

BANKING ROYAL COMMISSION FACTIVA GUIDE

Current as at January 2019



UNSW
SYDNEY

CLMR
Centre for Law
Markets and Regulation

1 FORWARD

This Guide explains how to search for media sources on the topic of the Banking Royal Commission using Factiva. It was prepared to assist CLMR interns with the task of searching and exporting all media on the topic of the Banking Royal Commission within a particular date range.

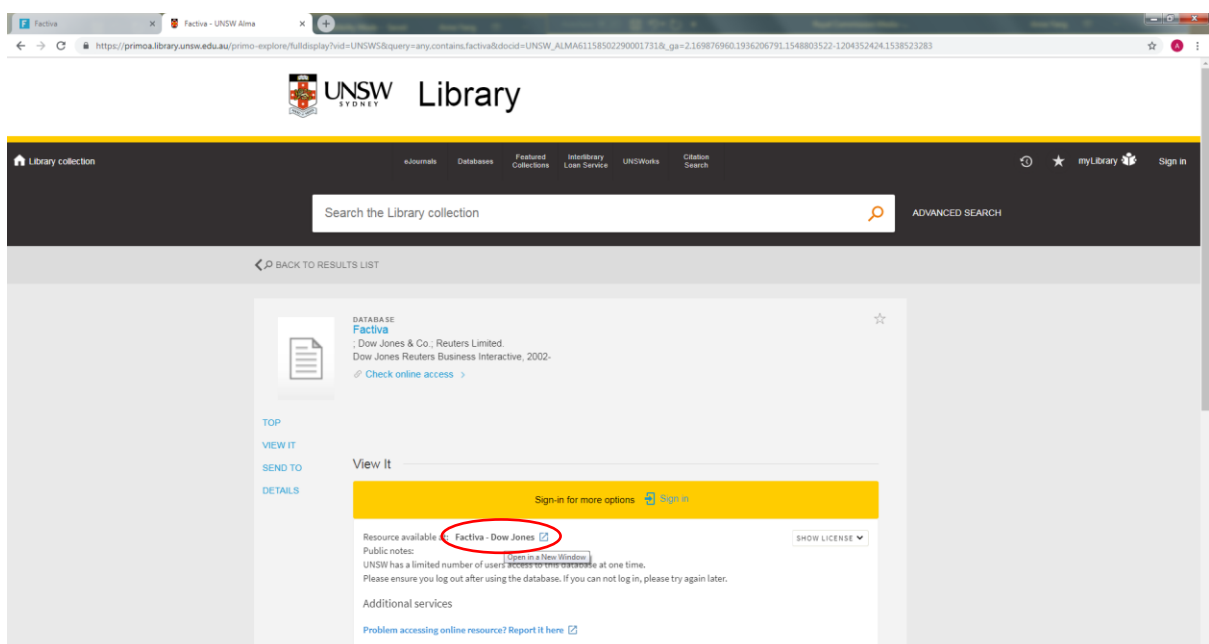
2 BACKGROUND INFORMATION

Factiva is a news database produced by Dow Jones that provides access to a wide range of information from newspapers, newswires, industry publications, websites, company reports, and more.

