize the questions into larger logical sections, which, subsequently, gives you more options to display the survey (e.g. question per page or question group per page) and allows you to assign the branching and skipping criteria to whole question groups.

The EFSQ follows this structure and the imported questionnaire contains large number of items that are organized into groups. Each question group has its own relevancy criteria assigned, and therefore, only relevant sections will be displayed to participants.

2.4. Translation of the questionnaire

There is a built-in functionality that enables on-line translation of the original English version of the survey into your native language.
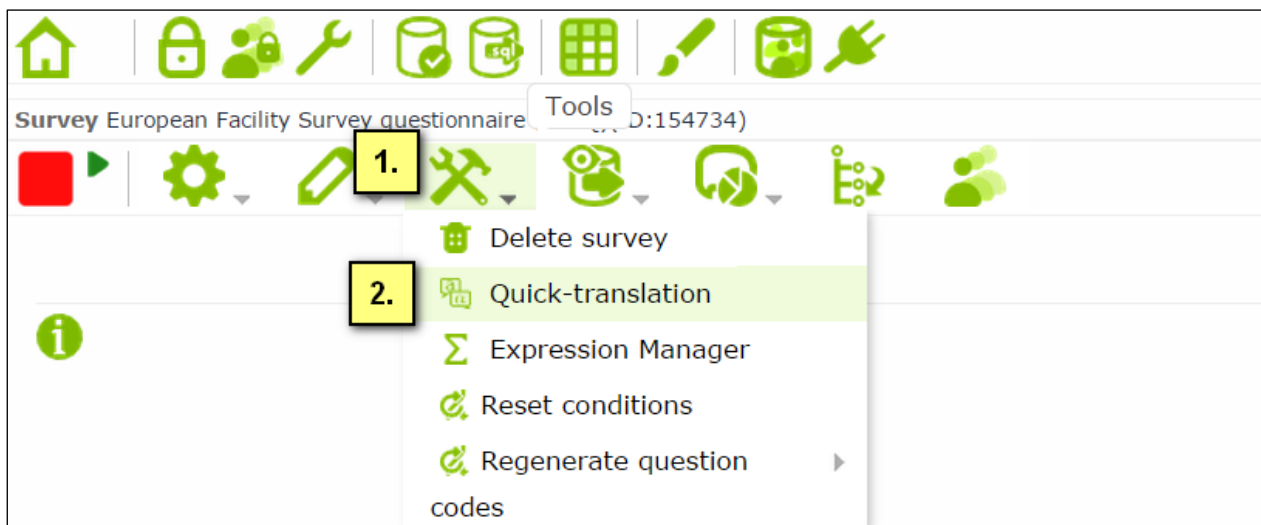
The original language of the EFSQ template is English, therefore the first step is to add the required languages: go to "Survey properties" (see Figure 3) – "General settings", select and add required language(s), then click "Save" button.
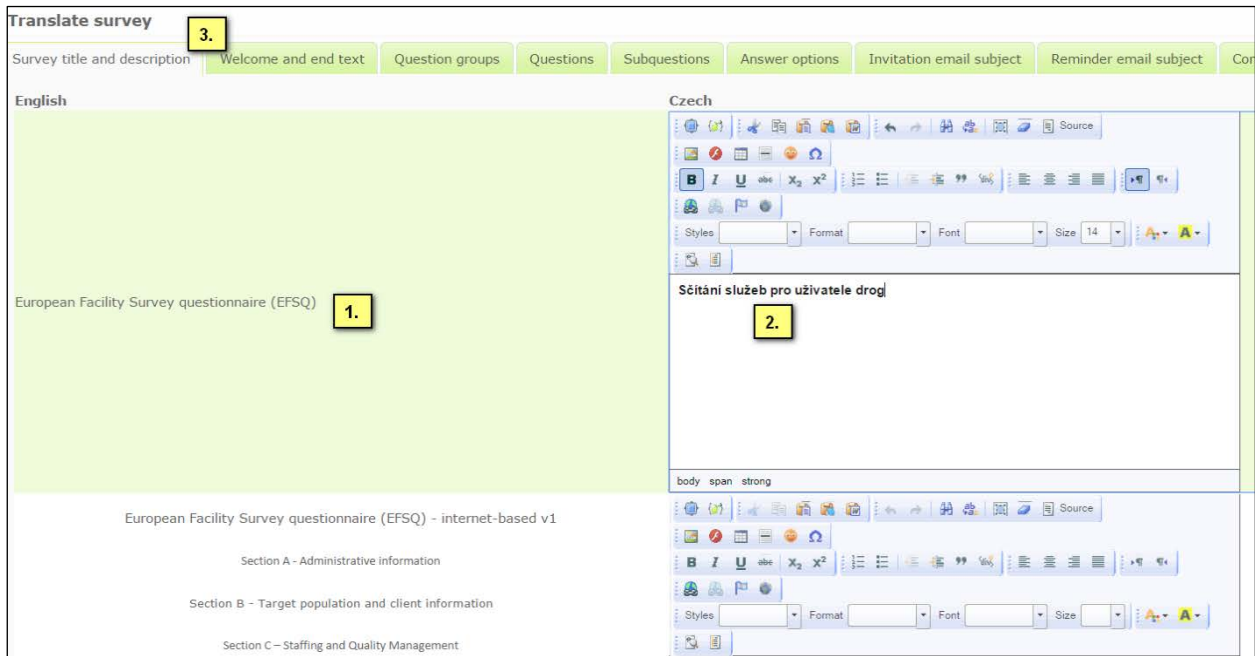
Figure 3
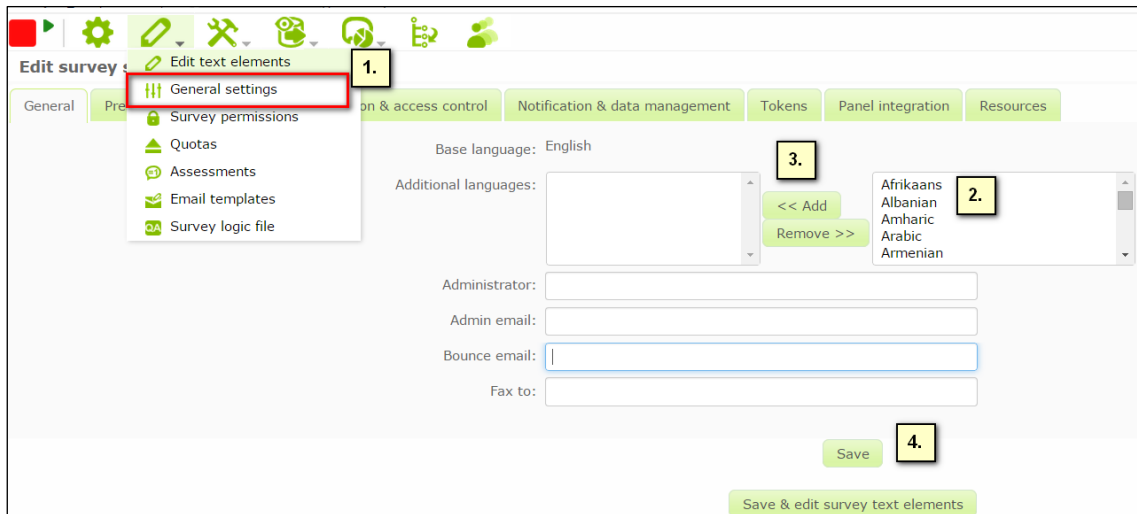
For an on-line translation of the survey (Figure 4), go to "Tools" and "Quick-translation" (Figure 4).

