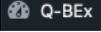# How to create and customise a project?

1. Once you are registered and logged into the website, click on the small Q-BEx label in the upper left corner of the Home page → Q-BEx
2. Click on *Projects* (from the left side menu on the screen).
3. Under *Projects*, click *Add New* and name your study in the box entitled *Add title*. You can also create a new project by clicking on *Add New* found just under *All Projects* in the upper left corner of the screen.
4. In the section *Project* (just under the study title), the following parameters have to be set by the researcher/practitioner:
   - *Respondent country of residence*: the country you choose will automatically appear in relevant questions throughout the questionnaire. You can also tick *Respondent can select country of residence*, in which case each respondent will be asked about where the child lives and their answer will overwrite whatever you specified as the respondent's country of residence (selecting this option is convenient when in the same survey you have respondents living in different countries).
   - *Respondent type*: select whether you will be distributing the questionnaire to caregivers (about their children) or to children (about themselves).
   - *Questionnaire language*: select the language in which you want the questionnaire to be distributed.
   - *Languages of interest*: list all the languages that you expect your participants to speak/understand (these will appear as drop-down menu options in the relevant question). Note that in the actual questionnaire, the respondents will also be able to choose the option *other* and specify a language that you have not included.
5. In case you want to enable your respondents to abandon the survey before finishing and save the answers they have given, select the box *Respondent can **save and abandon** the questionnaire* in the section *Allow respondents to save and abandon the questionnaire?*
6. In the section *Purpose of your project*, you must provide the following details:
   a. *What will the questionnaire data be used for?* Select one or more of the given options
   b. *Are you targeting atypical development?* If yes, you will be asked to specify what type of atypical development you are interested in.

   This information will help us keep track of the use of the Q-BEx questionnaire and will inform its future development.
7. If you plan to include the *Language Mixing* module, particularly the sub-modules about types of mixing, in the section *Examples*, enter required examples of language mixing (code-switching). These examples will then appear as illustrations in relevant questions of the *Language mixing* module. Make sure that the three examples are (a) a one-word switch (e.g., Puedes darme la *drink*), (b) a two-three-word switch (e.g., I really like your *nueva camisa*), and (c) a sentence switch (e.g., Podemos comenzar ahora. *Or we can wait a bit longer*). For each example, we recommend the use of single-clause sentences

as examples rather than multi-clause sentences. For instance, in case of a two-three word switch, we encourage using a single-clause sentence such as "One of my best friends lives *en esa calle*" rather than a multi-clause sentence such as "One of my best friends lives *en esa calle* and she also works nearby". This will make the switch and INTRA-clausal switch (i.e., within a clause) rather than an INTER-clausal switch (i.e., between clauses). Whatever your choice of examples, make sure to report them when disseminating your data. This will allow the comparability of studies using different mixing examples across languages. The examples you provide will be used for types of mixing at home and outside home, so make sure that you provide examples which could be heard in both contexts. We strongly encourage the use of examples from spontaneous speech corpora of relevant communities is available.

8. In the section *Modules*, select those modules **and** sub-modules that you want to distribute. *Background information* (18 questions) and *Risk factors* (3 questions) are always obligatory. If you select *Language exposure and use*, two of its submodules are automatically included: *Current estimates* and *Age and place of first exposure*. Note that the *Risk factor* module and the sub-module about language proficiency with the reference group are not distributed in the child version of the questionnaire even if they are selected.

9. When you have set all the parameters, click *Publish* (upper right part of the screen). Note that once you publish a project, you can't make any updates. In case you require a different questionnaire, you'll need to create a new project.

10. **Each project expires a year after its publication, and all its data is deleted from the server. Please make sure to download and safely store your data before the expiry date of the project.**

11. After publication, in the section *Questionnaire*, you can find the questionnaire URL. This link is to be sent to your respondents.

12. Once a respondent has filled in the questionnaire, their answers will appear in the sections *Raw data and reports*, *Ordered response data and calculations*, and *Respondents*. Please see the sections *Accessing data files* and *Interpreting data files* of the manual for instructions on how to download and interpret the data.

13. When you click on *Projects* or *All projects* (upper left corner), you will go back to the list of the projects which you created. Next to each project, you will see its creation date, its deletion date, a type of respondent, and the language of distribution. **Please make sure to download and safely store your data before the expiry date of the project. Otherwise, the data will be lost.**

14. In case you have any difficulties using the questionnaire, write to us at qbex@leeds.ac.uk. Note that this email address will be monitored regularly until the end of the funded part of the project (October 2023). After this date, it will be monitored less frequently.