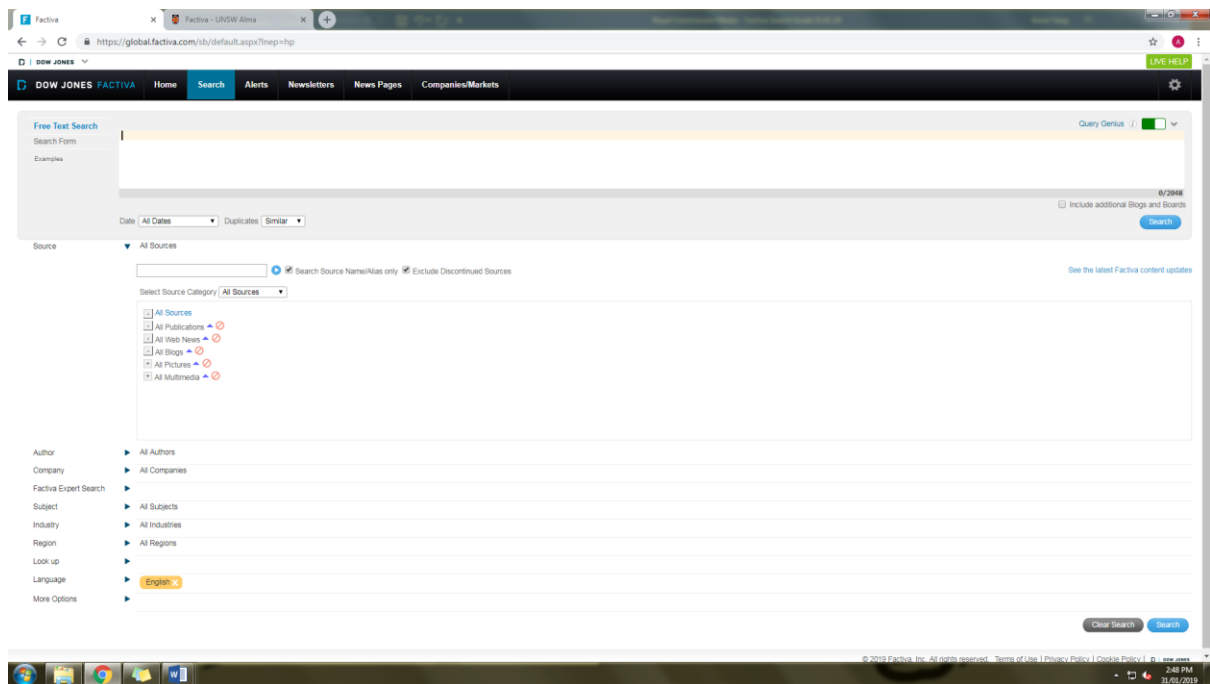
3 STEP-BY-STEP GUIDE

Accessing Factiva

1. Open the following link on your preferred internet browser and ensure that you are signed in to UNSW myLibrary: https://primoa.library.unsw.edu.au/primo-explore/fulldisplay?vid=UNSW&query=any,contains,factiva&docid=UNSW_ALMA61158502290001731&_ga=2.169876960.1936206791.1548803522-1204352424.1538523283
2. Click 'Factiva – Dow Jones':