Figure 4

In the translation dialogue (Figure 5), the original English wording will appear on the left, while the text of the required language should appear in the editable fields on the right. All survey components (title, description, questions, answer options etc.) are organized in horizontal tabs. Do not forget to click the "Save button" to update your changes.

Figure 5

2.5. Survey management

a) *Editing the questionnaire*

In LimeSurvey[©], all questions are organized in groups. To edit a question (Figure 6), select the respective question group and then select the respective question for editing. Click "Edit current question" ✐ and you can edit the wording, layout and other formal attributes of each question. When you are finished, do not forget to "Save" your changes!

Figure 6
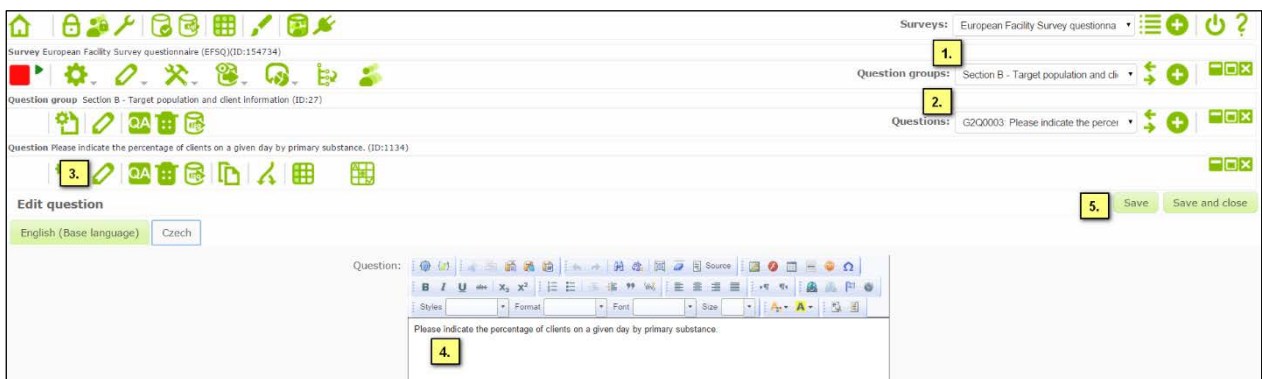
The available EFSQ template has already all the necessary options (question order and logical branching) set, so you do not have to make any changes and you can run the EFSQ as it is. However, if you decide to add questions to the existing EFSQ questionnaire (Figure 7), create a new question group by clicking the ➕ button, enter its title and "Save" your changes! Consequently, create a new question within this group.
