



Armed Conflict Location & Event Data Project (ACLED)

Frequently Asked Questions (FAQs): Internal



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About ACLED

The Armed Conflict Location & Event Data Project (ACLED) is a data project that collects disaggregated, local information on political violence and protest in real time. We make every effort to collect all reported information on events. Our users depend on us to give a thorough account of the conflicts that occur within countries, and for the quality of the information we produce to be standard across our covered countries. We give these data and our analysis to the public without charge because we believe no one should make a profit from the misery and hardship of others.

What is ACLED's general structure?

In ACLED, there is a division of responsibilities, but not of important knowledge. Each researcher is responsible for producing vital information that the project depends upon. We are only as strong as our Researchers' motivation and work. ACLED is divided into regional teams: Africa; Asia and the Middle East. Each region is overseen by a Research Manager (or several for the Middle East) who manage Researchers work on one or many countries in the region. While Researchers are responsible for the production and management of high quality data, Research Managers ensure data production takes place across their region in a timely, accurate manner.

Research Managers have an interactive relationship with the Research Director, **Dr. Roudabeh Kishi**, who oversees the quality, production, coverage and analysis of data for all regions. The Research Director works with the Research Managers to deliver data, analysis, and new partnerships with local sources, partnerships with users, etc. The Project Manager, **Olivia Russell**, oversees the logistics, flow, and structure of the entire program. **Prof. Clionadh Raleigh** is the Director of ACLED.

ACLED has partnerships with local organizations all over the world who collaborate to help produce data. ACLED also has partnerships with large international organizations for data use, as well as consultants who assist in data visualization and special projects.

What is a typical weekly data collection and submission schedule?

ACLED Researchers generally produce and submit data on a weekly basis. Through 2017, many Researchers produced back coded (historical) data, and their schedule was determined largely by their Research Manager. However, as of 2018, all teams will be producing real-time data and the process of coding will be as follows:

- Researchers will collect and code source material from Monday through Sunday.
- Data will be uploaded on Monday morning.
- Data will be reviewed on Mondays by all Regional Managers, and then the Research Director and Director. Data are released, en masse, on Mondays.
- All coders must make sure that their Research Manager has a phone number to contact them in case anything is missing

What is the Trend Report schedule and how can I contribute to a Trend Report?

ACLED produces monthly Trend Reports within the first week or so of each month. If you are interested in writing, you should contact your Research Manager to request to submit a trial report. After some training in writing for the report, you can submit a section to the Trends Report.



How/what do I submit to receive my payment?

Every month the Project Manager will send an email with a reminder to submit your invoice along with you hourly breakdown for the month. This must be submitted by the 4th of the month. Late submissions will not be paid until the following month. Please ensure your invoice is submitted as a pdf file, and both the invoice and the hourly breakdown are saved using the adapted file name of the template. Please fill out the full invoice form, completing all data fields, and marking 'N/A' for any that don't apply.

Who do I contact for payment or Human Resources issues?

Contact the Project Manager Olivia Russell at admin@acleddata.com.

What should I do if I'm going to miss a deadline?

Let your supervisor (Research Manager) know as soon as possible. ACLED has a commitment to research partners to provide real-time data in line with an established timeframe: this deadline is fixed. It is therefore very important that all team members meet it each week. If it is not possible to meet this deadline for a particular reason (travel, study commitments, emergencies, etc.), you should let the manager and administrator know as soon as it is apparent that the task is unmanageable. E-mailing on the day, or late, to say that the data will not arrive does not allow enough time to reallocate the countries. Notice of at least one week prior to the deadline should be given in all but the most exceptional circumstances.

ACLED Data

What is a disaggregated event?

The ACLED dataset seeks to provide information about political violence and protest that is disaggregated by date (when it happened); type of violence (what happened); actors (who it involved); and location (where it happened). Reports of violence are broken down into individual, discrete events, determined by whether they took place at a different time, involved different types of violence or actors, or occurred in different locations. In practical terms, this means that events that take place on different days, involving different types of violence, with different types of actors or in a different location are all considered as separate events. The following reports are examples of how ACLED seeks to disaggregate reports:

1. *Three days of rioting took place last week in Kenya's capital, Nairobi, over alleged irregularities in polling.*

This constitutes three events, as the same type of violence (Riots/Protests) involving the same type of actors (Rioters) took place in the same location (Nairobi) over three different days.

2. *Coordinated attacks on army outposts in four cities in Pakistan were carried out by TTP yesterday.*

This constitutes four events, as the same type of violence (Battles) involving the same type of actors (Houthi militiamen) took place on the same day, in four different locations.



3. *18 people including two women and a child were killed by shelling carried out by ISIS on the regime-held areas in Deir-ez-Zor for five days.*

This constitutes five events, as the same type of violence (Remote violence) involving the same type of actors (ISIS) took place in the same location (Deir-ez-Zor) over five different days.

What is the difference between political and criminal violence? Should I include both?

ACLED seeks to exclusively capture reports of political violence. While in practical terms, there are of course multiple links between economically- or criminally-motivated violence, and the environment political instability creates, the questions that should determine whether an event is included are:

- Whether there are explicitly identified political actors involved; and / or whether the actors had a political goal in carrying out that particular act.
- Events which involve political actors engaging in criminal activity (for example, a rebel group robbing a bank) should be included for review and we will decide in cleaning whether to keep the individual event or remove it. Events which do not involve political actors (for example, an unidentified criminal group robbing a bank) should not be included.
- The distinctions are not always clear-cut, and in general, it is better to over-code (include events which may not be relevant) than under-code (exclude events which may be relevant) to allow for any irrelevant events to be removed in the review process. If you have any questions, send an e-mail detailing the specific example and the distinction can be discussed on a case-by-case basis where necessary.

Event Types

General

What kind of event types does ACLED collect?

We collect information on riots and protests, as well as information on ‘Strategic developments’ in addition to typical acts of political violence.

There can be ambiguity about how to discern these events from each other when their manifestations are similar. If you are unsure how to code, please remember these important rules:

- *ACLED concentrates on collecting group activity, not individuals’.* This means that riots and protests need to have at least three people coming together, physically in person, for consideration. The actions of individuals are not to be coded as unique events.
- *ACLED covers the occurrence of events, not the absence of action.* This means that strikes, in which people stay home from work, or hunger strikes in which people choose to forego food in protest (yet do not physically congregate) would not be coded. Such events can be coded under the ‘Strategic development’ category if they are significant enough (e.g. include a very large group; include political agents; etc.).



- *ACLED covers many countries, and an important attribute of the work is the generalizability of our categories.* If the inclusion of an event requires specifications about a context or country, it is unlikely that we will include it. The coding for different countries should not have different rules.

Does ACLED code events involving individuals?

In almost no contexts should an event involving only individuals be coded, rather than the actions of an organized group (even those that are simultaneously organized).

What are the event type definitions?

Keep in mind that in most cases, the type of event to code will be obvious. In select cases, it will be more difficult. Please use these definitions to guide you:

- **Riots:** a public demonstration by a spontaneously organized group that use violence
- **Protests:** a public demonstration where the demonstrators are peaceful
- **Strategic development:** contextually important events that are not political violence, yet may contribute to a state's political history and/or may trigger future events

The report describes an event with various types of violence (battles and violence against civilians, for example). How do I code this?