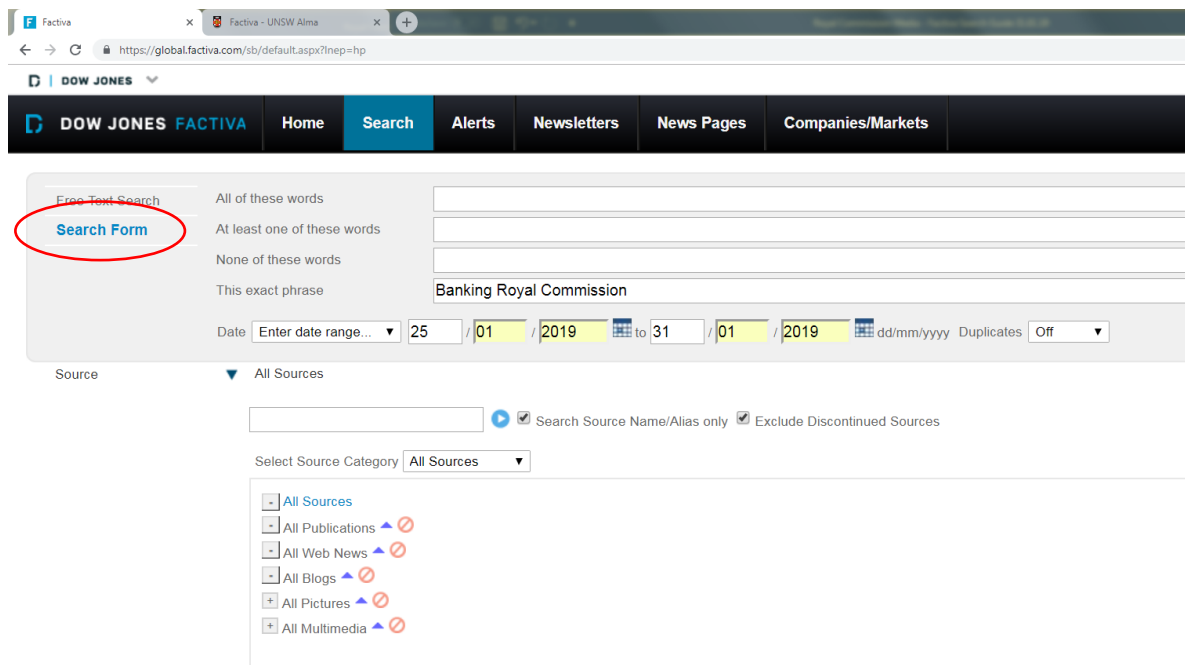


A new tab/window will open to the Factiva website:

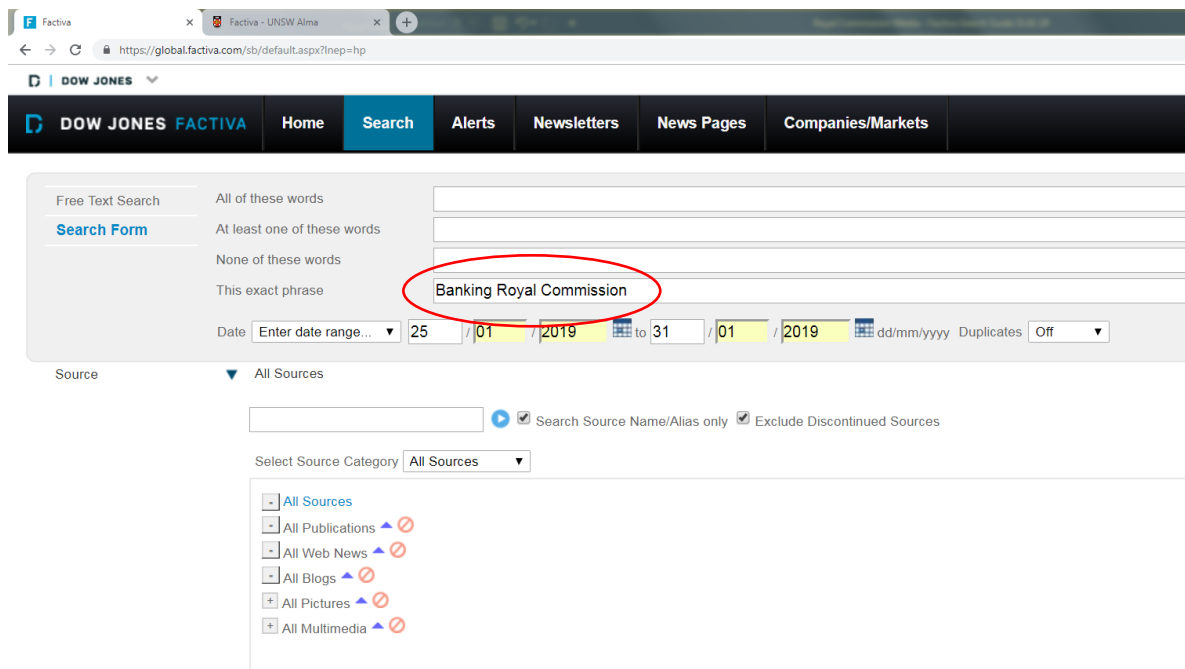


Search parameters

3. Select the search method 'Search Form':



4. Enter into the search bar 'This exact phrase' the search term 'Banking Royal Commission':



The screenshot shows the Factiva search interface. The search term 'Banking Royal Commission' is entered in the 'This exact phrase' field, which is circled in red. The date range is set from 25/01/2019 to 31/01/2019. The source is set to 'All Sources'.

