1. Define the Objective:
   - This data annotation task categorizes news articles based on their bias towards certain entities. We will label each sample with one of the following options: "Unbiased," "Biased against Palestine," "Biased against Israel," "Biased against both Palestine and Israel", "Biased against others," "Unclear," or "Not Applicable."

2. Describe the Task:
   - The task involves annotating data (text) by assigning labels to news articles to determine if they exhibit bias.

     Example 1: news article sample: "The Hamas-run Gaza Health Ministry stated on Monday that, since Saturday, Al-Shifa Hospital has been without power and supplies, leading to the loss of lives, including several newborns, due to the hospital's inability to function."

     The label we identified as most fitting for this article is "Unbiased."

     Example 2: news article sample: "BEAUTY AND THE BEASTS: Former Miss World scorches the United Nations and women's groups refusing to condemn Hamas terrorists' brutal atrocities."

     The label we identified as most fitting for this article is "Biased against Palestine."

3. Establish Categories:

   The following are the labels we used for annotating the data and a brief definition of each:

   - Unbiased.
   - Biased against Palestine.
   - Biased against Israel.
   - Biased against both Palestine and Israel.
   - Unclear.
   - Not Applicable.

4. Detailed Category Guidelines:
   - Unbiased: refers to news content that solely reports on events without incorporating biased or derogatory terms towards any entities involved.
   - Biased against Palestine: refers to news material that uses derogatory language or subtly negative categorizations to portray Palestinians or Hamas in a disparaging light, beyond the mere presentation of factual information, often indicative of underlying prejudicial sentiments.
   - Biased against Israel: refers to news material that uses derogatory language or subtly negative categorizations to portray Israel in a disparaging light, beyond the mere presentation of factual information, often indicative of underlying prejudicial sentiments.

- Biased against both Palestine and Israel: refers to news material that uses derogatory language or subtly negative categorizations to portray both Palestinians and Israelis in a disparaging light, beyond the mere presentation of factual information, often indicative of underlying prejudicial sentiments.
- Unclear: refers to news articles that have vague or incomplete content, like text that has been cut off and doesn't provide any useful information.
- Not Applicable: refers to news articles that have complete content and convey meaning, but do not relate to the Israeli-to-Palestinian occupation and its results.

5. Include Examples:
   - Unbiased:
     - is "unbiased": "An Israeli child talks about his experience being held hostage by Hamas and mentions that he was taught some Arabic and how to use prayer beads."
     - is not "unbiased": "BREAKING: Israeli forces lands massive destruction on Gaza this is a response to the terrorist attack on Isreal by an Iranian backed terrorists group Hamas. Photo Credit: Middle East Eye"
   - Biased against Palestine:
     - is "Biased against Palestine": "LIVE: Just as ISIS is destroyed...Hamas will be buried in the same way! #IsraelHamasConflict #WarZone"
     - is not "Biased against Palestine": "America and Britain support Israel, attack on Hamas continues, see big news LIVE"
   - Biased against Israel:
     - is "Biased against Israel": "We mobilize our revolutionary youth throughout the West Bank and Jerusalem and call on them to escalate the struggle and revolution until the Nazi occupation is defeated."
     - is not "Biased against Israel": "An Israeli child talks about his experience being held hostage by Hamas and mentions that he was taught some Arabic and how to use prayer beads."
   - Biased against both Palestine and Israel:
     - is "Biased against both Palestine and Israel": something like the previous examples but against both.
     - is not "Biased against both Palestine and Israel": "An Israeli child talks about his experience being held hostage by Hamas and mentions that he was taught some Arabic and how to use prayer beads."
   - Unclear:
     - is "Unclear": "🔴 NEWS ALERT"
     - is not "Unclear": "An Israeli child talks about his experience being held hostage by Hamas and mentions that he was taught some Arabic and how to use prayer beads."

- ○ Not Applicable:
  - is "Not Applicable": "🎁 Here we go for the explosive 1/4 finals 🧨 The Super Eagles 🦅🇳🇬 and the Palancas Negras 🦌🇦🇴 open the ball. On this occasion, we are offering you 10x20,000 FCFA of freebets to win 🕹️ To participate, you yourself know: 1️⃣ Like this post and our page 2️⃣ Tag your Gaza or your cp 3️⃣ And give us your betclic nickname and it exact score of this #NGRANG (Ex: NGR 2-0 ANG or 2-0 for Nigeria) 🔴 End of the game 5 p.m. 🟢 Draw: tomorrow 🍀 Good luck gbonhi 😉"
  - is not "Not Applicable": "An Israeli child talks about his experience being held hostage by Hamas and mentions that he was taught some Arabic and how to use prayer beads."

6. Outline the Process:
   - ○ We first divide the work among ourselves and then we remind ourselves of the annotation guidelines we defined finally we start annotating.
   - ○ the only tools we used were Google Drive and Google Sheets.

7. Set Quality Standards:
   - ○ Quality: on a scale of 10 (1:worst, 10:best) our data would be 8.
   - ○ How we measured: from one time to another we were revising each other's annotations to follow our guidelines.

8. Handle Ambiguities:
   - ○ In such cases, we created a chat group to communicate quickly and clearly. Whenever one of us encounters an ambiguous situation, they bring it back to the group, and we collectively brainstorm to find a solution.

The Rest Annotation Guideline points we handled on our chat group by communication.