If both types of violence are deliberate, this should be coded as two distinct events, as it constitutes two distinct types of violence. An example is given below:

- *M23 rebels attacked soldiers surrounding a village in Dungu territory, and proceeded to ransack the village, killing men, women and children.*

On the other hand, if civilians are victims of an event, but it is clear they were not targeted (only passers-by, for instance), this should remain coded as only a battle. An example is given below:

- *AQAP carried out a suicide attack on a police post in Aden, killing three soldiers and wounding two civilians nearby.*

There are several reports describing the same event, with different details. How do I code this?

Multiple reports on the same event should still only be reported as a single event. Try to determine which report is more accurate by considering the timing (more recent reports benefit from facts being more verifiable in the aftermath of an event), and the source (larger or more international news companies – while they may have limited access – are generally more stringent in fact-checking which can result in more accurate reporting). If you cannot verify all the details from the most reliable source, code the common features of the reports and state in the notes section that some reports were conflicting. For example:

- *LRA rebels attacked civilians in Dungu territory, eastern DRC on Tuesday. Some sources report hostages were taken.*



- *Islamist militants attacked civilians in eastern Syria on Tuesday. Some sources report hostages were taken.*

All sources used to should be listed in the sources column (separated by a semi-colon).

Riots and Protests

How do I distinguish between riots and protests?

Riots and protests are one event type category in the ACLED dataset (Riots/Protests). The distinction is made at the level of the actor: Rioters (COUNTRY) or Protesters (COUNTRY). In this context, 'Protesters' are distinguished by being non-violent (not engaging in an altercation with other groups, the police, etc.) whereas rioters engage in violent behaviour (rock-throwing, assaulting police, building barricades, damaging property, etc.) The following examples cover the most common scenarios:

1. *A peaceful demonstration where there is no report of police engagement with protesters (they may be present, but do not block, disperse, etc.) should be coded as:*

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction
Riots/Protests	Protesters (Vietnam)		6			0	60

2. *A peaceful protest with which the police engage either by dispersing it, firing teargas, blocking the protest, etc. but for which there are no reports of serious injuries (reports of hospitalisations) or deaths, should be coded as:*

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction
Riots/Protests	Protesters (Palestine)		6	Police Forces of Palestine (1994-)		1	16

3. *A peaceful protest with which the police engage by shooting at protesters, beating protesters, etc. for which there are reports of serious injuries (hospital) or deaths, should be coded as:*

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction
Violence against civilians	Protesters (Zimbabwe)		6	Police Forces of Zimbabwe (1980-)		1	16



4. A demonstration in which the participants become violent towards property (damage, looting, fires, tearing down things, erecting barricades), but for which there is no mention of police involvement, should be coded as:

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction
Riots/Protests	Rioters (Pakistan)		5			0	50

5. A demonstration in which the participants violently clash with police (as distinct to being attacked by them) for instance by throwing rocks, shooting (less common), setting fire to police vehicles, attacking police, should be coded as:

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction
Riots/Protests	Rioters (Zimbabwe)		5	Police Forces of Zimbabwe (1980-)		1	15

6. A demonstration or spontaneous gathering in which participants violently clash with civilians – actual attacks on civilians, not on their property or businesses – should be coded as:

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction
Violence against civilians	Rioters (Iran)		5	Civilians (Iran)		7	57

Those are the most common scenarios. Look out for those key words (clashes, rocks, barricades, peaceful, etc.) for guidance. Please remember:

1. Just because police are *present* doesn't mean they engage with protesters; and just because they disperse a crowd, this does not make it violence against civilians. Please be strict in your interpretations of violence – violence against civilians refers to actual physical harm.
2. Please remember that protesters cannot attack civilians - even if they are *described* as protesters in the news report, if they are attacking anyone, they are rioters.
3. Please remember that rioters are never involved in 'battles' with other groups - always code as a riot if they are a spontaneous grouping or demonstration which has become violent. Only code as a battle if it is clear that they are an organised political group which is strategically engaging with the police or military (SPLA in South Sudan, Al Shabaab in Somalia, AAS in Syria, YPG forces in Iraq, Hezbollah, etc.)



How do I code destruction of property by a non-rioting group?

There are cases where a political actor will destroy property in a targeted and covert manner which is not part of a demonstration. Examples include arson and the petrol bombing of rival politician's houses, the targeted destruction of newspaper offices, and the demolition of houses in an opposition constituency, etc.

In these cases, the destruction cannot be attributed to a riot or demonstration. If people are severely injured in these destructive acts, it can be coded as 'Violence against civilians.' However, many of these events do not involve casualties, often due to the fact that the action was taken for intimidation. In these cases, the event must be coded as a 'Strategic development.' Here is an example:

- Members of the Al-Islah Party invaded and petrol bombed the offices of the Yemeni television. No injuries reported.

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction
Strategic development	Al-Islah Party		3	Civilians (Yemen)	Journalists (Yemen)	7	37

How to code multi-day demonstrations?

- Code the first day of the demonstration
- Code days in which you know people actually came together and did something
- Code days where police or military forces engaged with demonstrators

What should not be coded as a protest?

1. *Symbolic public acts: such as turning one's back, displays of flags, disrobing, public prayers, etc.*

Such events would only be coded if they involved an accompanying demonstration involving three or more people coming together in person (then it would be coded as a riot or protest).

2. *Non-cooperation and economic interventions: such as strikes (defined as withdrawing from work), hunger strikes, etc.*

Such events would only be coded if they involved an accompanying demonstration involving three or more people coming together in person (then it would be coded as a riot or protest). If such events are significantly large and involve a collective group (e.g. industrial strikes or withdrawing from work; mass, organized hunger strikes; 'dead city' strikes), they can be coded as a 'Strategic development.'

3. *Acts by individuals: this includes self-harm and psychological interventions, such as an individual immolation or a hunger strike involving only one person.*

Such events would only be coded if they involved an accompanying demonstration involving three or more people coming together in person (then it would be coded as a riot or protest). In very rare circumstances, such an act by a politically significant person may be included.



Strategic Developments

This category is designed to capture contextually important events that are not political violence, yet may contribute to a state's political history and/or may trigger future events. It includes arrests of key political figures, mass arrests, rallies, peace talks, mass hunger strikes, other strikes (e.g. 'dead city'), recruitment drives, looting, destruction of property, etc. It can also include instances in which bombs are diffused prior to an attack, or when a bomb is accidentally detonated earlier than intended. While it is rare for fatalities to be reported as a result of such events, they can occur in certain cases – e.g. the suspicious death of a high-ranking official, accidental detonation of a bomb resulting in the bomber being killed, etc.

The inclusion of an event in the 'Strategic development' category is based on its significance. Therefore, the consideration of its significance must be based on the strong impression that it was or will be important to the future of political violence and protest in the country. These events are not typically used in analysis, but are used to understand violence.