Free Text Search

Search Form

All of these words

At least one of these words

None of these words

This exact phrase

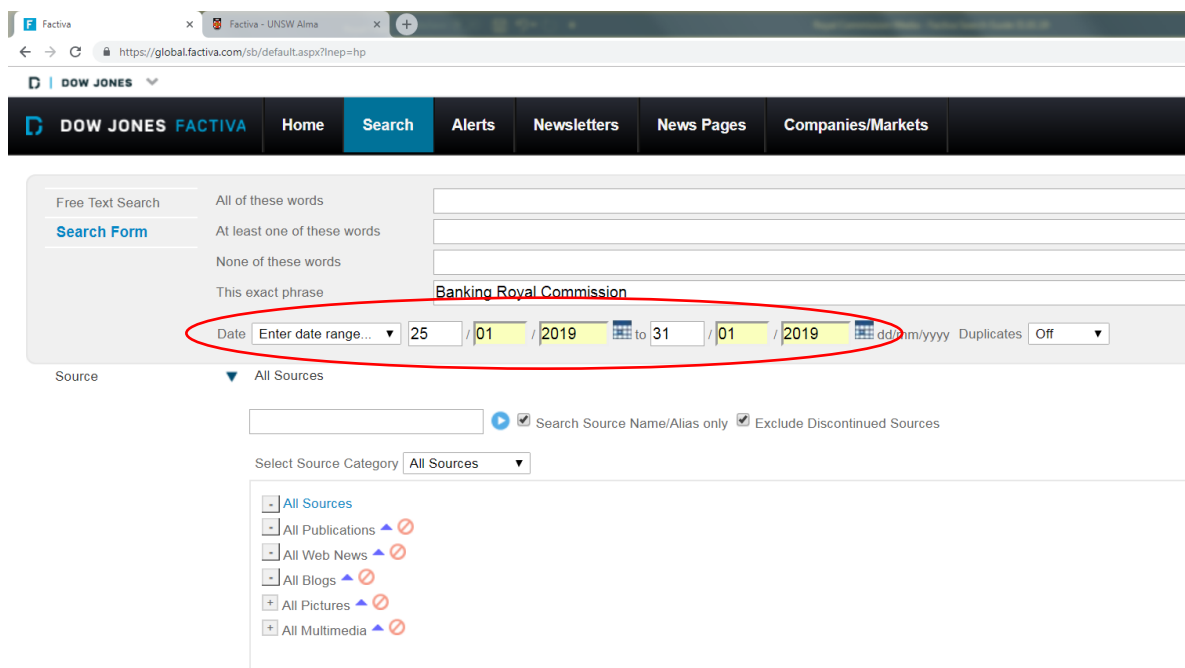
Date Enter date range... 25 / 01 / 2019 to 31 / 01 / 2019 dd/mm/yyyy Duplicates Off

Source All Sources

Select Source Category All Sources

- All Sources
- All Publications
- All Web News
- All Blogs
- All Pictures
- All Multimedia

5. Select your date range. To determine the start date, check the end date of the last folder of saved search results. Your start date is the following day. Your end date is the day before the day on which you conduct your search. For example if the most recently search was for 18/01/2019–24/01/2019 and you are conducting your search on 01/02/2019, the date range for your search would be 25/01/2019 to 31/01/2019. The reason we only search up to the day before the current date is so that the search has complete data up to the final day and we do not miss any records.



The screenshot shows the Factiva search interface. The date range is set from 25/01/2019 to 31/01/2019, which is circled in red. The search term 'Banking Royal Commission' is entered in the 'This exact phrase' field. The source is set to 'All Sources'.

