**Iteration 3: Consolidation Meeting**

**Social gesture coding manual**

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The purpose of this analysis is **<blind>** 

**A.** **Summary:**

At the time of this iteration, you and a fellow gesture-coder would have completed coding this participant for the first level of gestures.

You will each have generated two files:

1. An ELAN file titled “xyz\_GC2\_pqr.eaf” wherein “xyz” is a placeholder for the participant ID, “\_GC2” indicates that this has completed two iterations of gesture coding, “pqr” is a placeholder for your coder ID, and “.eaf” because it is an ELAN file.
2. A participant profile Excel sheet titled in the format “xyz\_Profile\_pqr” wherein “xyz” is a placeholder for the participant ID, “\_Profile” indicates that this is a case study and “pqr” is a placeholder for your coder ID. You would have saved these in your individual folders.

If you have been (randomly) assigned as the lead coder for this participant, you will use the Merge Transcriptions manual to create a file that contains:

* One utterance presence tier
* Your gesture annotations from iterations 1 and 2
* Your fellow-coder's annotations from iterations 1 and 2
* Tiers imported from consolidation template, with annotations copied from your tiers

**B.** **Consolidation Process:**

The goal of the meeting will be to finalize the gestures that will be Iteration 4 coded for this participant.

* Remember that the goal of this iteration is to make iteration 4 more precise, so **be conservative and selective of well-formed handshapes, palm shapes, and clear, deliberate hand movements.**
* However, also remember that a small / quick gesture can also be a clear / strong gesture. Think less magnitude or size of gesture and **more clarity / precision / intentionality** of gesture.

**C. Consolidation Checklist for Each Gesture:**

When you start coding, read through this whole section once with your fellow coder. Then use this checklist for every gesture that either you or your fellow coder has coded as a gesture in ANY tier.

**Note: If you and your coder have issues or disagree with any step of this checklist**, use section D to resolve it and then return to section C to complete the checklist.

* **Step 1**: Check to see if you agree on gesture presence and boundaries. **Regardless of whether or not you agree on it**, look at the previous and next gestures, to make sure this is not a complex gesture (see gesture definitions booklet).
* **Step 2:** Check to see if you agree on whether (a) this qualifies as a BEAT or PUG gesture, and (b) if it qualifies as a BEAT/PUG **and** a gesture of primary interest.
* **Step 3:** IF the gesture you see was coded as **a gesture of primary interest** by one or both of you, check to see (do a shout out!) if you agree on (a) the axis of gesture and (b) the item in the gesture image booklet it seems to correspond to. (c) Ask yourselves whethera third coder will be able to see the same thing you both did.
* **Step 4**: IF the gesture you see was coded as **a gesture of primary OR secondary interest** by one or both of you, indicate in the COMMENTS tier for consolidation which categories the gesture falls into:

**Note:** If a gesture is of both primary and secondary interest, indicate both codes: Eg:(1\_b) (2\_b)

| For GESTURES OF PRIMARY INTEREST :   * (1\_a) Placement * (1\_b) Movement * (1\_c) Point * (1\_d) Highlight * (1\_e) Complex | For GESTURES OF SECONDARY INTEREST:   * (2\_a) Throw away * (2\_b) Cancel * (2\_c) Push to the side * (2\_d) Finger quotes * (2\_e) Finger counting * (2\_f) Self adaptor * (2\_g) Knife hands / knife chop * (2\_e) Hands hidden (by P) * (2\_f) Hands hidden (by Camera) |
| --- | --- |

**D. Steps to Resolve Issues / Disagreements if Any:**

**When you and your fellow coder have issues / disagree on a particular step, check here**:

**Step 1 Issues**: If you have issues with / disagree on Step 1 (the boundary of this gesture / the presence of a gesture at all).

