Things that you should check once you *think* you're done making your Qualtrics survey:

Consent form
- ☐ Do you have one?
- ☐ Did you update the estimated time of survey completion?
- ☐ Did you require response (or in some other way make sure participants have to agree to consent or exit the survey)?

Extra features
- ☐ Do you have a field to capture Prolific ID?
- ☐ Do you have a CAPTCHA?
- ☐ Do you have an attention check?
- ☐

Timing
- ☐ For any longer questions, did you add question timing?
- ☐ Is it working correctly?
- ☐ If you have an open-ended question, are you setting any time or text-entry limits on what can be entered?

Text formatting
- ☐ Are your fonts and text sizing the same across questions?
- ☐ Do you need to **bold** anything?
- ☐ When previewing the survey, is the entire question and answer choices visible without scrolling?

Blocks
- ☐ Are your blocks named in a way that someone else looking at your survey could easily figure out what's in them?
- ☐ Are they all in the correct order in survey flow?
- ☐ If you have between-participants conditions, did you set separate embedded data fields for each one in the survey flow?
    - ☐ And did you randomize the order of presenting each embedded data option?
    - ☐ And set it to present only one of them?
- ☐ If you have multiple conditions (especially between-participants), is the question wording identical across them?

Making your survey analysis-ready
- ☐ Does every question have a question label?
    - ☐ And if you were to upload your data publicly, could someone else figure out what each question corresponds to based on your question label?
- ☐ Are your answer values recoded and named?

☐ If you have reverse-scored items, did you reverse recode them?
☐ If you have a matrix table, do you have question export tags?

Study design
☐ Are your blocks properly randomized or counterbalanced?
☐ Are you "evenly presenting elements" in the survey flow randomizer?
☐ Are your questions within blocks properly randomized?
☐ Are your answer choices properly randomized?
☐ Did you "request response" for all non-demographic questions?
☐ If you have a slider question, did you set the midpoint (or other relevant option) as the default starting position?

Look and feel
☐ Does it matter if your survey has the Princeton logo? If so, remove it in look and flow
☐ Do you have a progress bar at the top of the page with verbose text?

End of survey
☐ Do you have a debrief?
☐ Did you include a redirect link to redirect participants back to Prolific?

☐ Did you publish your survey?