Instructions for creating one label from the two given independent labels

(Use case: The (two) annotators who coded for topic labels independently previously, sit down and work together with their two sets of labels, descriptions, and notes, and come up with one consensus topic label via discussion)

Objective

Previously, names or labels for a particular concept (topic) were created independently working with the exact same material (the output of a topic model). In addition to the topic names, there are sometimes descriptions of the names and/or other comments that were made while coming up with the topic name.

These two sets of labels and corresponding descriptions and notes are now made available to you. Based on these, for every instance, your collective task is to come up with a single name or label that you both agree captures the topic/concept, and to note any compromises or considerations you made during the discussion.

The materials you'll be working with

Along with these instructions, you should have received one zip folder which will have a PDF copy of these instructions and two xlsx files: "**speeches_consensus_labeling.xlsx**" and "**tweets_consensus_labeling.xlsx**". The format and instructions described below apply to both, and you have to fill both of these sheets out one after the other.

Finally, you will be returning the two filled out .xlsx files.

The .xlsx files contain the following columns:

Column Name	Description
Topic	Topic Number (same as the original annotation files)
Name 1	The topic name or label given by Annotator 1
Description 1	Corresponding description for Name 1 as given by Annotator 1

Notes 1	Corresponding notes and comments made by Annotator 1 as they came up with their Name 1
Name 2	The topic name or label given by Annotator 2
Description 2	Corresponding description for Name 2 as given by Annotator 2
Notes 2	Corresponding notes and comments made by Annotator 2 as they came up with their Name 2
Consensus Topic Name	The topic name or label you together decide upon that captures consensus, following the process laid out in the instructions below
Notes/Comments	(Optional) Space for your collective notes and comments (expected input described in the instructions below)

How much time this will take

The length of time required for the task should not be more than 60 minutes per file (so 120 minutes in total) and it may well be considerably less, which is perfectly fine.
Please keep track of the time you've spent working on the whole process and report that to us along with the two .xlsx files

Instructions

Follow this for one of the .xlsx files of your choice first, complete that, and then do it for the other .xlsx file. *One of you should ideally take on the role of filling in the sheet as you both discuss.*

1. Open the .xlsx file.
2. Go through each row containing the two labels, descriptions, and notes one by one.
    a. Discuss and try to create one name or label that captures consensus, based on the two sets of names, their descriptions, and notes made by you both in the previous independent annotation round.
    b. If and only if the two sets of names, descriptions, and notes are deemed insufficient, please feel free to refer back to the original material that was used in the earlier annotation to come up with the topic name - the words and the documents that were shown for each concept. **This is a fallback only.** If you do this for a topic, please explicitly note that in the “Notes/Comments” column.

c. Please note any compromises, difficulties, disagreements, or any considerations at all you may want to be noted together in the "Notes/Comments" column.
d. Fill out the topic name you reach consensus on in the "Consensus Topic Name" column. If one of the names or labels out of the two is DISCARD, whereas the other is not, you can still agree on the DISCARD label together. In case both the topic names are practically the same and filling out this column is effectively a copy/paste operation from one of the two topic names provided, please simply note "Topic names were already in agreement" in the "Notes/Comments" column.

3. Make a final pass to ensure all instances have been covered (the Notes/Comments is optional, but using that space is recommended; the "Consensus Topic Name" column must be filled for every instance).

   Expected OUTPUT -

4. **Completed, filled out** "**speeches_consensus_labeling.xlsx**" and "**tweets_consensus_labeling.xlsx**" files. Return the two spreadsheets. In addition, in your email sending the filled out files, please **report the total time you spent working on this task (excluding reading instructions or taking breaks).**

Thank you for your help on this project!