Strategic developments will always have notes, and those notes should prefaced with typical categories:

4. **LOOTING:** Follow with notes (e.g. "Looting: The LRA looted a village the day following a battle.")
5. **STRIKES:** Follow with notes (e.g. "Strikes: Supporters of a prisoner began a multi-day hunger strike in protest of his captivity.")
6. **ARRESTS:** Follow with notes (e.g. "Arrests: Former opposition leader was arrested following the election.")
7. **PROPERTY DESTRUCTION:** Follow with notes (e.g. "Property Destruction: ZANU-PF supporters set fire to the home of opposition leader; no injuries reported.")
8. **DETONATION:** Follow with notes (e.g. "Detonation: Military forces detonated an IED found along a road; no injuries reported.")

How do I decide whether to include an event as a 'Strategic development'?

Non-violent conflict events are events relevant to conflict and conflict patterns in a country – including arrests, trials, peace meetings, troop movements and recruitments – in which there are no reported injuries or fatalities. Determining whether to include an event depends on whether or not it may be relevant to conflict in the country – the purpose of including non-violent events is to provide 'markers' which may help to explain a subsequent escalation, de-escalation or shift in conflict geographically, temporally or in terms of different actors.

Please only include an event if it:

- Is likely to affect the conflict dynamics in the country (change the course of events, spark an escalation / de-escalation);
- Concerns either high-profile political / conflict figures (arrests, detention, etc.) or concerns a very large number (25+ people) of political figures (mass arrests, security sweeps, etc.)
- Involves troop movement, recruitment, rallies, defections or surrender etc. of conflict actors (rebel groups, militias, military, etc.)



The following examples illustrate the threshold of relevance that should be applied in determining whether or not to include an event as a strategic development:

1. *Three UDD: United Front for Democracy against Dictatorship members were detained by police while en route to a party conference. They were released after several hours of questioning.*

Do not include: The event does not involve high-profile political figures / activists; and is very unlikely to be relevant to the conflict dynamics in the country.

2. *The government of Sudan announced it has scheduled peace talks with the South Sudanese leadership to take place in early June to address tensions surrounding the administration of Abyei.*

Do not include: This is a statement about intent, but not an actual event itself. The peace talk itself should be included as an event of significant relevance, but not the statement about it.

3. *Mohamed Yusuf, charismatic leader of the Boko Haram cult in northern Nigeria has been arrested and is being held in police custody following clashes between his followers and security forces earlier this week.*

Do include: This event involves a high-profile political / conflict figure and the event is likely to be relevant to the conflict dynamics in the country.

4. *The Kenyan police forces carried out a security sweep in the Eastleigh neighbourhood of Nairobi, arresting over 200 Somali nationals and detaining them for questioning in relation to recent Islamist attacks in the city.*

Do include: This event involves a large number of people (200 is a very significant security operation) and is likely to affect inter-community relations.

5. *A reported spokesperson for IS, reported to Iraqi media that the group will carry out an attack on Iraqi targets this weekend in retaliation for the targeted killing of a group leader on Tuesday.*

Do not include: This is a statement about intent, but not an actual event itself.

6. *Mass displacement is underway in northern Orientale province after residents reported the movement of LRA rebels in the territory. Over 20,000 people have sought shelter at UNHCR camps in the provincial capital.*

Do include: This event involves the troop movement of a conflict actor (the LRA) and should be included.

When including reports of trials, peace conferences, etc. please only code the first day and any subsequent significant days in relevant trials, conferences and meetings. It is not necessary to code every day that a trial is ongoing, for example, as this is less relevant to the incidence of conflict in a country than, for example, the day the trial opens, and the day the verdict is delivered.



What kinds of demonstrations can be coded as a ‘Strategic development?’

Several types of demonstrations can be coded as ‘Strategic development’ including:

1. *Significant large strikes that do not involve people actually coming together physically (e.g. withdrawing from work; hunger strike) that involve a collective group*

In such cases, only the first day should be coded.

2. *Non-violent land seizures.*
3. *Certain acts by individuals. These include:*
 - Action involving a senior, politically important individual: this includes things such as an arrest, an inciting speech, or an individual non-violent demonstration.
 - Self-harm and psychological interventions: this includes things such as an individual immolation.

What should not be coded as a ‘Strategic development?’

The following events should not be coded as a ‘Strategic development:

1. *A hunger strike by fewer than three individuals.*
2. *Formal statements and speeches: while important, these are often too common for inclusion. Further, the actions that follow a meaningful speech are what ACLED aims to cover.*

How do I code strikes?

ACLED does not code strikes when they refer to workers or a group NOT doing something (like working). However, if strikers are protesting, this is coded as a typical protest.

Remote Violence

What is remote violence?

‘Remote violence’ refers to events in which the tool for engaging in conflict did not require the physical presence of the perpetrator. These include bombings, Improvised Explosive Device (IED) attacks, mortar and missile attacks, etc. In events classified as ‘Remote violence’, a spatially removed group determines the time, place and victims of the attack. Remote violence can be waged on both armed agents (e.g. an active rebel group; a military garrison) or on civilians (e.g. a roadside bombing).

This definition breaks down into a few key factors:

- There needs to be significant spatial difference between the perpetrator of the violence and the area of attack. The perpetrator must not be close enough to be harmed by the attack. If the attackers remain in close proximity to the target while the attack is being carried out, then it cannot be coded as remote violence.
- The use of ‘Remote violence’ needs to be the sole method of attack within the individual event. If a bomb, aerial strike or mortar attack is used as part of a battle or close proximity

violence (small-arms, guns, bladed or blunt weapons) involving the same actors, date and location, then the event cannot be coded as remote violence.

- The attack needs to actually be executed. Should a bomb/missile/mortar be defused or fail to detonate/launch, then the event is counted as a ‘Strategic development’.
- If fatalities result from a remote attack, then a second actor must be included. If a bombing is targeted towards a position of an armed, organized group, this group is the second actor. However, if civilians are also hurt, they should be listed under “associated/allied actor 2” column and the joint fatalities recorded.
- In cases where a neighbourhood or town is bombed but where the perpetrator had a vague assessment of enemy control, and civilian fatalities are the only ones recorded, civilians are the second actor, and the militant group can be the “associated/allied actor 2”. This should be acknowledged in the notes.

Below is a list of examples of ‘Remote violence’:

1. *A child was killed by a regime landmine in the vicinity of Shiha village.*

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction
Remote violence	Military Forces of Syria (2000-)		1	Civilians (Syria)		7	17

2. *A storage tank in the southern part of the Libyan oil port of Al-Sidrah caught fire and exploded after that forces loyal to Maj-Gen Khalifah Haftar carried out air strikes on Al-Sidrah and Bin Jawad using cluster bombs. No casualties reported.*

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction
Remote violence	Military Forces of Libya (2011-)		1			0	10

3. *Ansar Dine has claimed a rocket attack on a joint-MINUSMA/Operation Barkhane (French) base. No casualties were reported.*

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction
Remote violence	Ansar Dine		2	MINUSMA: United Nations Multidimensional Integrated Stabilization Mission in Mali (2013-)		8	28



In none of the examples above are the actors in close proximity or directly engaging each other with close range attacks. In the last two examples there were no casualties, however the attacks were successfully executed (the rocket successfully fired, the airstrike was successfully launched and the mines detonated) meaning that the event should still be coded as ‘Remote violence’. This is because non-fatal instances of remote violence often serve a purpose such as political intimidation, the tactical destruction of infrastructure or highlighting the inability of certain political agents to provide security.