Free Text Search

Search Form

All of these words

At least one of these words

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Date Enter date range... 25 / 01 / 2019 to 31 / 01 / 2019 dd/mm/yyyy Duplicates Off

Source All Sources

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- All Sources
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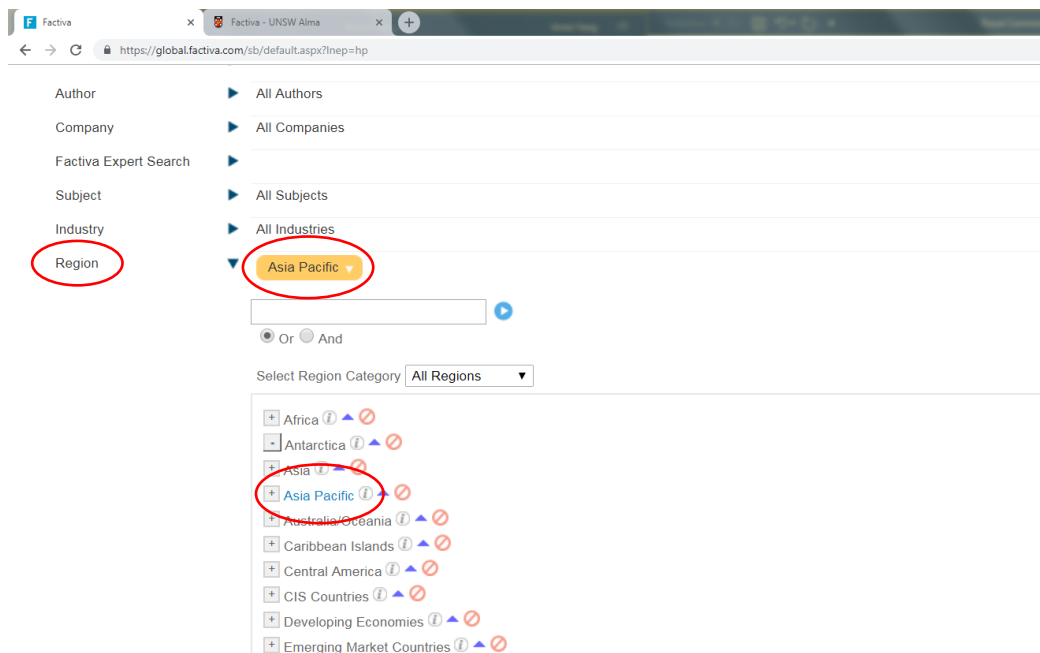
6. In the 'Duplicates' downbar, select 'Off', so that the search collects all media, including duplicated articles.

The screenshot shows the Factiva search interface. The search bar contains the text "Banking Royal Commission". The date range is set from 25/01/2019 to 31/01/2019. The "Duplicates" dropdown menu is open, showing options: "Off", "Identical", and "Similar". The "Off" option is selected. The "Source" section is expanded, showing "All Sources" and a list of source categories: "All Publications", "All Web News", "All Blogs", "All Pictures", and "All Multimedia".

7. For Subject, exclude 'Sports', by clicking the red circle symbol next to Sports. Make sure the selection has been saved by checking that the grey and orange text bubbles appear as below.

The screenshot shows the Factiva search interface with the search criteria updated. The "Subject" section is expanded, showing a list of subject categories: "Commodity/Financial Market News", "Content Types", "Corporate/Industrial News", "Economic News", "Political/General News", "Selection of Top Stories/Trends/Analysis", and "Sports". The "Sports" category is circled in red, indicating it has been excluded. The "Duplicates" dropdown menu is still set to "Off".

- For Region, select 'Asia Pacific'. An orange text bubble will appear once the selection has been saved.



