RA PROTOCOL:

1) Open your Spreadsheet (entitled with your name). This spreadsheet will list MCs that you are responsible for coding.

2) Go to Congressional Directory
https://www.gpo.gov/fdsys/browse/collection.action?collectionCode=CDIR

3) Click on whichever Congress you are working on (i.e. 114th)

4) If it gives you two options to click on (For example, January 2009 or September 2009), **CHOOSE WHICHEVER ONE IS MOST RECENT.**

5) Click on Congressional Biographies

6) Scroll down to the correct state and click on PDF or Text for the correct MC (under "Representatives"); Gives a paragraph biography about MC.
*** Make sure you select the correct representative (there are sometimes MCs with the same last name in the same state.) Double check the first name and the district number to make sure you are coding for the correct MC.**

7) Please record whether the MC is a Republican or Democrat by putting a "D" in the Party column if the "party_code" = 100, and an "R" in the Party column if "party_code" = 200. The first few rows in the spreadsheet are done for you as an example.

8) Separate out the first name and last name in your spreadsheet. Right now, names are recorded as "ROGERS, Mike Dennis" in the LastName column. Please move the first name ("Mike Dennis") to the FirstName column and delete the comma and extra space between the last and first name.

9) Record whether the MC is male or female in the Female column. If the MC is a woman, write 1 in this column. If the MC is a man, write 0 in this column. NOTE: Many MCs have gender-ambiguous names. Please be sure to double-check the pronouns

used in the biography or by Googling the MC.

10) Record information about children:
- NumChildren = Number of children (0, 1, 2, 3… etc)
- NumDaughters = Number of daughters (0, 1, 2, 3… etc)
- NumSons = Number of sons (0, 1, 2, 3… etc)
- Names of daughters (One in each column titled NameDaughter, in order listed in the biography)
- Names of sons (One in each column titled NameSon, in order listed in the biography)
—> Many times, the gender of the child(ren) many times is explicit: “John Smith has 1 daughter and 2 sons.” But if this is not the case, the gender of the child(ren) can be ascertained from their first name. If unsure of the gender of one or more child, you may conduct a Google search of the full name of the child. If you are still unsure, highlight the whole row yellow.

11) **IMPORTANT:** Leaving a cell blank is not the same as coding it as a 0. If the bio explicitly says they have 3 children, but does not provide the names or say whether those are sons or daughters, please put a 3 in the NumChildren column, and leave the NumSons and NumDaughters columns BLANK (do not write 0). If the bio explicit says they have 3 sons, please write 3 in NumChildren, 3 in NumSons, and 0 in NumDaughters. Please only write a 0 in the column if it is clear they have no children; if it says they have no children (this will be rare), you would put 0 in NumChildren, NumSons, and NumDaughters. If it only gives information about daughters, you would assume they have zero sons and code accordingly.

12) If the MC is not listed in the Congressional Directory at all, leave all columns blank (please still code the Party, Female, and FirstName columns), and write a 1 in the “Not in directory” column.