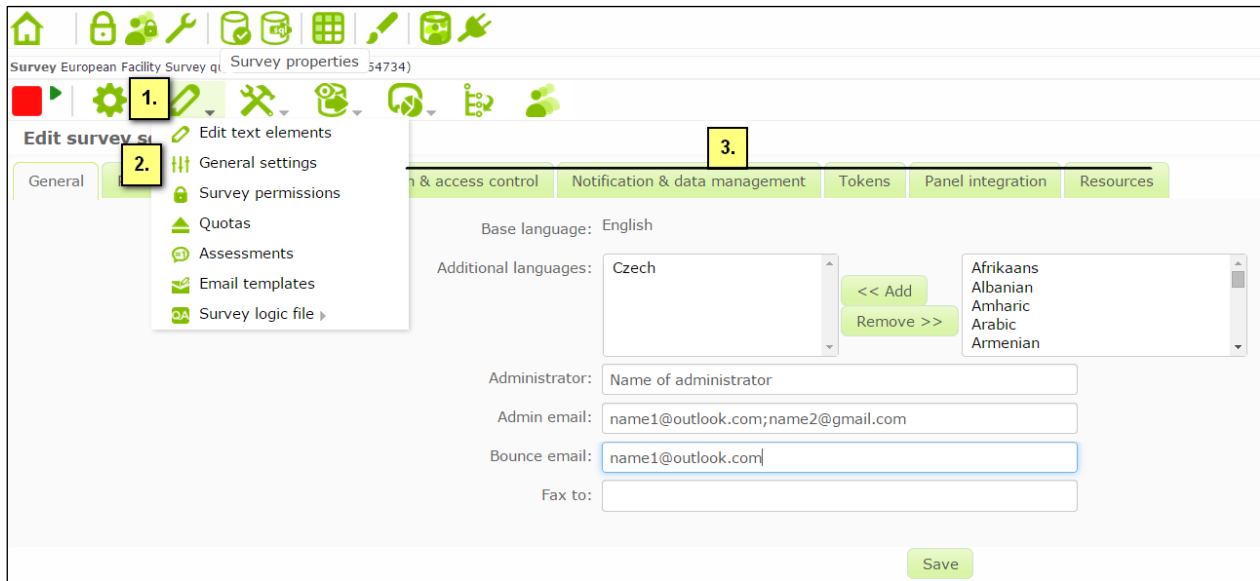
Figure 7
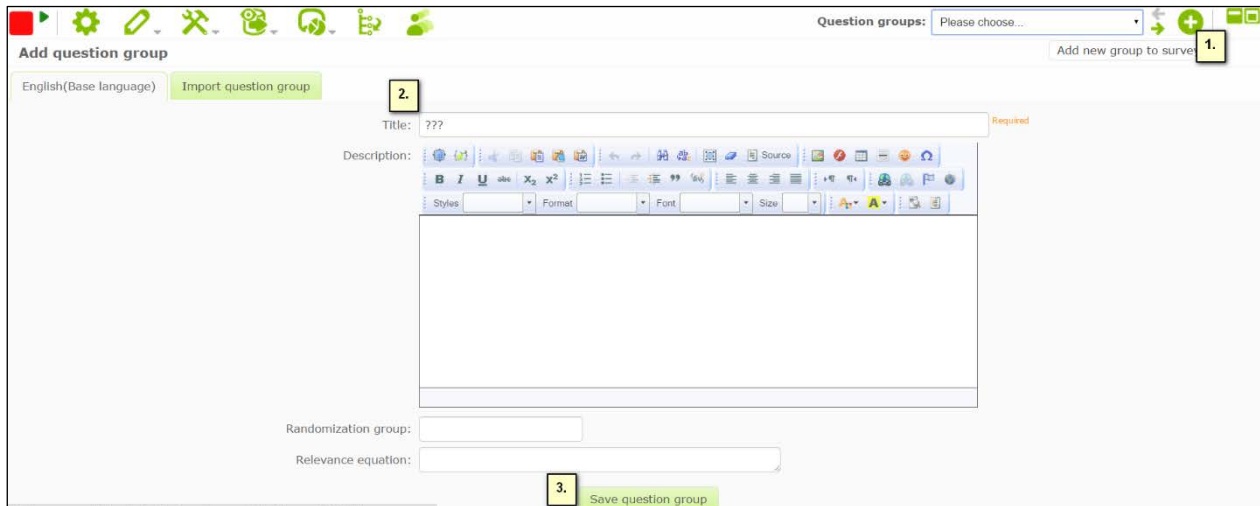
If you find it necessary to edit the existing survey conditions (logical branching, validations), you can find detailed guidelines in the respective sections of the LimeSurvey© user manual (https://manual.limesurvey.org/Setting_conditions). Once you've created a few questions with conditions and logical branching, you will quickly get the hand of it and understand how it works! However, try not to change the order of the questions in the survey, unless really necessary, as it may affect the branching rules and disable relevancy criteria that are already specified. In case, you added/removed questions or branching/validation rules, it is recommended to test the survey logic using Expression Manager (go to Survey properties → Survey logic file → The respective language): new window will contain all the survey components including validation rules and all problems will be marked red.

