

KMS: Ethics Eye

<Ethics eye> – represents the data that need to be added based on the specific document.

Format for single uploads

Page	Category	Action to be taken	To be filled with	Example
Page 01	Collection	Fill	Research and Advisory > Media > Platforms >Ethic Eye	Research and Advisory > Media > Platforms >Ethic Eye
Page 02	Authors: Last name	Fill	<Ethics Eye>	Ethics Eye
	Authors: first name	Leave it empty		
	Title	Fill	<Infographic/video > First headlining>	Ex:- වාර්ගිකත්වය පුවතට අදාළ වන්නේ කෙසේද?
	Other Titles	Leave it empty		
	Date of Issue: Year	Fill	<Year EE was Published>	2021
	Date of Issue: Month	Fill	<Month EE was published>	01
	Date of Issue: Day	Fill	<Date EE was Published on the Facebook or Twitter>	27
	Publisher	Fill	<Colombo: Verité Research'>	Colombo: Verité Research'
	Citation	Leave it empty		
	Series name	Fill	<Ethics Eye>	Ethics Eye
	Report or paper no.	Fill	-`	-
	Identifiers	Leave it empty		
Type	Fill	<Select the type of content of the item>	Ex:- Infographics	

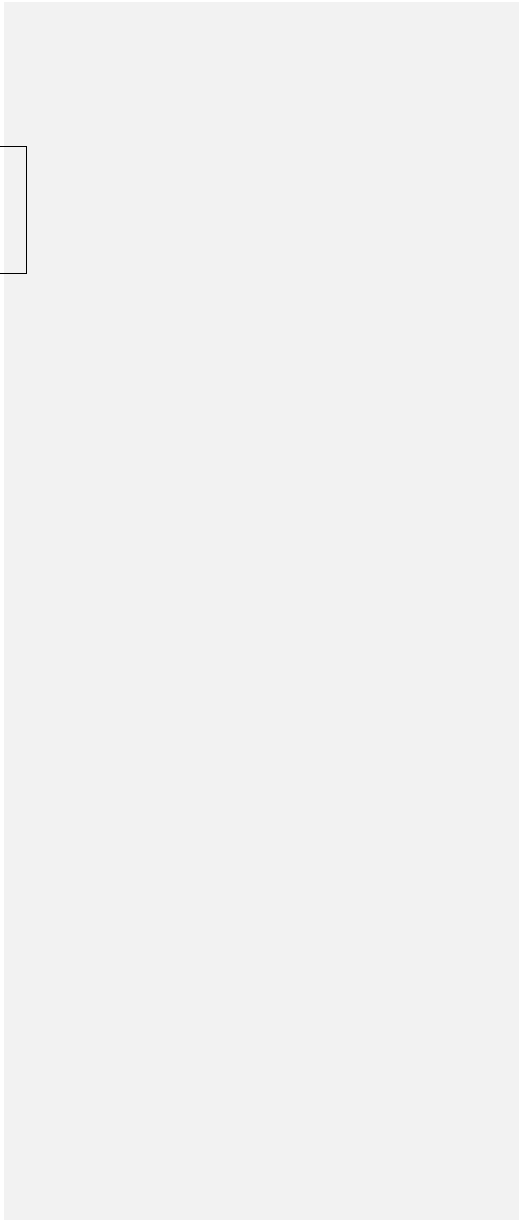
	Language	Fill	<Select the languages of the main of the item > Ex: English/Tamil/Sinhala	Ex:-Sinhala
	Next	Click on 'Next'		
Page 03	Subject keywords	Fill	<Select from a list of keywords provided for reports>	Ethical_reporting/ Unethical_reporting/ Misleading_headlines/ Accuracy/ Disinformation/Misinformation/ Malinformation/ No_Sources/ Apologies Suicide/ Personal_details/ Photographs/ HIV/ AIDS/ Minors/ Sexual_crime/ Sexual_harassment/ Religion/ Ethnicity/ Xenophobia/ Stereotyping/ Communal_discord/ Communal_Violence/ Sexist/ Gender_discrimination/ Discrimination/ fear_&_shock/ Biased_reporting Corona/Covid-19/ Derogatory_terms/ කුඩ්ඩා/ මත්ලෝලියා/ දූෂණය/ කෙළෙසීම/ රුමත්/ වීනා/ හාමිපුතා/ ගණිකා/ Divaina/ Dinamina/ Mawbima/ Aruna/ Lankadeepa/Ada/ Silumia/ SathiAgaAruna/ Sinhala_newspapers/ English_newspapers/ Tamil_newspapers/ TV/ Derana/ Rupavahini/ Swarnavahini/ Sirasa/ Hiru/ ITN

