

Work Instruction

for Fact Checkers

- Department F of the Ministry for News Competence -

- Task Overview -

Your work as Fact Checker for Department F of the Ministry for News Competence (MfNC) is dedicated to preventing the deliberate spreading of misinformation disguised as journalistic articles, also known as “Fake News”. To fulfill your task please follow closely the operational steps explained in this document.

- Operational Steps -

First, please log in to the intranet of the MfNC. Your personal password is “password123”. Then proceed to open the fact-checking-software by double-clicking on the icon on your desktop.

After a short tutorial explaining the basic functions of the program to you, you will be shown headlines from the internet which our fact-checking-software suspects to be “Fake News”. The following information will be presented to you:

- Headline of the news article
- Newspaper in which the article was published
- Department of the newspaper
- Author
- Place of publication
- Publication date of the article

In order to check if the article presented to you is correct or is containing deliberate misinformation, please use the printed documents the MfNC provided you with. We ask you to verify up to five aspects of the article:

1. *Date of Publication and the Event Referred to*

Please check if the article was published during the time when its main topic was covered by other media as well. See **Appendix A** (“Time Span of Events with High Public Interest”).

2. *Authors and their journalistic Department*

Does the author actually write for the specified journalistic department (politics, science etc.)? Please refer to **Appendix B** (“Directory of Journalists”).

3. *Authors and the Newspapers*

Does the author publish news articles in the specified newspaper on a regular basis? Please check **Appendix C** (“Register of Journalists”). If you need to compare the short forms of the journalists’ names beforehand, please refer to **Appendix B** (“Directory of Journalists”) first.

4. *Place of Publication*

Is the newspaper in which the article is supposedly published actually published in the specified region? Please refer to **Appendix D** (“Newspapers in the regions of Freiland”). Additionally we provided you with a **map of Freiland** as well as a **note on its regions**.

5. *Date of Publication*

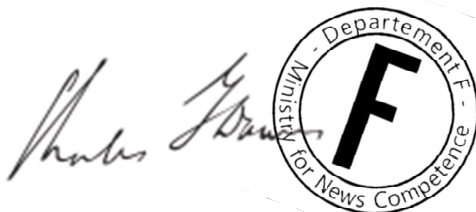
Is the articles’ date of publication actually correct? Was the article published on a weekday where the specified newspaper is normally published? Please check **Appendix E** (“Weekly Publication Schedule of Freiland Newspapers”). Also please use a calendar if necessary.

If you notice any kind of irregularities or you can identify some sort of deliberate misinformation please mark the article as “fake”! If on the contrary all the given information can be verified or at least seem plausible please mark the article as “correct”.

In the beginning (and occasionally later) you will work with articles that have already been checked in part by your colleagues. Information that has already been verified will be emphasized by a **green background** and doesn’t need to be checked anymore.

Please keep in mind that our work is of great importance for the democracy of our country. All the decisions we make have consequences. Please proceed with care and work responsibly!

p.p.

A handwritten signature in black ink, which appears to read 'Hubertus J. Duwern', is written over a circular official stamp. The stamp has a thick black border. Inside the border, the text 'Minister - Departement F -' is written along the top arc, and 'For News Competence' is written along the bottom arc. In the center of the stamp is a large, bold, black letter 'F'.

(Hubertus J. Duwern)