b) Survey settings

LimeSurvey© offers a wide range of settings (layout, navigation, etc.). To edit survey settings (Figure 8), go to "Survey properties" and "General settings". All survey settings are organized in seven tabs[10]. These guidelines only discuss two types of settings – **basic settings** (administrator contact information, template, format of presentation and navigation) and **security settings** of a survey (anonymity of responses, saving the IP address of respondents). For detailed description of all available setting options, please see the manual: https://manual.limesurvey.org/Survey_settings).

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[10] General settings, Presentation & navigation, Publication & access control, Notification & data management, Tokens, Panel integration and Resources.

Figure 8

Basic settings

On the "General" tab in survey settings (Figure 8) the important features are:

Administrator – the name of the contact person who administers the survey. (It will be included in emails sent out inviting participants to respond).

Admin email – email address of the administrator (as above) and is used as the 'reply to:' address on any emails sent. You can enter several email addresses separated with a semicolon (e.g.: "name1@outlook.com;name2@gmail.com")

Bounce email – email address where a delivery error notification email should be sent. By default, this is the same as the administrator's email address.

Fax to – is used to give a fax number on the "hard-copy" of the questionnaire (e.g. when you want to send someone a hard copy because they cannot use the online survey).

Detailed description can be found at: https://manual.limesurvey.org/Survey_settings#General

The following options are accessible from the "Presentation & navigation" bar (Figure 9).

Format of presentation – "Question by question" displays one question per page, "Group by group" displays all questions in a group per page, and "All in one" displays all questions on one single page. It is suggested to avoid the "all in one" display setting to avoid long pages to scroll-through.

Template – Number pre-installed survey design templates are available. Design templates are ready to use, may be copied and altered using the build-in HTML editor, or new templates can be created, downloaded, or purchased online. More information on creating your own templates is available at: https://manual.limesurvey.org/The_template_editor

Navigation – defines if the participant can go back to previous pages or move freely throughout the questionnaire. For editing navigation options go to "Presentation & navigation" bar in "survey settings" and edit options "Show [<< Prev] button" and "Show question index / allow jumping" according to your preferences (Figure 9).

Further details on "Presentation & navigation" settings can be found at:
https://manual.limesurvey.org/Survey_settings#Presentation_.26_navigation

Figure 9
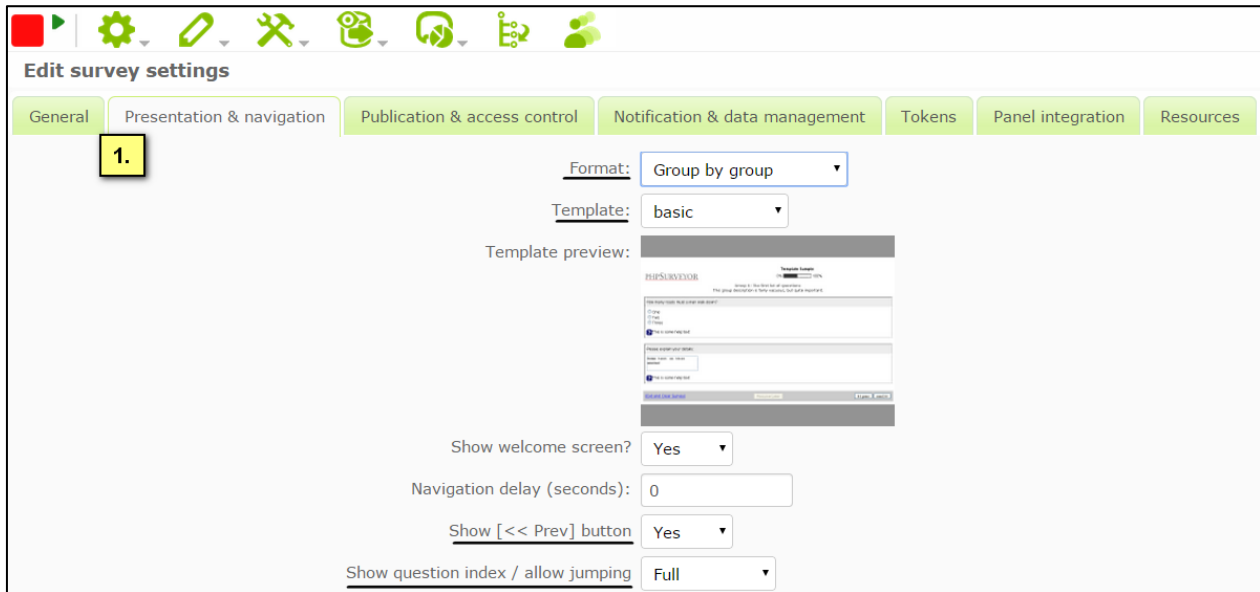
Notifications and data management