What should not be coded as ‘Remote violence’?

The critical criterion of defining remote violence is the physical presence of the perpetrator. This means that events involving explosives that need to be thrown, such as grenades or petrol bombs, are excluded. The below example would, therefore, not count as ‘Remote violence’:

- Rioters burnt tyres and hurled petrol bombs at an armored personnel carrier during a demonstration in the village of Eker. Regime forces used stun grenades as well as tear gas to break up the protest.*

In the above event, the rioters using the petrol bombs are in close proximity to their opponents, the police. As a result, the event would be coded as a riot.

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction
Riots/Protests	Rioters (Bahrain)		5	Police Forces of Bahrain (1999-)		1	15

This also means that suicide attacks are also excluded. Attacks involving bombs stored upon the person or car bombs which detonate when the driver is still inside cannot be counted as remote violence.

- State of Sinai operatives drove a car laden with explosives into central Cairo. The car failed to stop at a check point at which point military personnel fired upon the vehicle, prompting the occupant to detonate the explosives.*

In this example the bomber was not removed from the area of the bomb attack. Furthermore, both the police were close enough to the bomber to shoot at him. The bomber reacted to being shot at by detonating the explosives, making the event a direct engagement. The event would be coded as a battle:

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction
Battle-No change of territory	State Sinai	of	3	Police Forces of Egypt (2011-)		1	13



Events in which bombs, IEDs, shells, etc. are defused or fail to detonate are coded as ‘Strategic development’. For example:

2. *Two bombs were placed near the homes of two intelligence officers in Sanaa but were defused by the Yemeni army before exploding. A group calling itself "Sympathizers of the al-Qaeda Organization" has claimed responsibility.*

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction
Strategic development	Sympathizers of Al-Qaeda		3	Police Forces of Yemen (1990-)		1	13

An important thing to remember is that the presence of technologies that are associated with remote violence does not necessarily mean that the event should be coded as remote violence. Rockets, fighter jets, bombs, mines and artillery can all be used within the context of a pitched battle. Below is an example:

3. *Puntland forces and al Shabaab fighters clashed in Madashon near Galgala (58km SW of Bosasso) in the afternoon of 27/12. The two sides reportedly engaged in a fierce fighting. Reports indicate that US war planes took part in the offensive by bombing Al Shabaab positions during the offensive by Puntland forces.*

In this example, a plane is conducting a bombing run as part of a larger offensive involving battle tactics. Both belligerents in the battle are physically present, although one has air support. The event would be coded as:

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction
Battle-No change of territory	Military Forces of Puntland (1998-)	Military Forces of the United States	1	Al Shabaab		2	12

Another example would be:

4. *Civilians were killed in Eastern DRC near the town of Beni in a landmine attack by ADF-NALU. The militants uprooted a commercial bus with a landmine and then killed the survivors with small arms fire.*

Again, here a technology that is often associated with remote violence is used as a tool to engage in close proximity violence against civilians. Both of the relevant actors are physically present at the scene of the event. The event would be coded as:

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction
------------	---------	--------------	--------	---------	--------------	--------	-------------



Violence against civilians	ADF-NALU: Allied Democratic Forces-National Army for the Liberation of Uganda		2	Civilians (Democratic Republic of Congo)		7	27
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Words and phrases to look out for to avoid mistakenly assigning the ‘Remote violence’ event type are:

- ‘clashed’
- ‘exchanged gunfire’
- ‘fighting’/‘fought’
- ‘offensive’
- ‘retaliated with’.

If a Remote violence event occurs on the same day in the same location as a Battle, involving the same actors, should these be two separate events or one?

In such cases, this should be coded as a single event, *unless there is specific reason to believe that there were indeed two separate and distinct operations*. The event would be coded as a Battle as the use of ‘Remote violence’ needs to be the sole method of attack within the individual event for it to be coded as such.

Actors

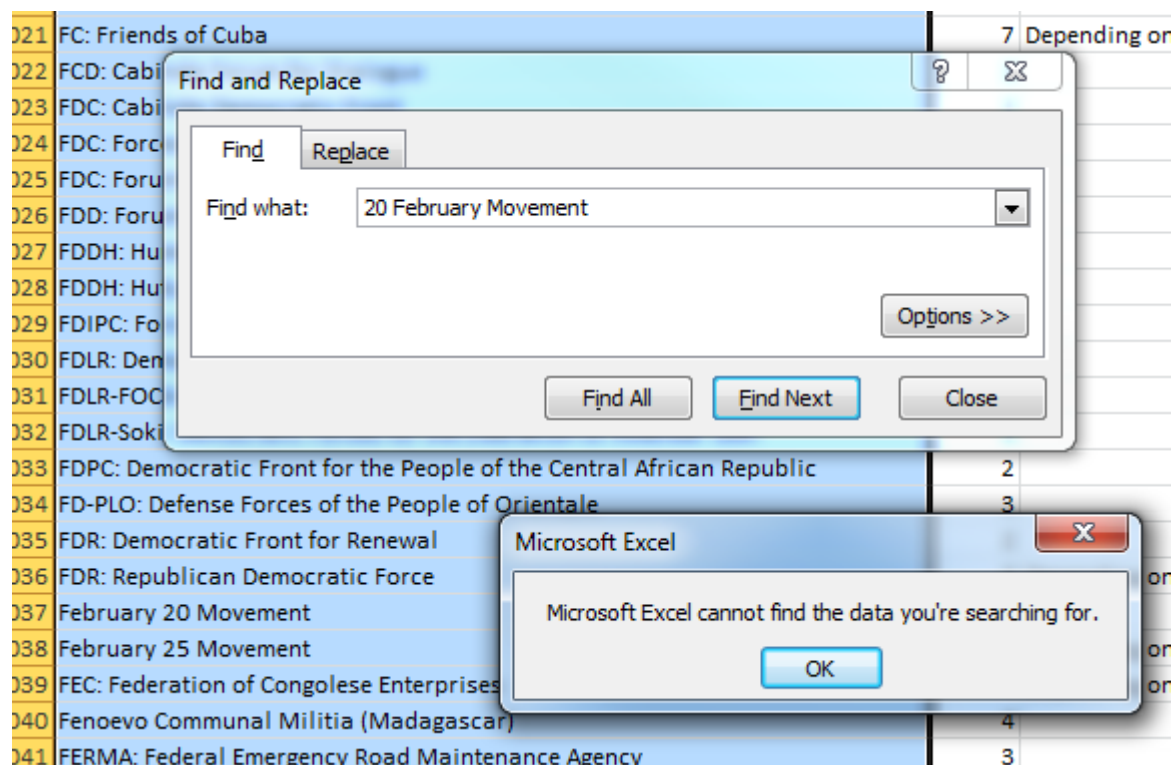
If two reports spell an actor’s name differently, how do I choose the right one?

The standard name of the most common actors to be used, along with their interaction terms, are listed in the Actor Designation file (found online on the Shared Drive or through your country desk manager). Please review this document carefully for every actor you include when you first start coding a new country (you will need to do this less frequently as times goes on). This might require searching an acronym (LRA, or AQAP), a fragment of the name (Nalu, for the ADF-Nalu; or Abyan, for the Aden-Abyan Islamic Army) or variations on spelling (Mayi-Mayi, Mayi Mayi or Mai Mai; or Houthi, Huthi or Houti) as you first get used to the file.

