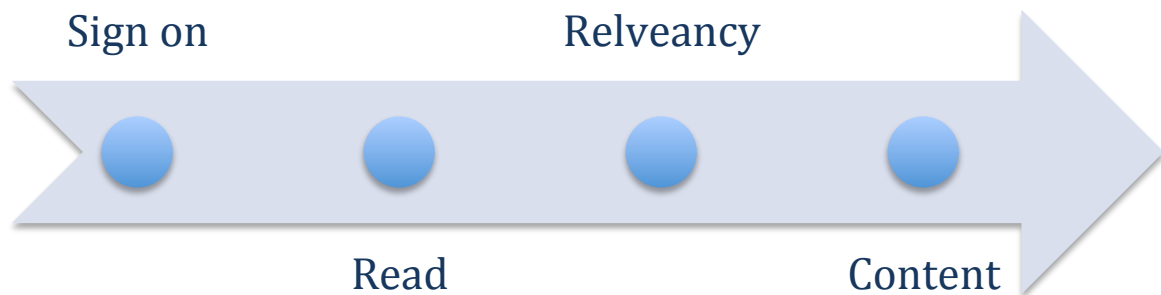


CJP's Media Coding Project



Step 1 Sign on

Sign on to CJP data web site.

Step 2 Read

Read each article thoroughly.

Step 3 Relevancy

Categorize each article on its relevancy.

Step 4 Content

Code the content with the topics provided.

Step 1 Sign on

Sign on to: <http://data.chicagojustice.org/>

CJP will assign volunteers their user identification and passwords. To start sign on the web address detailed above with your user identification and password. Upon sign in you should see the articles screen, (pictured below). If you are on another page within the web site please click on articles in the navigation box in the top left. It is through this interface that you will access each article. After signing on the site and reaching the articles page proceed to step 2 in the process.

Articles Page Screen Capture

Title	Source	Crime Related	Load Date	Last Updated	Original URL	
Woodridge man charged with killing father with weed wacker - Chicago Sun-Times	Chicago Sun-Times	✓	Aug. 15, 2011, 2:09 p.m.	Aug. 15, 2011, 2:09 p.m.	http://www.suntimes.com/news/crime/7083140-417/woodridge-man-charged-with-killing-father-with-weed-wacker.html	view
Californian sentenced in Iran missile parts case - chicagotribune.com	Chicago Tribune	✓	Aug. 15, 2011, 1:48 p.m.	Aug. 15, 2011, 2:02 p.m.	http://www.chicagotribune.com/topic/chi-ap-us-missileparts-iran.0.3091992.story?track=rss-topicgallery	view
AP-IA--Dove Hunting-Shot, 1st Ld-Writethru,461 - chicagotribune.com	Chicago Tribune	✓	Aug. 15, 2011, 1:48 p.m.	Aug. 15, 2011, 2:02 p.m.	http://www.chicagotribune.com/topic/chi-ap-ia-dovehunting-shot.0.7465608.story?track=rss-topicgallery	view
Cops: Woodridge man beat father to death with weed trimmer - chicagotribune.com	Chicago Tribune	✓	Aug. 15, 2011, 1:48 p.m.	Aug. 15, 2011, 1:48 p.m.	http://www.chicagotribune.com/topic/chi-woodridge-man-charged-with-killing-his-father.20110815.0.4281591.story?track=rss-topicgallery	view
Man caught by police after robbing lifelong friends at gunpoint - Chicago Sun-Times	Chicago Sun-Times	✓	Aug. 15, 2011, 12:11 p.m.	Aug. 15, 2011, 2:09 p.m.	http://www.suntimes.com/news/crime/7082325-417/man-caught-by-police-after-robbing-lifelong-friends-at-gunpoint.html	view
Mich. man charged with threatening letter carrier - chicagotribune.com	Chicago Tribune	✓	Aug. 15, 2011, 12:04 p.m.	Aug. 15, 2011, 2:05 p.m.	http://www.chicagotribune.com/topic/chi-ap-mi-lettercarrier.0.7426604.story?track=rss-topicgallery	view
Trial over hot dog advertising opens in Chicago - chicagotribune.com	Chicago Tribune	✓	Aug. 15, 2011, 12:04 p.m.	Aug. 15, 2011, 2:03 p.m.	http://www.chicagotribune.com/topic/chi-ap-il-hotdogbeef-trial.0.916566.story?track=rss-topicgallery	view

Create your data

Each volunteer will be given a specific date range for the articles they are to review and code. You can create this date range by entering the start and end dates in to the appropriate boxes and hitting search. The database will then provide you a listing of the articles that fall within that range for you to review and code.