Some of the security settings may be changed here and the decisions should be based on whether the survey is set as **"open"** (no list of participants, anyone from the internet can fill the questionnaire), or **"closed"** survey ("token-based" in LimeSurvey©, meaning you have a contact list of participants who will be invited to fill the questionnaire or you "allow public registration" of those who are relevant respondent but did not receive the invitation); see the description below. Both options have benefits and shortcomings regarding the quality of the results you will get (see section 1.5, p. 5).

In the "Notification and data management" tab (Figure 10), you can find the following two key settings.

Save IP address – this field allows you to determine whether the survey will save IP-addresses for all responses. If you choose "Yes", then when a response is submitted, a field will be included in the data table containing the IP address of each participant.

Participant may save and resume later – If you choose yes, then the participant can temporarily save his or her responses and resume later. If you are using tokens (list of respondents) and the survey is not anonymous **it is recommended to activate "Token-based response persistence" in the token tab**.

Figure 10

Tokens

      Important security settings are also placed in "Tokens" tab (Figure 11). These settings apply for surveys with an existing contact list of participants (called "Tokens" in LimeSurvey©). If you initialize tokens, then this survey will only be accessible to users identified in the list of participants (see section 2.6, p. 16) or to users who will register and provide contact details (see below the option "Allow public registration").

In the Tokens table (Figure 11), three key settings should be discussed.

<u>Anonymized responses</u> – If you opt for anonymous responses (option "Yes"), the response will not be associated with the participant from the list ("token table") in any way. The system will only register the given participant as completed ("Y"). Simply said, you will be able to recognize who already participated and completed the survey, but the connection with responses is lost.

      Within the context of the EFSQ, it is suggested to keep the link (option "No"), between participant and response (see section 2.6, p. 16), because the research unit here is a "facility" not an individual.

<u>Enable token-based response persistence</u> allows participants to repeatedly access their answers using the same login credentials, i.e. option "save and resume later" will be visible to respondents. If your survey uses tokens (identifiers) and your responses are not anonymized, then you may want to enable this feature. Upon clicking the invitation link, the participants will find their survey answers at the same stage where they left it and will even be able to continue on the last visited.

<u>Allow public registration</u> is a useful setting for closed access surveys, especially when the list of participants may be incomplete or non-exhaustive. New respondents may register in the survey and they will be added into the "token table". If you initialize a tokens table and select Yes in "Allow public registration", then a user who visit your survey's URL without a token (not in the contact list), will be asked for registration. If he or she provides an email address that is not already in the current survey's tokens table, an entry in the tokens table will be created, and this participant will immediately receive an invitation email containing a unique token (the survey's URL) to access the questionnaire. In the data table, all tokens provided to *ad hoc* "registering" visitors will begin with the letter "R".