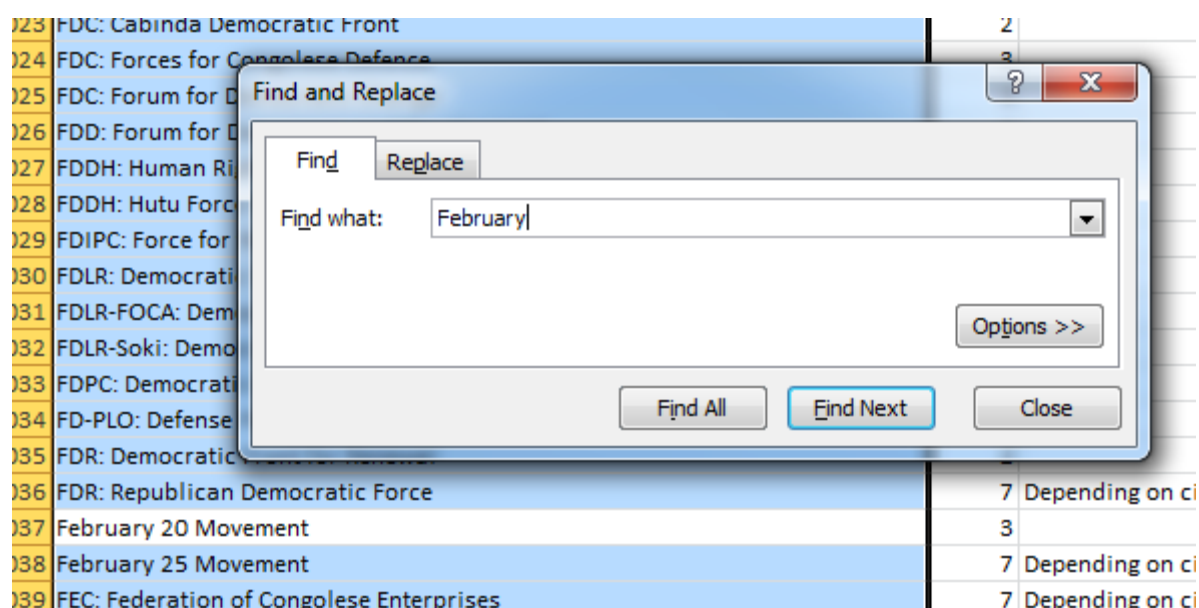
I have come across an actor not included in the Actor List file. How should I code this?

Confirm that the actor is not already represented by checking the most recent version of the actor file from the shared drive (this is updated regularly, so you should check once a month to ensure you have the most recent file, or ask your supervisor). The events tools should also have updated actor designations. Make sure that you note a new actor when you submit your data.

You should also check several variations of spelling and acronyms of the actor's name before making a new addition. For example, if you come across an actor '20 February Movement' and search the actor file for the full name, you will not find it.

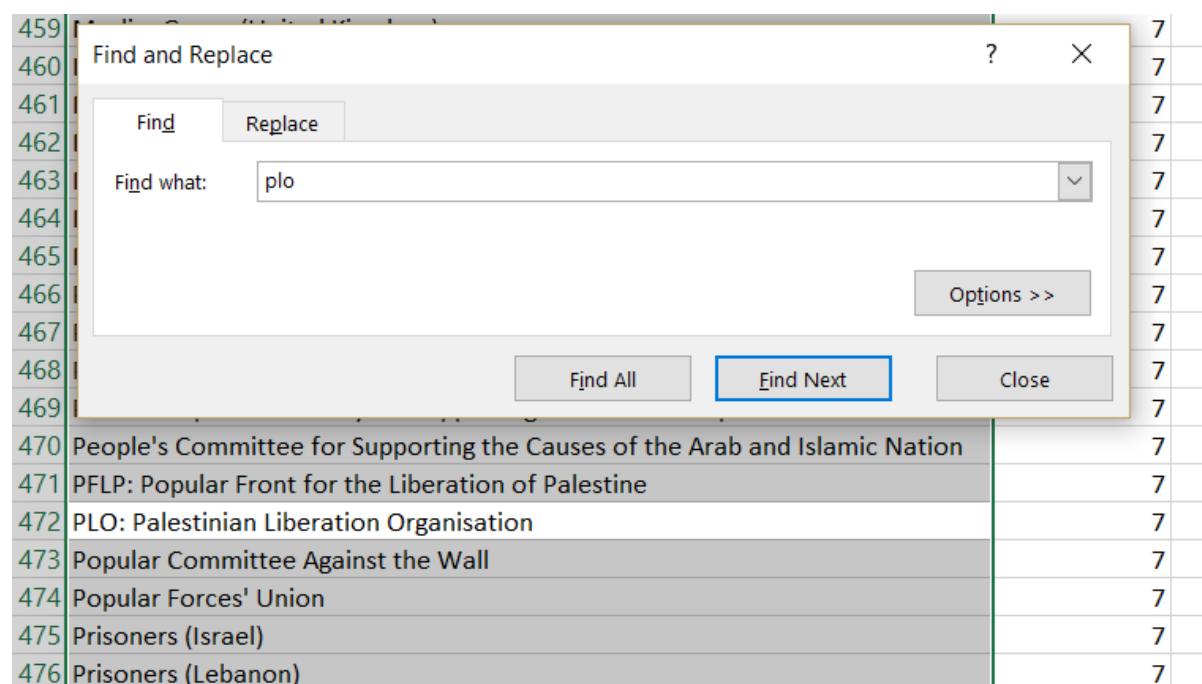


However, searching on a fragment of a name – for example '20' or 'February' will reveal that the actor is already included as 'February 20 Movement'.





The same applies to checking for acronyms or distinguishing features of an actor name. Remember that actors are typically coded with the acronym in the original language and the full name in English, so if you come across a report of ‘Munazzamat at-Tahrir al-Filasṭīniyyah (PLO)’ being active in Palestine, you should look up the acronym (PLO) or the name in English (Palestine Liberation Organisation) as it will not appear in its original Arabic form.



Some actors may not be included in the actor designation file, as the list is not exhaustive. If you need to add a new actor, please follow standard coding procedures for formatting actors. These are:

1. Military, Police and Government forces are always coded in as ‘X Forces of COUNTRY (yyyy-yyyy)’ if historical, or ‘X Forces of COUNTRY (yyyy-)’ if still in power. For example, ‘Military Forces of Democratic Republic of Congo (2001-)’ or ‘Police Forces of Egypt (1981-2011)’.
2. Political militias, parties, rebel groups, etc. should not have the country in which they operate / originate in parentheses after their name. For example, ‘GPC: General People's Congress’.
3. Rioters, Protesters, Civilians, Unidentified Armed Groups, Ethnic Militias and Ethnic Groups do have the country in parentheses after their name. For example, ‘Kikuyu Ethnic Group (Kenya)’ or ‘Protesters (Zimbabwe)’ – this is to help distinguish between actors who are found in multiple countries.
4. If the actor is referred to by an acronym, this should be placed first in coding, followed by the full name. For example, ‘GPC: General People's Congress’ is correct. ‘General People's Congress (GPC)’ is incorrect.
5. Actor’s names are always given with the acronym in whatever language it is given in the country they are active, but the full name is given in English. This mostly applies to Francophone countries, where the acronym is likely to refer to the name in French. For example, the *Union Generale Tunisienne des Etudiants* should be coded as ‘UGTE: General Tunisian Union of Students.’ In this example, the acronym is given in the way it is used in the country (matching *Union Generale Tunisienne...*) but the full name is written in English.