1. Watch the video carefully – start a little before the boundary of the UTTERANCE PRESENCE annotation that the gesture is part of and finish a little after. If the end of this UTTERANCE PRESENCE annotation is the start of a subsequent one, watch them both in sequence.
2. Check to see where the disagreement falls under and take action accordingly:
   1. **If the gesture is really a movement back to rest position from a previous gesture,** change the boundaries of the previous gesture to include this and do not use this as a separate gesture.
   2. **If the gesture is really a movement from / to a non-gesture movement** (say they were just about to fix their hair), discard the gesture altogether.
   3. **If the gesture is for half the time along one axis and half the time along another**, split the gesture into two – one per dimension.
   4. **If two or more consecutive gestures with no gap at all between them are along the same axis**, ask yourselves if the participant is:

* Just emphasizing something (making them one gesture and not two),
* Depicting two separate entities with similar gestures, or
* Just producing a Beat (for this it helps to know from the Profile document you made in Iterations 1 and 2, how this participant does Beats).
  1. **If the gesture is just too vague / noisy for one of you** **to be coded as a gesture at all,** or one of you feels uncertain about this specific annotation, discard altogether.
  2. **If two or more consecutive gestures seem to tell a more complex story** than is visible at first glance. For example, a participant may gesture left, pause, then gesture right. This may be a left-and-right gesture. In fact, if the left was higher than the right, this may even be an up-and-down gesture (same with in-out!) Revisit what this may be. If needed, combine them into a single gesture.

**Step 2 Issues:** If you have issues with / disagree on whether a gesture (a) qualifies as a BEAT or PUG gesture, or (b) qualifies as a BEAT/PUG **and** a gesture of primary interest.

1. **If you have issues / disagree with whether a gesture qualifies as a BEAT or PUG gesture**, validate it against your understanding of these types of gestures (see gesture definitions booklet).
2. **If you have issues / disagree with whether a gesture qualifies as a BEAT/PUG and a gesture of primary interest**
   1. Consider whether this is something they do at several points throughout (if so it is probably a Beat / PUG)
   2. Consider whether a third coder would see eye-to-eye with you on this.
   3. If and only if you can defend a Beat- or PUG-like gesture VERY STRONGLY as a representational / illustrative gesture that another coder will also see, leave it on both tiers ({Beat + Primary} or (PUG + Primary}) for the next level of coding. **Rejecting noisy gestures is better at this point, than identifying subtle signals.**

**Step 3 Issues**: If you have issues with / disagree on gesture axis.

1. If the gesture is clearly vertical / horizontal / sagittal – that is – if it is clearly along just one axis, it is usable!
2. If the gesture is clearly and deliberately spanning two axes (like an airplane taking off – moving forward and upward at the same time), it is usable!
3. If the gesture looks like it could be along one axis or another and it is not clear which axis is intentional and which is unintentional, or if there is not clear intention along any axis), delete it, it is **not** usable!
4. If the gesture seems to span more than one axis but you fear that while you both see one axis, another coder may only see the other axis, delete it, it is not usable!

**Step 4 Issues**: If you have issues with / disagree on gesture type.

1. Try to resolve. If it does not resolve, email the grad student researcher so that an addition / edit decision can be made.

**E. Saving and uploading the file:**

Save the ELAN file named in the format “xyz\_GC3\_Consolidated.eaf” wherein “xyz” is a placeholder for the participant ID and “\_GC3\_Consolidated” indicates that this has completed consolidated (iteration 3) gesture coding. This should save as a “.eaf” file because it is an ELAN file.

Next, delete all tiers but for UTTERANCE PRESENCE, JOINT UTTERANCE and the consolidation tiers you imported and edited together (i.e., BEAT, PUG, GESTURE PRESENCE 1, GESTURE PRESENCE 2, COMMENTS – all suffixed “Consolidated” and with no Coder IDs suffixed). **Make sure there is no mention of specific axes on any of the comments**. **Save Again**. Then upload the .eaf to the shared “Gesture 3 - Consolidated” folder on Box.