Figure 11
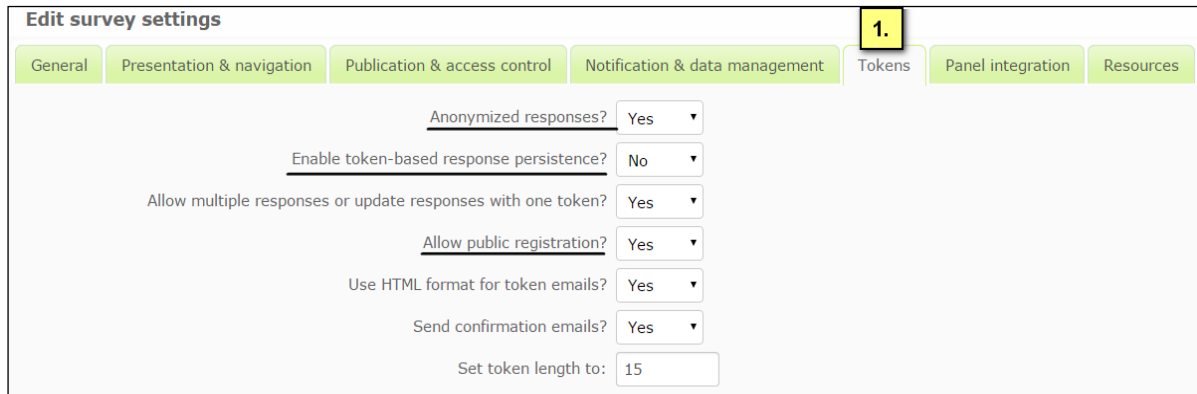
c) Testing the survey

Testing the survey – You can test (Figure 12) a whole survey (wording of questions and answer options, logical branching, validations, formats), a selected section or a respective question at any point by click "Test Survey" button ⚙. This feature allows you to check how the survey works before you actually initialize it. When testing a survey, your responses will not be saved. The survey is accessible for testing only from the browser that is currently logged in the system administration. In order to test the complete functionality and to be able to share the survey hyperlink with other testers (who are not necessarily logged into the LimeSurvey administration), you will be required to activate the survey. Some of the survey features are not editable while the survey is running. After the test, the survey has to be deactivated; the necessary changes can be made before the survey is activated again for another round of testing or for the sharp data collection.

Figure 12

d) Activating the survey

After translation and editing of the questionnaire and testing, you can activate the survey by (Figure 13) clicking "Activate survey" ▶ icon.

Figure 13

After this point, respondents can submit answers and you can check and download responses.

1. If you run a "token-based" survey, you can send invitation emails using "Token management" (section 2.6, p. 16, Figure 16 and Figure 17).
2. If you are not using tokens for your survey, you can disseminate the URL of your survey, which can be found at "Default administration page" (Figure 14, ⌂ icon in the top left corner). The URL is just below the "Title" of your survey.

Figure 14

Important: Once the survey has been activated, you will only be able to edit the wording of the questions and wording of the answer options and the survey title. You will not be allowed to add/remove questions, response options, or alter the survey structure and logic. The changes of the survey after initialization should be limited to grammar/typos issues, rather than to systematic changes in question wording. More complex changes would result in less valid and reliable data.

e) Closing a survey

There are two options of closing a survey: Expiry and deactivation. **It is strongly recommended to use the expiry option to close a survey.**
To close the survey, click the "stop this survey" ■ icon and choose "Expire survey" in the following dialogue (Figure 15). An expired survey is a paused survey, that is not accessible to participants and does not accept new entries, all data are stored and editing options are limited. You can still perform statistics on responses and export results on an expired survey.
Details on closing a survey can be found in the following section of the LimeSurvey© manual:
https://manual.limesurvey.org/Closing_a_survey.

Deactivation, on the other hand, erases all data from the system, incl. responses and token tables. **Always export your data before deactivation.**

Figure 15
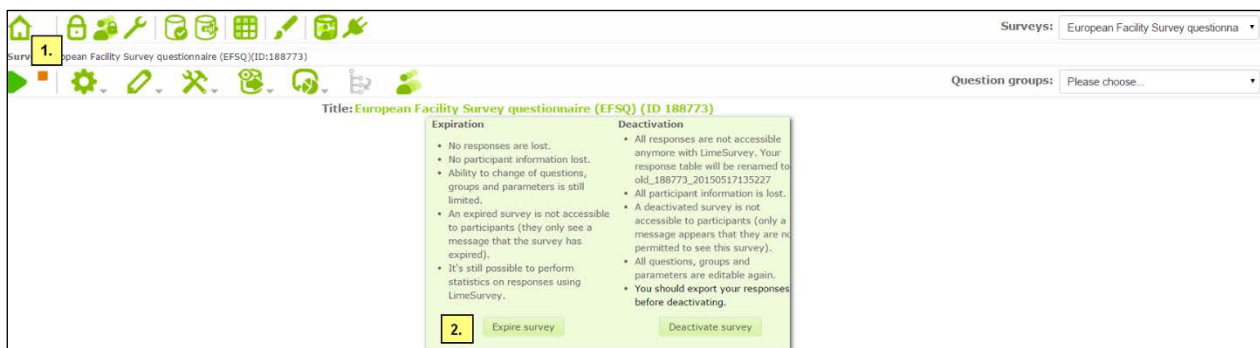
2.6. Managing contacts and invitations

To create and manage a list of participants, use the "Token management" 👥 icon (Figure 16). Here you can (1) add contacts (tokens) one-by-one manually, or (2) import an already existing

contact lists, and (3) to generate a unique identifier ("token") for each participant, (4) edit and send invitation and reminder emails (Figure 17).
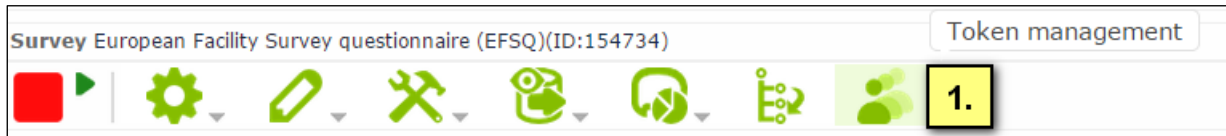
Figure 16

Figure 17

Add participant (token entry) – You can add contacts one-by-one, inserting participants´ name and email address.