For example, the following events should be coded as follows:

- *Some members of the Shahlibar tribe shot and killed 3 people from the Kadkhodayi tribe from inside a car, beside the cemetery of Bazman.*

Event Type	Actor 1	Ally Actor 1	Inter 1	Actor 2	Ally Actor 2	Inter 2	Interaction
Violence against civilians	Shahlibar Tribal Militia (Iran)		4	Civilians (Iran)	Kadkhodayi Tribal Group (Iran)	7	47

- *The Forces démocratiques de libération du Rwanda launched a surprise attack on a unit of the Congolese military in the early hours of yesterday morning.*

Event Type	Actor 1	Ally Actor 1	Inter 1	Actor 2	Ally Actor 2	Inter 2	Interaction
Battle-No change of territory	FDLR: Democratic Forces for the Liberation of Rwanda		2	Military Forces of Democratic Republic of Congo (2001-)		1	12

- *Police forces clashed with demonstrators in downtown Harare today. Bus drivers were demonstrating against the introduction of a minibus tax when a number of demonstrators began throwing rocks and bottles at police. Police responded with live fire, killing three protesters.*

Event Type	Actor 1	Ally Actor 1	Inter 1	Actor 2	Ally Actor 2	Inter 2	Interaction
Riots/Protests	Police Forces of Zimbabwe (1987-)		1	Rioters (Zimbabwe)		5	15

When including a new actor, make sure you make a note of the actors as you go along, as you will need to include a list in your cover mail. In addition, highlight the event data cell in yellow in your file, and make a note of the inclusion of this revised event in your cover mail when you submit your files.



Riots/Protests	Protesters (Iran)		6
Riots/Protests	Protesters (Iran)		6
Riots/Protests	Protesters (Iran)		6
Battle-No ch	Mohammadi Tribal Militia (Iran)		4
Riots/Protests	Protesters (Iran)		6
Riots/Protests	Protesters (Iran)		6
Riots/Protests	Protesters (Iran)		6

If you have to highlight both a line and a cell of data (an old / corrected event and a new actor), make sure you highlight the full line in red or blue, and the cell in yellow:

2017	1	Riots/Protests	Protesters (Iran)		
2017	1	Riots/Protests	Protesters (Iran)		
2017	1	Battle-No ch	Mohammadi Tribal Militia (Iran)		
2017	1	Riots/Protests	Protesters (Iran)		
2017	1	Riots/Protests	Protesters (Iran)		
2017	1	Riots/Protests	Protesters (Iran)		
2017	1	Riots/Protests	Protesters (Iran)		

What is an 'interaction term'?

All actors have an 'interaction term,' in addition to their standardised name. 'Interaction terms' are basically a way to quickly and easily provide an overview of what kind of actors are engaging with one another and active in a particular country. Inter 1 is the interaction code for Actor 1, Inter 2 is the interaction code for Actor 2, and the third Interaction column is for the two together.

The interaction terms of the most common actors are listed in the Actor Designation file (found on the Shared Drive). The various 'types' of interaction codes are listed in the codebook. If a certain actor is not listed in the file, but it is clear what kind of actor it is, then please apply a code if the appropriate code is self-evident. For example, ethnic militias are coded as 4 – so if a particular ethnic militia is not named in the actor designation file, but it is clear that it is an ethnic (rather than political) militia, then please code it as 4.

If it is not clear what type it is (for example, if you're not sure if a group is a rebel group or a militia), please flag this by highlighting the event in the Excel file, and note it in an e-mail so your supervisor (Research Manager) can look into it in more depth, and make any necessary amendments to the actor list.

The third interaction term (where the two actors' interaction terms are listed together) should be coded with the smallest number first. So, even if the first actor is coded as 8, and the second actor as 2, the third interaction term should be 28, not 82. This is for consistency and analysis purposes.

In cases where an event only involves a single actor, as is commonly the case with riots, protests and strategic developments, the Inter 2 column is given the value of zero. The standard rule of the smallest Inter value being the first digit of the interaction term is reversed with '0' becoming the second digit and the other Inter value being assigned as the first digit.

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction
Riots/Protests	Protesters (Uganda)		6			0	60

199	Riots/Protests	Protesters (Central African Republic)	6			0	60	Central Afr Bangui
200	Riots/Protests	Rioters (Central African Republic)	5			0	50	Central Afr Bangui
201	Riots/Protests	Protesters (South Africa)	NUM: Nat	6		0	60	South Afric Limpop
202	Riots/Protests	Protesters (South Africa)		6		0	60	South Afric Eastern
204	Riots/Protests	Rioters (South Africa)	5			0	50	South Afric Limpop
214	Riots/Protests	Protesters (Tunisia)	Ennahda P	6		0	60	Tunisia Tunis
216	Riots/Protests	Protesters (Tunisia)		6		0	60	Tunisia Tunis
219	Riots/Protests	Protesters (Senegal)	SAES: Inde	6		0	60	Senegal Dakar
220	Riots/Protests	Protesters (Senegal)	PDS: Seneg	6		0	60	Senegal Dakar
230	Riots/Protests	Protesters (Nigeria)	CCESSA: Co	6		0	60	Nigeria Lagos
231	Riots/Protests	Protesters (Nigeria)	NAPPS: Na	6		0	60	Nigeria Cross R
238	Riots/Protests	Protesters (Zimbabwe)		6		0	60	Zimbabwe Harare

Do an actor's interaction terms ever change?

Please be aware that an actor's interaction code can change due to contextual factors. For example, state forces are typically coded as 1 but can also be coded as 8 when involved in an event taking place outside of their own territory. See the example below:

- *The United Arab Emirates (UAE) Air Force destroyed an Iranian warplane near Yemen's Red Sea coast.*

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction	Country
Remote violence	Military Forces of United Arab Emirates (2004-)		8	Military Forces of Iran (1989-)		8	88	Yemen

Both actors are state forces operating outside of their territory and so both actors are coded as 8. For more information, check the section 'How do I code actors active outside their area of operation?'.

The interaction code for conflict actors may also change if a group's political goal or role changes. For example, a rebel group may succeed in removing the incumbent government or officially seceding its territory from government control and become the new administration. At this point, that group's armed wing may now be seen as state forces.

1. *SPLA units clashed with Nuer herders on 12 December 2012 after the pastoralists refused to hand in their arms during a government sponsored gun amnesty.*

The above example would be coded as:

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction
Battle-No change of territory	Nuer Ethnic Militia (South Sudan)		4	Military Forces of South Sudan (2011-)		1	14

South Sudan became an independent state ruled by the Sudanese People's Liberation Army/Movement in 2011. This means that the SPLA are now coded as state forces with an interaction code of 1.