Step 2 Read

To read the first article please click on view in the right most column. Here you will access the full content of each article. Please read each article thoroughly to guarantee that you are comfortable judging the relevancy of each article and what codes apply to the article.

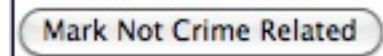
Step 3 Relevancy

We have a four-tier process of judging the relevancy of each article. Please focus on:

- Crime, violence, and victimization that occur in Chicago
(Regardless of whether or not a Chicago resident is the victim or perpetrator)

- Chicago residents who are the victims or perpetrators of crime (Regardless of whether it occurs in Chicago or across the nation)
- Specific criminal justice agencies as specified in the Media Coding Chart. This includes any coverage of the agencies what so ever, it does not have to be specifically crime related. This could include such topics as change in management or new policies being put into place.

If the article in question does not fall under one of these categories then the article should be marked as not relevant. You mark an article as not relevant by clicking on:



button. When you mark an article as not crime related it will be removed from view in the database.

After classifying the relevancy of the article please move to step 4.

Step 4 Content

In this step we are asking volunteers to code the content of the relevant articles. We have provided 39 categories to guide the coding. For each article select the codes that are associated with the content of the article. Many articles will have multiple codes but some may only have a single code. To select a code click on the box to the right of the text and a check mark will appear. To unselect a code just click on the box like you would to select it.

After you have completed the coding click on update categories and you will see that at the top of the article box the phrase “Categories have been updated”. Next click on return to previous page to return to the list of articles and restart the process.

Legal Notice

The Chicago Justice Project is capturing the data from the various media web sites for research purposes only. It would be a violation of US copyright laws for you to communicate the content that CJP has captured for purposes that are not directly related to our current research purposes. Please refrain from transferring the contents captured by the Chicago Justice Project to individuals that are not directly involved in the research project.

Frequently Asked Questions

How to handle vague attributions?

Often you will encounter circumstances where a brief phrase is used like “the police said” or “prosecutors said” to attribute a quote. If you are certain that the crime or victimization being covered occurred in Chicago then it is permissible to code the article as related to the Chicago Police Department when you see the phrase “the police”. This also applies to the phrases like “prosecutors said” if the crime or victimization that is being discussed occurred in Cook County it is permissible to code that article as related to the Cook County State’s Attorney’s Office.

Should I worry about over coding?

CJP recommends that volunteers err on the side of over-coding rather than under-coding. If you notice a pattern that consistently leaves you on the fence about how to code the article please send an email to the list-serve at cjp-media-coding-group@googlegroups.com and we will respond to your questions as soon as possible. Also, we believe other volunteers have also confronted the same question and with your email you might learn about a solution that has been tried and worked from one of your peers.