Import of contact list - Allows you to import information from a csv file or LDAP query or export tokens to CSV file.

Generate tokens - Creates unique tokens (identifiers or codes) for all individual entries in the tokens table that do not yet have one

Prepare and send invitation and reminder emails – This option allows you to customize the templates used for the **invitation emails** to all participants in the tokens table who have not yet received an invitation email, for **reminder emails** to all participants in the tokens table who have not yet responded, but have received the first invitation email. You can also edit confirmations and registration emails.

2.7. Result management and exports

To view the responses and manage results and exports click on the "Responses" 🔄 icon and select "Responses & statistics" in the dropdown menu (Figure 18).

Figure 18
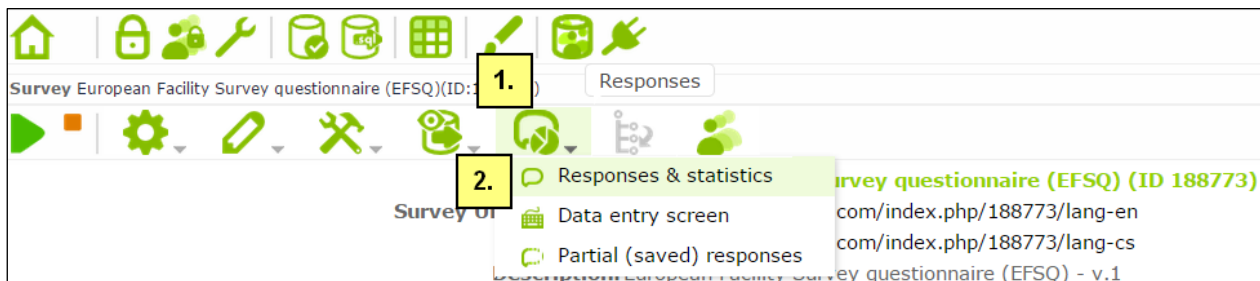
In the following dialogue (Figure 19) you can:

(1.) 🗋 display and check submitted responses,

(2.) 🔄 perform basic statistical operations and filter collected data for exports. For more details, please visit: https://manual.limesurvey.org/Statistics

(3.) 🔳🔳 filter and export collected data for advanced statistical operations and for archiving. LimeSurvey© offer variety of export formats (CSV, XLS, .DOC, PDF, HTML). You can also export results to the SPSS/PASW data and command file https://manual.limesurvey.org/Exporting_results.

Figure 19
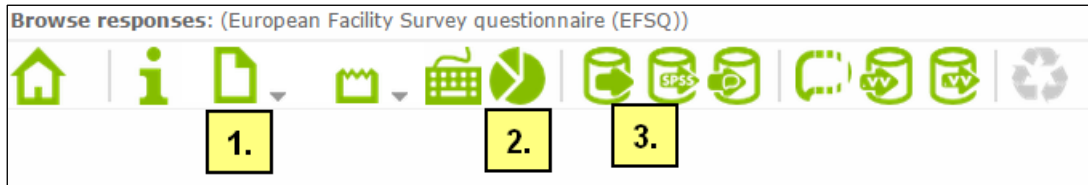
To back up the survey structure, content and collected data (Figure 20), go to the

"Display/Export" 🔳 icon, then "Export" and chose from the following formats:

.lss format – This format includes all the groups, questions, answers and conditions for your survey, but the .lss file does not contain any collected responses. This file can be used as back up of your survey to be imported back to LimeSurvey© if needed. Custom templates are not included and have to be exported and backed-up separately.

.lsa format – This file is a complete archive of an active survey. It includes survey structure, response data, token data (if activated) and timings (if activated). The goal of this format is to be able to check out results of a past survey by re-importing it into LimeSurvey© again.

.xml format – description of a questionnaire. It is not suitable for backing up a LimeSurvey© instrument as it cannot export conditions and all question types. Exporting a questionnaire to .xml allows you to create PDF documents that can be printed, filled then scanned and processed.

.txt format – is designed to make it easy to use a spreadsheet software like Excel, LibreOffice or Google Docs and edit surveys.