Armed political actors may also shift from being coded as a rebel group to being coded as a militia, and vice-versa. Rebels are defined as political organisations who have the stated political goal of achieving national power, either through removing the incumbent government or through establishing their own on an independent territory (see ACLED Codebook page 4). Political militias do not share this agenda and use armed violence for a number of reasons, such as advancing a particular political ideology or acting as an armed wing of a legal political party.

For example, the Houthi movement was a rebel group with the expressed aim of taking power from the incumbent government. Following the takeover of Sanaa in late 2014 and the establishment of a governing authority, the group became a political militia in February 2015.

- *Chieftain Shaykh Shayi Bahktan was killed by Al-Houthi rebels.* (Article dated 15 February 2008)

This event would be coded as:

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction
Violence Against Civilians	Houthi Movement - Ansar Allah		2	Civilians (Yemen)	Al-Bakhtan Tribal Group (Yemen)	7	27

2. *Armed CNDD-FDD members killed two civilians in Bujumbura. The victims were campaigning for the Front for Democracy in Burundi.* (Article dated 5 August 2005)

This event would be coded as:

Event Type	Actor 1	Ally	Inter1	Actor 2	Ally Actor	Inter2	Interaction
------------	---------	------	--------	---------	------------	--------	-------------

Actor 1		Actor 2					
Violence Against Civilians	CNDD-FDD: National Council for the Defence of Democracy- Forces for the Defence of Democracy		3	Civilians (Burundi)	FRODEBU: Front for Democracy in Burundi	7	37

How do I code allies of actors?

Allies of actors are included in several cases outlined below.

When **more than one actor is involved on one side of the conflict**, in which case, the first named is the actor and the second listed is the ally. Always code the first actor listed in the report as the main actor, and the second actor listed as the Ally. If listed, third, fourth and subsequent actors should not be included. For example:

1. *Transitional Federal Government Forces, supported by AMISOM troops, attacked and seized an Al Shabaab base on the outskirts of Mogadishu.*

This should be coded as:

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction
Battle-No change of territory	Military Forces of Somalia (Transitional Federal Government)	AMISOM: African Union Mission in Somalia (2007-)	1	Al Shabaab		2	12

When **riots or protests** are held by **identified groups**, in which case Rioters (COUNTRY) or Protesters (COUNTRY) are the main actor, and the identified group is the Ally. This holds for ethnic, political and religious identities. For example:

2. *Around 300 people, some carrying flags of Lebanon's Shi'ite Amal Movement, tried to storm the headquarters of a Lebanese television channel in Beirut on Tuesday night. One policeman was injured and the army later broke up the protest.*

This should be coded as:



Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction
Riots/Protests	Rioters (Lebanon)	Amal Movement	5	Police Forces of Lebanon (2016-)		1	15

When **violence against civilians** is conducted against an **identified group** of civilians, in which case Civilians (COUNTRY) are the main actor, and the identified group is the Ally. This holds for ethnic, political and religious identities. For example:

3. *Members of the Borana ethnic group attacked unarmed Garba civilians, killing three and making away with over 100 cattle.*

This should be coded as:

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction
Violence against civilians	Borana Ethnic Militia (Kenya)		4	Civilians (Kenya)	Garba Ethnic Group (Kenya)	7	47

How do I assign an interaction term to an actor with allies?

The interaction term is always assigned to the main actor, not any associated allies. For example:

Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction
Military Forces of Somalia (Transitional Federal Government)	AMISOM: African Union Mission in Somalia (2007-)	1	Al Shabaab		2	12

The report does not name the group involved in the event. How should I code this?

ACLED codes groups which are unnamed in reports as 'Unidentified Armed Group (COUNTRY)', for example 'Unidentified Armed Group (Kenya)'. This code should only be used if you have reviewed as many news reports as possible, and none name the group. For example, some reports may refer only to 'armed gunmen' or 'unidentified militants'. In some cases, reports may describe an unnamed ethnic militia or militant group, for example, by describing 'conflict between tribal groups' or 'ethnic militants attacked...'. In this case, please code the group as 'Unidentified Ethnic Militia (COUNTRY)'

Please note that 'Unidentified Armed Group (COUNTRY)' is always coded as interaction term 3. 'Unidentified Ethnic Militia (COUNTRY)' are always coded as interaction term 4.



What is the difference between ethnic / communal militias and ethnic / communal groups?

Ethnic and communal militias are violent groups involved in battles, or in perpetrating violence against civilians. They are given an interaction term of 4. Ethnic and communal groups are identifiers for civilians, protesters, rioters, etc. They are not coded as a group independently, and so their interaction term depends on the actor they are allied to (5 if rioters; 6 if protesters; 7 if civilians). For example:

- Two people were injured in a dispute that erupted Monday night in the Lebanese town of Akkar between members of the Bahshik and Shtaiweh families, in the border town of Sheikh Ayyash.*

This should be coded as:

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction
Battle-No change of territory	Bahshik Clan Militia (Lebanon)		4	Shtaiweh Clan Militia (Lebanon)		4	44

By contrast, see the following report:

- Nuer herders attacked a Dinka village in Jonglei on Friday. Nine Dinka casualties were reported.*

This should be coded as:

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction
Violence against civilians	Nuer Ethnic Militia (Sudan)		4	Civilians (Sudan)	Dinka Ethnic Group (Sudan)	7	47

Please note the difference between violence types (battles / Violence against civilians); the name of actors (militia / group) and the interaction terms (4 / 7).

The report details Civilians, Rioters and/or Protesters from another country active in a country I have been allocated. How do I code this?

Civilians, Protesters and Rioters should always be identified by their country - Civilians (Bahrain), or Rioters (South Sudan) for example. This is to allow us to carry out analysis on a larger combined file. The country in parentheses is almost always the country in which the civilians, protesters, etc. are acting - Civilians (Thailand) in Thailand for example. However, there may be cases such as riots or protests by migrant workers, or attacks on civilians as part of xenophobic violence, in which the report identifies the country of origin of the actors. In this case, please note the country named in the report and put this in parentheses. For example:



1. *In a wave of xenophobic violence, mobs attacked ethnic Rohingya from Myanmar living and working in Thailand, killing three over the weekend.*

This would be coded with ‘Civilians (Myanmar)’ even though the event took place in Thailand.

2. *Somali nationals held protests in towns in northern Kenya over the weekend, demonstrating against alleged abuses of human rights carried out by the Kenyan military in recent security sweeps in the area.*

This would be coded as ‘Protesters (Somalia)’ even though the event took place in Kenya.

If the report does not explicitly state where the group or civilians are from, then you can assume they are from the country in which they are active. If the report says they are from somewhere else, please include this country in parentheses.

Other cases include events where the demonstrators are not from the same continent or region as the event. For example, non-African nationals (e.g. Indian traders in South Africa or Yemeni nationals in Somalia) involved in events in Africa. In this example, when the nationality of the main actor is non-African, please note the Civilians/Rioters/Protesters (International) as the primary actor and Civilians/Rioters/Protesters (the non-African country) (or other actors as appropriate) as the ally actor. For example:

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction
Violence against civilians	Rioters (International)	Government of Turkey	5	Civilians (International)	Civilians (Syria)	7	57

The report details Civilians, Rioters and/or Protesters from multiple other countries active in a country I have been allocated. How do I code this?