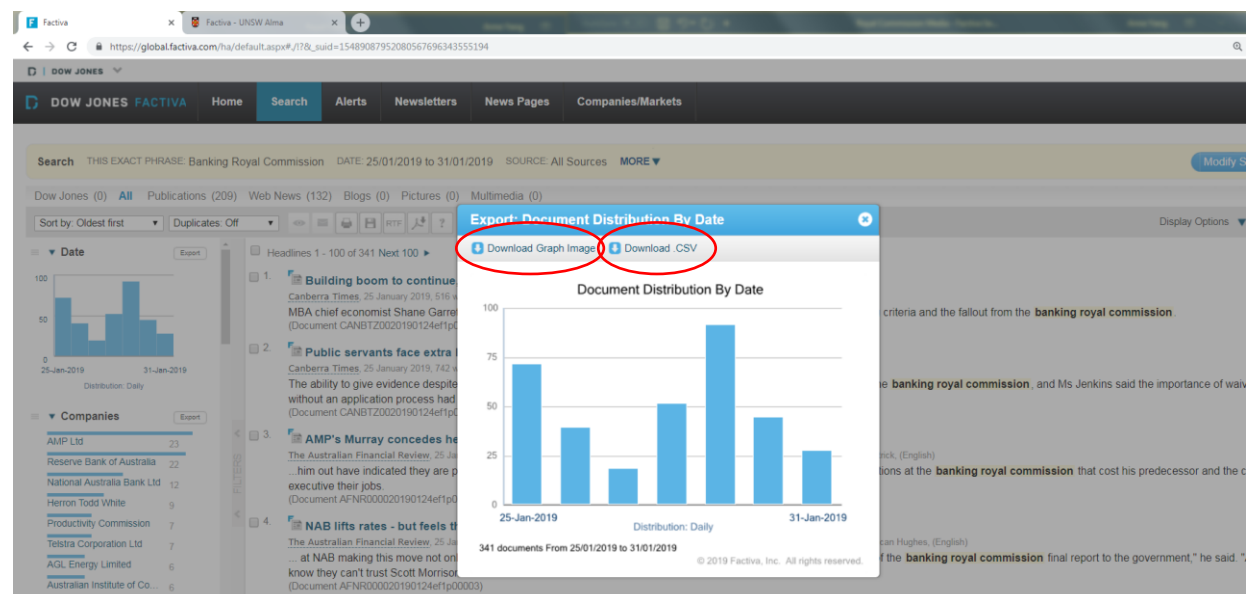
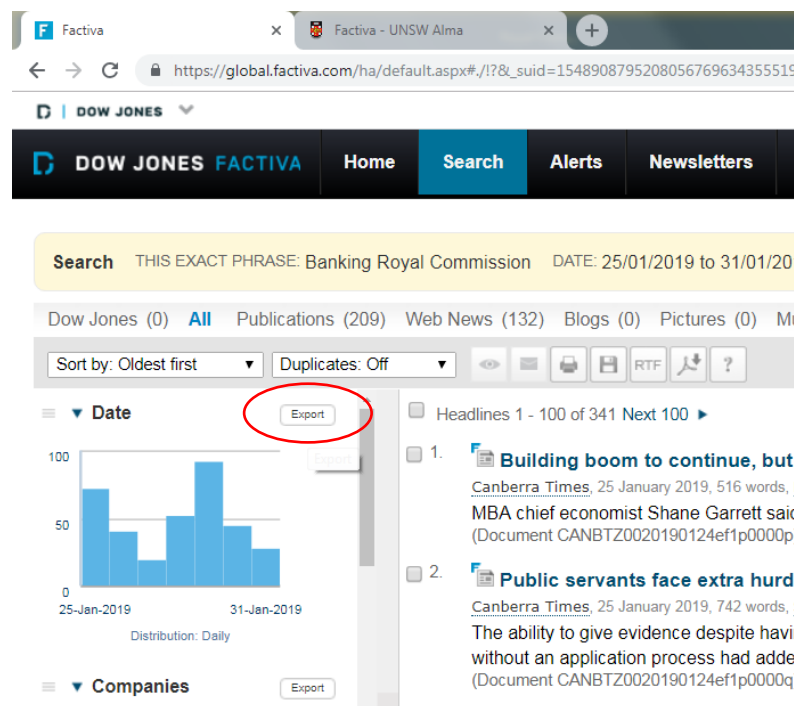
- Run the search, by clicking the blue text bubble 'Search' in the bottom right hand corner of the webpage.