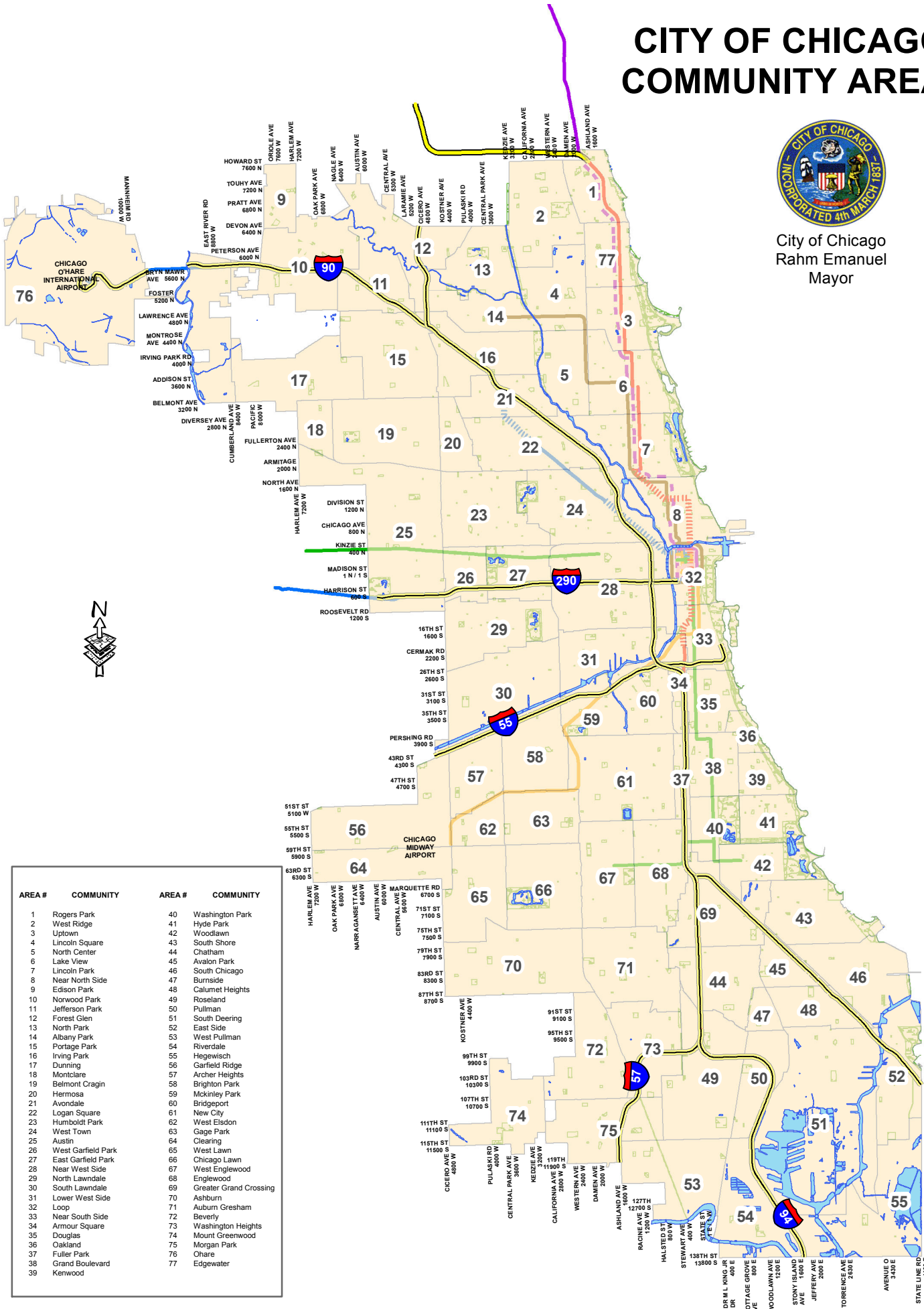
Should we code what seems to be the same article over again if they are in the database?

The local press seem to have this practice where they will post a very small article on a topic on their website and then continue to update it through the day and even into the next day. This practice most often occurs with what the press deems to be “breaking news” stories. They post a simple paragraph that tells readers almost nothing and then continue to update the original post into longer and longer versions. Our architecture grabs each version of these stories and treats them as new articles. We have decided to ask volunteers to continue to code each article as if it were a new and totally independent article.

CITY OF CHICAGO COMMUNITY AREAS



City of Chicago
Rahm Emanuel
Mayor



AREA #	COMMUNITY	AREA #	COMMUNITY
1	Rogers Park	40	Washington Park
2	West Ridge	41	Hyde Park
3	Uptown	42	Woodlawn
4	Lincoln Square	43	South Shore
5	North Center	44	Chatham
6	Lake View	45	Avalon Park
7	Lincoln Park	46	South Chicago
8	Near North Side	47	Burnside
9	Edison Park	48	Calumet Heights
10	Norwood Park	49	Roseland
11	Jefferson Park	50	Pulman
12	Forest Glen	51	South Deering
13	North Park	52	East Side
14	Albany Park	53	West Pullman
15	Portage Park	54	Riverdale
16	Irving Park	55	Hegewisch
17	Dunning	56	Garfield Ridge
18	Montclare	57	Archer Heights
19	Belmont Cragin	58	Brighton Park
20	Hermosa	59	Mckinley Park
21	Avondale	60	Bridgeport
22	Logan Square	61	New City
23	Humboldt Park	62	West Elsdon
24	West Town	63	Gage Park
25	Austin	64	Clearing
26	West Garfield Park	65	West Lawn
27	East Garfield Park	66	Chicago Lawn
28	Near West Side	67	West Englewood
29	North Lawndale	68	Englewood
30	South Lawndale	69	Greater Grand Crossing
31	Lower West Side	70	Ashburn
32	Loop	71	Auburn Gresham
33	Near South Side	72	Beverly
34	Armour Square	73	Washington Heights
35	Douglas	74	Mount Greenwood
36	Oakland	75	Morgan Park
37	Fuller Park	76	Ohare
38	Grand Boulevard	77	Edgewater
39	Kenwood		