	Project code	Leave it empty	<Platform ethics eye>	Platform ethics eye
	Abstract	Fill	<Ethical Violation/language/newspaper name >	Ex: In the month of September 2020 article published in <i>Aruna</i> used the term "Hamputha" which shows the "employer-employee" relationship more as "master-servant" relationship. Enter other relevant information about the post/submission here
	Sponsor	Leave it empty		
	Description		Enter other relevant information about the post/submission – see egs given in the next column	Eg. This entry includes a write-up and infographic. (both in Sinhala) This entry includes a write-up and infographic. (in English and Sinhala)
	Next	Click on 'Next'		
Page 04	Document title	Rename file before uploading	<YYYYMMDDMediaEEDescription/Violation/ file type>	EE20120190701MediaEESuicide.png EE201920190701MediaEESuicide.pdf
	File	Upload the document + both translations by clicking 'Choose File'	Upload all files related to the submission	
	File description	Fill for each file	<Infographic/Video/Article>	Ex: Infographic

Commented [PG1]: This is the abstract. Refer to my comments and example given earlier (9 Feb 2021 - [Media-Data-Entry-Policy-Guide-EE-PG-2021-02-09.docx](#))

Enter other relevant information about the post/submission here

	Upload file & add another	Click on 'Upload file & add another' to submit the file		
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Format for multiple entry submissions only for suicide posts and derogatory terms (e.g., corona related, dooshanaya, rumath, kudda, kelasima etc.) [on a monthly basis]

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	Authors: first name	Leave it empty		
	Title	Fill	<Infographic/video > First headlining> *When uploading multiple posts choose the title in the [chronological order] first post and include it here	Ex: - වාර්ගිකත්වය පුවතට අදාළ වන්නේ කෙසේද?
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	Date of Issue: Year	Fill	<Year EE was Published>	2021
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	Date of Issue: Day	Fill	-	-
	Publisher	Fill	<Colombo: Verité Research’>	Colombo: Verité Research’
	Citation	Leave it empty		
	Series name	Fill	<Ethics Eye>	Ethics Eye
	Report or paper no.	Fill	-	-
	Identifiers Type	Leave it empty / Fill	<Select the type of content of the item>	Ex:- Infographics

Commented [MP2]: All dates for combined uploads would be only the *year* and the *month*.

Commented [PG3R2]: Yes, and in the abstract/description you can mention details - published in such and such newspapers covering the period - from - to date etc.

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	Project code	Leave it empty	<Platform ethics eye>	Platform ethics eye

	Abstract	Fill	<Period of reporting/ newspaper names/sub-ethical Violation >	<p>Ex: "During the month of [insert month and year], several newspapers [mention the names of all newspapers] published several articles which contained the following ethical violations [mention all sub-ethical violations e.g., no helpline mentioned, method of suicide reported, etc].</p> <p>"During the month of [insert month and year], several newspapers [mention the names of all newspapers] published several articles which contained the following unethical terms [mention all unethical terms used e.g., <i>kudda</i>].</p> <p>Enter other relevant information about the post/submission here</p>
	Sponsor	Leave it empty		
	Description		Enter other relevant information about the post/submission – see eg given in the next column	<p>Eg. This entry includes x number of write-ups and x number of infographics (both in Sinhala)</p> <p>This entry includes x number of write-ups and x number of infographics (in English and Sinhala)</p>
	Next	Click on 'Next'		
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	File	Upload the document + both	Upload all files related to the submission	

		translations by clicking 'Choose File'		
	File description	Fill for each file	<Infographic/Video/Article>	Ex: Infographic
	Upload file & add another	Click on 'Upload file & add another' to submit the file		