**NATO PROJECT: INSTRUCTIONS FOR RAS**

**keyword\_binary (automated codes)**

This code classifies “**related paragraphs**” through automated word-search. Paragraphs are coded as “1” if they match one of the following rules (and “0” otherwise):

* Paragraphs that contain the following keywords:

- Case Sensitive: "NATO", "NAC"

- Case Insensitive: “North Atlantic Alliance”, "Atlantic Treaty", "Atlantic Council".

* Paragraphs in a document where the TITLE contains the following keywords:

- Case Sensitive: "NATO", "NAC"

- Case Insensitive: “North Atlantic Alliance”, "Atlantic Treaty", "Atlantic Council"

We suggest you scroll through the spreadsheet and find paragraphs with keyword\_binary == 1. Then read 2-3 paragraphs above and below to check for relevance.

**relevance (hand codes)**

The relevance code determines if a paragraph is "relevant" to the research question – i.e., that is addresses contributions of NATO allies. These statement might use words such as "contribution" (or related term) or "responsibility" (or related term) or "effort" (or related term). Stating frustration over an active policy (e.g. "we don't like what our allies are doing in Libya") is not relevant.

Please manually code paragraphs as follows:

* + **1**: Paragraph is relevant to research question.
  + **0**: Paragraph is not relevant to research question.
  + **NP**: Paragraph is not spoken by a President e.g. question by a reporter, statement by guest, etc.

If you’re not sure whether a paragraph is relevant, take your best guess, and then make a note in the “notes” column explaining your thought process.

**sentiment (hand codes)**

If a paragraph is relevant (relevance code == 1), please determine its “shaming sentiment.” This means the paragraph uses words or phrases such as "inadequate", "we need you", "pay fair share", "need to do more", or "don't be a burden". Not looking for "back handed compliments" (e.g. "NATO is doing more after I forced them too"), but can be expressing disappointment (e.g. "we need you and expect more from you").  Not coding "facts about NATO" (e.g. they are in Afghanistan) that do not provide any sentiment.

Please manually code paragraphs as follows:

* + **N**: Paragraph is negative in sentiment, shaming other countries..
  + **P**: Paragraph is positive in sentiment, praising other countries.
  + **A**: Paragraph is ambiguous in sentiment, or combines both positive and negative valence.

If you’re not sure what a paragraph’s sentiment is, take your best guess, and then make a note in the “notes” column explaining your thought process.

**confidence and notes (hand codes)**

Please indicate your level of confidence in the codes you entered above:

* H: High confidence
* L: Low confidence

The “notes” column is your space to enter comments, questions, and other notes about the paragraph and your coding procedure.