

No.	Reporting Criteria	Guiding Questions	Yes/No	Rating
<b>Theoretical Framework</b>				
1	Methodological Orientation / Theory	Approach underpinning design explained? e.g. QCA, grounded theory, content analysis, etc.	<input type="checkbox"/>	
<b>Participant Selection</b>				
2	Sampling	How participants selected? e.g. purposive, convenience, consecutive, snowball	<input type="checkbox"/>	
3	Recruitment	How and where were participants recruited? e.g. randomly, through organization, etc.	<input type="checkbox"/>	
4	Sample size and characteristics	How many participants were in the study?	<input type="checkbox"/>	
<b>Setting</b>				
5	Setting of data collection	Where were data collected? e.g. nonprofit, university, school, workplace, clinic, etc.	<input type="checkbox"/>	
6	Confidentiality	How confidentiality of participants protected during data collection? And afterward during file storage?	<input type="checkbox"/>	
7	Description of sample	Important characteristics of sample? Number of cases by age, gender, race/ethnicity	<input type="checkbox"/>	
<b>Data Collection</b>				
8	Interview guide	Questions, prompts, guides provided authors? Were questions pilot tested or replicated/cited?	<input type="checkbox"/>	
9	Audio/visual recording	Audio or visual recording to collect the data?	<input type="checkbox"/>	
10	Field notes	Field notes or observations made before, during, and/or after data collection?	<input type="checkbox"/>	
11	Duration	Duration of the data collection reported?	<input type="checkbox"/>	
12	Data saturation	How data saturation reached?	<input type="checkbox"/>	
13	Transcripts recorded	How transcripts created and validated?	<input type="checkbox"/>	
<b>Analysis &amp; Findings</b>				
14	Number of data coders	Number of data coders coded data? Inter-rater reliability rate reported?	<input type="checkbox"/>	
15	Derivation of themes	Explained whether themes identified in advance (deductive) or derived from the data (inductive)?	<input type="checkbox"/>	
16	Software program	Software program used to manage and/or analyze data identified? Version? (if applicable)	<input type="checkbox"/>	
17	Participant checking	Participants provided feedback on the findings?	<input type="checkbox"/>	
<b>Reporting</b>				
18	Quotations presented	Quotations to illustrate the themes / findings?	<input type="checkbox"/>	
19	Data and findings consistent	Consistency between the data presented and interpretation of findings?	<input type="checkbox"/>	
20	Clarity of major / minor themes	Major themes presented? Diverse cases / deviating themes described?	<input type="checkbox"/>	

**Overall Rating**