

Detailed Information on Submission of Datasets and Additional Information

Please follow the step-by-step guide provided below to submit all the necessary information for the manuscript submission process as well as the dataset if you are a data collector.

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Step-by-step guide for data collectors

Please follow this step-by-step guide to share the survey data with the project leads.

Important: Please complete the seven steps for every dataset you submit!

Step 1

Log in to Qualtrics and export the complete survey data according to the following instructions:

- File format: comma-separated values file (CSV). If possible, select the comma (,) as separator character (this is the default in Qualtrics)
- Export numeric values (not choice text)
- Export the entire data (not just complete cases)
- Make sure to code seen but unanswered questions as -99 if your survey platform offers this option (this is the default in Qualtrics)
- Use internal IDs in header if your survey platform offers this option

See the upper screenshot for how to set these export options in Qualtrics.

Download a data table

CSV TSV Excel XML SPSS Google Drive User-submitted files

Comma separated values

This is a .csv file that can be imported into other programs. Each value in the response is separated by a comma and each response is separated by a newline character. If your responses contain special characters and you will open this export in Microsoft Excel we recommend using the TSV export. Qualtrics CSV exports use UTF-8 encoding, which Excel will not open correctly by default.

[Learn more](#)

☒ Download all fields

Numeric responses or choice text

☒ Use numeric values

☐ Use choice text

☐ Compress data as .zip file

☐ Use commas for decimals

☐ Remove line breaks

☒ Recode seen but unanswered questions as -99

☐ Recode seen but unanswered multi-value fields as 0

☐ Export viewing order data for randomized surveys

☐ Split multi-value fields into columns

☒ Use internal IDs in header

☐ Exclude survey response edits

☐ Include download links for user-uploaded files

[Fewer Options](#) [Cancel](#) [Download](#)

Please proceed to export the complete questionnaire according to the following instructions:

- File format: Word document (DOCX), which is the default in Qualtrics
- In Qualtrics: Navigate to the Survey Builder section → Tools → Import/Export → Export survey to Word
- Choose the export as displayed in the lower screenshot

Export Survey to Word

When exporting your survey to Word, question presentation may be different and may not reflect all formatting customizations.

☒ Show Question Numbers

☒ Show Logic

☒ Use Question Numbers

☒ Use Recode Values

☒ Show Coded Values

☒ Strip HTML Tags from all Questions and Answers

☒ Condense Dropdown Choices

☒ Show Survey Flow

☐ Include Graphic

☒ Use Brand's Default Logo

☐ Select from Library (Nothing Selected)

[Cancel](#) [Export](#)

Step 2

Rename the data file to COUNTRY_PISURNAME_YY-MM-DD_DATA.csv, replacing COUNTRY with the country where data were collected, PISURNAME with the surname of the PI, and YY-MM-DD with the date when data were exported.

Example: SWITZERLAND_MEDE_22-10-14_DATA.csv

Rename the questionnaire file to COUNTRY_PISURNAME_YY-MM-DD_QUST.docx, replacing COUNTRY with the country where data were collected, PISURNAME with the surname of the PI, and YY-MM-DD with the date when the survey data were exported.

Example: SWITZERLAND_MEDE_22-10-14_QUST.docx

Step 3

Create a new text file on your computer (.txt) and copy the following text into it:

Have any changes to the survey been made?

...

What were your overall costs for data collection?

...

How did you collect data (i.e., Bilendi)?

...

Collaborator 1:

First name:

Last name:

Affiliation:

Country of data collection:

Total number of complete responses:

Funding source(s):

E-Mail:

ORCID (if available):

Collaborator 2:

First name:

Last name:

Affiliation:

Country of data collection:

Total number of complete responses:

Funding source(s):

E-Mail:

ORCID (if available):

Step 4

Provide the answers to the three questions and the information as per required for all PIs and co-PIs involved in data collection. Names and affiliations will appear in the final manuscript. Add information for more collaborators if needed.

Example:

Have any changes to the survey been made?

We added 13 items measuring eco-anxiety - the Hogg Eco-Anxiety Scale (HEAS-13), Hogg et al. 2021 (<https://doi.org/10.1016/j.gloenvcha.2021.102391>).

What were your overall costs for data collection?

2.500 USD

How did you collect data (i.e., Bilendi)?

Respondi/Bilendi

Collaborator 1:

First name: Niels G.

Last name: Mede

Affiliation: Department of Communication and Media Research (IKMZ), University of Zurich, Andreasstrasse 15, 8050 Zurich, Switzerland

Country of data collection: Switzerland

Total number of complete responses: 500

Funding source(s): none to declare

E-Mail: n.mede@ikmz.uzh.ch

ORCID (if available): 0000-0001-5707-7568

Collaborator 2:

First name: Viktoria

Last name: Cologna

Affiliation: Department of the History of Science, Harvard University, Cambridge, MA, USA

Country of data collection: Switzerland

Total number of complete responses: 500

Funding source(s): Swiss National Science Foundation Postdoc Mobility Fellowship (P500PS_202935)

E-Mail: viktoriacologna@fas.harvard.edu

ORCID (if available): 0000-0003-3706-8669

Step 5

Rename the text file to COUNTRY_PISURNAME_YY-MM-DD_INFO.txt, replacing COUNTRY with the country where data were collected, PISURNAME with the surname of the PI, and YY-MM-DD with the date when data were exported.

Example: SWITZERLAND_MEDE_22-10-14_INFO.txt

Step 6

Visit this URL: [ANONYMIZED](#). It links to SWITCHdrive, which is a secure, non-commercial cloud storage service of the University of Zurich, Switzerland. All data is stored and processed exclusively in SWITCH's two data centers in Zurich and Lausanne.

Enter the following password: XXX

Step 7

Please upload the data file (CSV format), the questionnaire file (DOCX format), and the collaborator information file (TXT format). Click to select the files or use drag & drop to upload.

You're finished! You will not receive an automatic email notification from SWITCHdrive confirming that the uploads were successful. However, the TISP project leads will confirm receipt of the files as soon as possible via email.

Step-by-step guide for donors

Step 1

Create a new text file on your computer (.txt) and copy the following text into it:

Donor:
First name:
Last name:
Affiliation:
Funding source(s):
E-Mail:
ORCID (if available):

Step 2

Provide the information required. Names and affiliations will appear in the final manuscript.
Example:

Donor:
First name: Niels G.
Last name: Mede
Affiliation: Department of Communication and Media Research (IKMZ), University of Zurich,
Andreasstrasse 15, 8050 Zurich, Switzerland
Funding source(s): none to declare
E-Mail: n.mede@ikmz.uzh.ch
ORCID (if available): 0000-0001-5707-7568

Step 3

Rename the text file to DONOR_PISURNAME_YY-MM-DD_INFO.txt, replacing PISURNAME with the surname of the PI, and YY-MM-DD with the date when data were exported.

Example: DONOR_MEDE_22-10-14_INFO.txt

Step 4

Visit this URL: [ANONYMIZED](#). It links to SWITCHdrive, which is a secure, non-commercial cloud storage service of the University of Zurich, Switzerland. All data is stored and processed exclusively in SWITCH's two data centers in Zurich and Lausanne.

Enter the following password: XXX

Step 5

Please upload the collaborator information file (TXT format). Click to select the files or use drag & drop to upload.

You're finished! You will not receive an automatic email notification from SWITCHdrive confirming that the uploads were successful. However, the TISP project leads will confirm receipt of the files as soon as possible via email.