Pre-existing fields:

A. Incident number
B. Date—date of newspaper story
C. Title—title of story
D. Organization—source of news story
E. City—city in which story was published
F. State—state in which story was published
G. URL—url to the story

Fields to code:

H. Hate Incident—code as 1 if the story refers to a recent incident, in which one or more individuals engaged in hate speech or violence against a minority group. Code as 0 if the story is on legislation, or doesn't involve any hostile activity against a minority group. If this variable equals 0, then fill all other columns in this row as "na," except for column T (Incident type)
I. New incident—code as 1 if the story reports a recent hate incident (within a couple of days), otherwise code as 0.
J. Day of Incident—enter the day of the month on which the incident occurred, enter 'na' if unclear.
K. Month of Incident-- enter the month (numeric) during which the incident occurred, enter 'na' if unclear.
L. Year of Incident-- enter the year during which the incident occurred, enter 'na' if unclear.
M. Violent—enter 1 if the incident involved violence, e.g., a physical fight, assault, murder. Otherwise enter 0.
N. Num Victims—enter the number of victims, either exact or approximate (e.g., "more than 1", "more than 100", etc.) enter 'na' if unclear.
O. Num Perp—enter the number of perpetrators, either exact or approximate (e.g., "more than 1", "more than 100", etc.) enter 'na' if unclear.
P. Num Deaths—enter the number of fatalities, either exact or approximate (e.g., "at least 1", "more than 1", "more than 100", etc.). Enter 0 if not a fatal incident, 'na' if not a violent incident.
Q. Issue Identity—enter the type of identity that triggered the crime (e.g., race, LGBT, immigration status, nationality, etc.)
R. Incident City—City in which the incident occurred.
S. Incident State—State in which the incident occurred. If not a US incident, enter country.
T. Incident Type—one or two-word summary of what happened (e.g. murder, hate mail, prison fight, etc.)
U. Inc Intensity—numeric value associated with the type of incident:
    1=unorganized expression of hate speech
    2=organized expression of hate speech (e.g., hate mail or rally)
    3=non-fatal physical violence
    4=violence resulting in at least 1 fatality
    5=mass violence resulting in several injuries fatalities (e.g., someone drove a car into a crowd, a shooting)
    6=mass murder/terrorism related incident (e.g., Dylan Roof, the plot against a Kansas mosque, a bomb plot)
V. Notes—any coder remarks about the incident or the story.