Figure 20
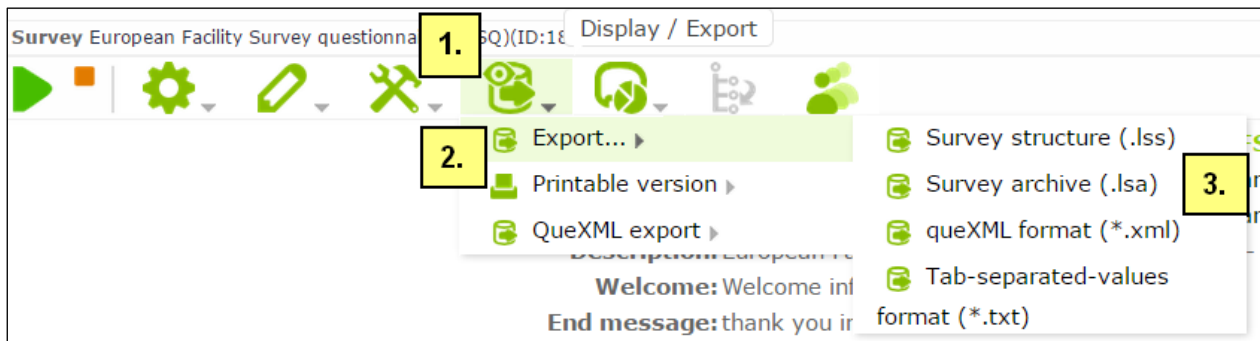
3. Tips

When sending the invitations to your participating facilities/units, it is recommended to provide them with a printable version of the questionnaire so participants can have a look and fill out the off-line version of the questionnaire and then type their answers into the on-line form. It will give them overview of information requested and help them to prepare for the online questionnaire before even logging in.

4. References, links

LimeSurvey[©]
    LimeSurvey[©] website: https://www.limesurvey.org
    LimeSurvey[©] manual: https://manual.limesurvey.org/
    LimeService, hosting service and further professional support: https://www.limeservice.com

    <u>Additional sources</u>
    Andrews, D., Nonnecke, B., Preece, J. Electronic survey methodology: A case study in reaching hard to involve Internet Users. International Journal of Human-Computer Interaction. 2003, 16(2), p. 185-210.

    ESOMAR. ESOMAR Guideline for online Research. 9/2011. Accessible on-line at: http://www.esomar.org/knowledge-and-standards/codes-and-guidelines.php

    Schonlau, M., Fricker R., Elliott, M. Guidelines for Designing and Implementing Internet Surveys (p. 41-53). In Conducting Research Surveys via Email and the Web, RAND, 2002. Accessible on-line at: http://www.rand.org/pubs/monograph_reports/MR1480.html

5. EFSQ templates (available online at WWW.EMCDDA.EUROPA.EU)

	LimeSurvey[©]
EFSQ import file	EFSQ_Limesurvey_en.lss
PDF format of the questionnaire	EFSQ_Limesurvey_en.pdf
Other export formats	EFSQ_Limesurvey_en.xml EFSQ_Limesurvey_en.txt

6. The Questionnaire description

    6.1. Characteristics of EFSQ questionnaire in LimeSurvey[©]

Please see the MS EXCEL file: Description_of_Questionnaire.xlsx

7. ISO 639-1 language codes

Language name	Native name	ISO 639-1 code	Language name	Native name	ISO 639-1 code
Albanian	Shqip	sq	**Hungarian**	magyar	hu
Basque	euskara, euskera	eu	**Icelandic**	Íslenska	is
Belarusian	беларуская мова	be	**Irish**	Gaeilge	ga
Bosnian	bosanski jezik	bs	**Italian**	italiano	it
Breton	brezhoneg	br	**Latvian**	latviešu valoda	lv
Bulgarian	български език	bg	**Lithuanian**	lietuvių kalba	lt
Catalan	català	ca	**Luxembourgish**	Lëtzebuergesch	lb
Cornish	Kernewek	kw	**Macedonian**	македонски јазик	mk
Corsican	corsu	co	**Maltese**	Malti	mt
Croatian	hrvatski jezik	hr	**Norwegian**	Norsk	no
Czech	Čeština	cs	**Polish**	polszczyzna	pl
Danish	dansk	da	**Portuguese**	português	pt
Dutch	Nederlands, Vlaams	nl	**Romanian**	limba română	ro
English	English	en	**Russian**	Русский	ru
Esperanto	Esperanto	eo	**Serbian**	српски језик	sr
Estonian	eesti, eesti keel	et	**Slovak**	slovenčina	sk
Faroese	føroyskt	fo	**Slovene**	slovenščina	sl
Finnish	suomi	fi	**Spanish**	español	es
French	Français	fr	**Swedish**	svenska	sv
Galician	galego	gl	**Turkish**	Türkçe	tr
German	Deutsch	de	**Ukrainian**	українська мова	uk
Greek (modern)	ελληνικά	el			