Exporting search results

10. Collect the summary statistics from the panel on the left hand side. So for each of the following:

- Date;
- Companies;
- Sources;
- Regions; and
- Executives

click 'Export', and download both the 'Graph Image' and Excel data ('.CVS').



Rename each file in the following format: eg, DateChart, DateData, CompaniesChart, etc.

11. Select the first 100 articles by clicking the box circled below. Then download the selected articles in RTF format, by clicking the 'RTF' box and then clicking 'Headline, Article and TOC'. The selected articles will save to the Downloads folder on your device.

ASE: Banking Royal Commission DATE: 25/01/2019 to 31/01/2019 SOURCE: All Sources MORE ▼

Publications (209) Web News (132) Blogs (0) Pictures (0) Multimedia (0)

Duplicates: Off

Export

Headlines 1 - 100 of 341

RTF

Headline Format
Article Format
Headline, Article and TOC

1. **Building boom**
Canberra Times, 25 January 2019, 516 words, Daniel Burdon, Daniel Burdon Daniel Burdon Chief Assembly Reporter, (English)
MBA chief economist Shane Garrett said the nation was facing its toughest year in almost a decade amid tightened lending criteria and the fallout (Document CANBTZ0020190124ef1p0000p)

2. **Public servants face extra hurdle to give evidence**
Canberra Times, 25 January 2019, 742 words, Sally Whyte, Sally Whyte Sally Whyte, (English)
The ability to give evidence despite having previously signed a non-disclosure agreement was important in the lead up to the banking royal commission without an application process had added importance when it ... (Document CANBTZ0020190124ef1p0000q)

3. **AMP's Murray concedes he could fall as rebels gather**
The Australian Financial Review, 25 January 2019, 620 words, Aaron Patrick, Jemima Whyte, Jemima Whyte, Jonathon Shapiro and Aaron Patrick, (English)
...him out have indicated they are prepared to sack Mr Murray, who was appointed in May to stabilise AMP following revelations at the banking royal commission executive their jobs. (Document AFNR000020190124ef1p00001)

12. Repeat for the next 100 articles, the next 100 articles thereafter, and so on. For subsequent downloads, after clicking 'Next 100', you will need clear the previously selected articles and select the next 100.

CT PHRASE: Banking Royal Commission DATE: 25/01/2019 to 31/01/2019 SOURCE: All Sources MORE ▼

Publications (209) Web News (132) Blogs (0) Pictures (0) Multimedia (0)

Duplicates: Off

Export

Selected Headlines: 100 Clear

Previous 100 Headlines 101 - 200 of 342 Next 100

101. **Three questions the banking royal commission has to answer**
Australian Broadcasting Corporation (ABC) News, 6:27, 27 January 2019, 1102 words, business reporter, (English)
What can we expect in the final report of the banking royal commission, to be handed to the Governor-General this Friday? (Document WCABCNE020190126ef1q0028n)

102. **Analysis: Three questions the banking royal commission has to answer**
Australian Broadcasting Corporation (ABC) News, 6:34, 27 January 2019, 1104 words, business reporter, (English)
What can we expect in the final report of the banking royal commission, to be handed to the Governor-General this Friday? (Document WCABCNE020190126ef1q002bf)

103. **Lessons learnt from a lifetime investing**
Northern Territory News/Sunday Territorian, 11:00, 26 January 2019, 486 words, Anthony Keane, (English)
While financial advisers have been battered by the banking royal commission, financial strategist Theo Marinis said constant change to invest on their own. (Document WCNORTH020190126ef1q004sc)

104. **Lessons learnt from a lifetime investing**

13. Rename each batch of downloads, by adding to the end of each name the following: “_1_100” for the first batch, and “_101_200”, etc. until all articles have been downloaded.
14. Ensure that all downloaded files are saved in the relevant folder in a sub-folder titled '[relevant date range]' (eg, [25/01/2019–31/01/19]).