**Social gesture and speech coding manual**

*created by*: Anjana Lakshmi, Mufeng Li, Efe Dogruoz, Lev Copelan, Joanna Zeng

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

**Iteration 1: Utterance Presence**

1. **Summary of ELAN tiers:**

At the time of this iteration, the block coder will already have marked experimental blocks within which you would need to code for utterances. They will have employed 3 tiers: BLOCK, QUESTION and GROUP.

For this iteration, you will need to code for utterances within certain marked blocks. Note that you may find several utterance instances within a block. You will mark all utterances within each block coded as “P”.

You will annotate for two speech-related tiers in this iteration. The first tier will be referred to as UTTERANCE PRESENCE and the second as COMPARATIVE UTTERANCE.

1. **Reliability strategy:** Consolidation. Two coders will code independently. One of the coders will be assigned primary coder responsibility for the datafile. Their annotations will be used to inform the next level of coding, except for any changes in content / boundary warranted from a consolidation meeting with the secondary coder.
2. **Description of ELAN tiers:**

BLOCK

**Possible values (1):** P, XP, XPP

**Description:** This tier will inform you of participant versus experimenter blocks. *You need to only annotate within “P” Blocks.*

QUESTION

**Possible values (1:6):** This tier is not relevant to your coding

GROUP

**Possible values (1:16):** This tier is not relevant to your coding

UTTERANCE PRESENCE

**Possible values (1)**: Yes

**Description**: This tier is for annotating whether an utterance by the participant is relevant for this project.

Step 1. Distinguish relevant utterances from non- relevant utterances.

A relevant utterance for the purposes of this manual will be defined as one that includes one or more of the following:

* Some form of social content about one or more social groups.
* The mention of social group name(s) even without social content.
* The mention of two social groups in the same sentence.
* An attempt to construct social content without immediate success.

Step 2. Draw boundaries around the utterances

Once you have identified a relevant utterance, create an annotation to mark the start and end of that utterance. To determine the edges of each utterance, use the following instructions: http://ldp-uchicago.github.io/docs/guides/transcription/sect\_4.html

COMPARATIVE UTTERANCE

**Possible values (1)**: Yes

**Description**: This tier is for annotating when two groups are mentioned within the same utterance eg. “Teachers and parents are similar in that way” / “Scientists are seen as more competent than students”). Annotate these regardless of whether or not there is social content in the utterance. Also annotate as “Yes” if two groups are compared but not mentioned (e.g: “they are not that different from each other”). In such cases, include group names in comment. Do not annotate “Yes” for a statement such as “Engineers are more competent” - while the word “more” suggests some sort of comparison, it is not clear to what extent the other group is a subject of that assertion.

1. **Additional Notes:**

* Sometimes participants’ voices may be muffled and it may not be clear as to what they are saying. Do not mark them as an utterance per se, but do make a note of them in a comments tier.
* Use the “Comments\_VC1” tier for any comments you may want to make / discuss.

1. **File Organization and Logistics:**

* Make sure that the file you use to annotate is titled Code0\_<Participant ID>.
* Do not manually create any tiers. Import tiers from template files provided to you for each level / iteration of coding. *Make sure to use template files that pertain to your coder ID.*
* Once completed save your ELAN file as <Participant ID>\_VC1\_<Coder ID>.
* If you are the primary coder for this participant, you will be responsible for creating the consolidated tier. *See the template file for consolidation tiers.* Do not manually create a tier for this, but you can copy annotations from your tier to this tier and then make adjustments as needed.
* For consolidation, if you are the primary coder, save two copies of the ELAN file in the “Verbal Consolidated” folder:
  + Save the first copy as is and title it “Participant\_Number\_VC1\_ForVerbal”
  + Then delete the BLOCK, QUESTION, GROUP, COMPARATIVE UTTERANCE and COMMENTS tiers and save this second copy as “Participant\_Number\_VC1\_ForGesture”