There will be cases where relevant events involve civilians, rioters or protesters from multiple countries. Examples include the targeting of foreigners during periods of xenophobic violence or protests by migrant communities against issues such as official discrimination or unofficial persecution.

In these cases, it may be that the nationalities involved are not mentioned and instead reports use generic encompassing labels such as ‘migrants’ or ‘foreigners’. If generic terms denoting foreign nationals are used or if multiple foreign communities are mentioned, the event should be coded with Civilians/Rioters/Protesters (International) as the primary actor and Immigrants (International) as the ally actor. A report mentioning these generic terms should be coded like the following example:

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction
Violence against civilians	Rioters (South Africa)	1	5	Civilians (International)	Immigrants (International)	7	57



The above format clarifies that non-national civilians in general were targeted, rather than a specific foreign community, and clarifies that victim's migrant status. Here is another example:

1. *Foreign nationals protest outside Johannesburg police station after 200 migrants were detained by police without charge during an anti-drug operation in Soweto.*

This event should be coded as:

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction
Riots/Protests	Protesters (International)	Immigrants (International)	6			0	60

I have found reports of actors from a country I have been allocated involved in conflict events in a neighbouring country. Should I code this?

No, do not code any events which take place outside the territory of the country you are coding. Even if national actors (such as militaries or rebel groups from a particular country) are active in neighbouring countries, please only include events which take place in your allocated countries. This is to cut down on duplication – we have coders covering every country, and if you code events for Cote d'Ivoire which take place in Liberia, for example, we are likely to have double-coding when the files are merged. For example:

- *The Yemeni army allied to Houthi rebel movement targeted Saudi military soldiers in al-Tewal Saudi border crossing.*

This event would be included in the Saudi Arabia file, not Yemen.

I have found reports of actors from a neighbouring country involved in conflict events in a country I have been allocated. Should I code this?

Yes, you should code any events which take place inside the territory of the country you are coding. Even if international actors (such as neighbouring militaries, or rebel groups from another country) are active in the country you have been assigned, these must be coded. For example:

- *An Egyptian warplane has carried out a raid against a Houthi target between the capital Sanaa and the northern town of Saada.*

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction	Country
Remote violence	Military Forces of Egypt (2014-)		8	Houthi Movement - Ansar Allah		3	38	Yemen



How do I code actors active outside their area of operation?

If an actor from another country is active in a country you have been assigned, you are responsible for coding it (you are not responsible for coding actors from your country active in a country you have not been assigned).

When actors are involved in conflict outside their own territory, this *sometimes* affects the interaction term they are assigned. State forces (military, police and governments) are assigned an interaction term of 8 when they are active outside their territory, instead of the usual 1. For example:

- *On January 16, 2009, Israeli army tanks shelled a house in the Jabaliya refugee camp, killing four people.*

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction	Country
Violence against civilians	Military Forces of Israel (2006-2009)		8	Civilians (Palestine)		7	78	Palestine

However, no other group's interaction term is changed by being active in another country. Militias, rebels, communal and ethnic groups, rioters, protesters, civilians, and named groups do not change their interaction term when they are active outside their territory. For example:

1. *Militants from Somalia's Al Shabaab attacked a town a short distance from the Kenya-Somalia border in northern Kenya; two members of the Kenya Defence Forces were injured.*

This event should be coded in the Kenya file as follows:

Event Type	Actor 1	Ally Actor 1	Inter 1	Actor 2	Ally Actor 2	Inter 2	Interaction
Battle-No change of territory	Military Forces of Kenya (2002-)		1	Al Shabaab		2	12

How do I code events involving refugees and internally displaced people?

In some cases, relevant events involve refugees, internally displaced persons (IDPs) or individuals living within temporary accommodation provided by humanitarian agencies. Popular examples include protests by IDPs over conditions or food and the raiding of refugee camps by political militias, government forces or rebels.

In all of these cases it is important to include the refugee/IDP status of the appropriate actors. Please use the ally actor column to provide this information. For example:



- *Rapid Support Forces raided a refugee camp outside of Geneina. Reports indicate that 4 unarmed IDPs were killed by the RSF during the raid and subsequent arrests and interrogations.*

This event should be coded as follows:

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction
Violence against civilians	RSF: Rapid Support Forces		3	Civilians (Sudan)	Refugees/IDPs (Sudan)	7	37

Refugees/IDPs (COUNTRY) can be added as the ally actor of other generic actors such as rioters and protesters. In some cases, the refugees may consist of displaced individuals from multiple countries. In this case please refer to the primary actor as ##### (INTERNATIONAL) and the ally actor as Refugees/IDPs (INTERNATIONAL). For example:

- *African refugees in Yemen protest over poor living conditions.*

This event should be coded as follows:

Event Type	Actor 1	Ally Actor 1	Inter1	Actor 2	Ally Actor 2	Inter2	Interaction
Riots/Protests	Protesters (International)	Refugees/IDPs (International)	6			0	60

What are specialized Unidentified Group cases and when should I use them?

The point is to try and convey as much information as we have. A coder should use "unidentified" when we *really* cannot identify *anything* about the actor. If we can identify something, we should try and convey the information around what we are able to identify.

When you know an airstrike was carried out by a foreign military, use "Foreign Military Forces" (inter8)

In cases like Syria, when you know an airstrike is either the Syrians or the Russians (but don't know which of the two), use "Allied Syrian and Russian Forces" (inter1). (For other countries with similar cases, we can create a similarly allied actor name)

In cases like Yemen, when you know it's a domestic force but don't know which one, use "Unidentified Yemeni Military Forces" (inter1)

When you *really don't know* who it was (i.e. it could be the Syrians, or the Russians, or the Coalition), then use "Unidentified Military Forces" (inter8). This should be used sparingly, only when you literally don't know who it could be and it could be anyone.



Dates

What date format do I use when coding events for ACLED?

All dates must be filled in UK date format – dd/mm/yyyy or 01/01/2012 for the 1st of January 2012, for example. If you normally use a different date format (US, or variant such as dd/mm/yy, etc.) then please check carefully that the correct date format is in place every time you submit a file, as this is a common error. It is far easier to have the date recored as ‘01 January 2012’, which you can set as your default by selecting your date column->right click->choose ‘format cells’->custom-> then write under “type” dd/mmmm/yyyy

That will set it up to write out the date.

The report does not specify a date on which the event took place. How do I code this?

If you are not sure about the exact date on which an event took place, estimate, and adjust the Time-Precision code accordingly. For example:

- *The LRA attacked three villages in Eastern DRC in the last week of August, leaving approximately 12 people dead.*

In this case, you would enter the date of the mid-point of the last week in August, and adjust the Time Precision code to 2 to reflect the level of estimation. Here is another another example:

- *Hamas launched a rocket attack near Beer Sheba in the month of August, leaving 2 soldiers injured.*

In this case (though it is rare for news reports to be so vague), enter the mid-point of the month referred to, and adjust the Time Precision code to 3 to reflect the level of estimation.

ID Numbers

What does GWNO mean and how can I fill out this column?

GWNO stands for the Gleditsch and Ward identifier. This is a specific number assigned to each country. We follow PRIO’s use of GWNO numbers, a copy of this list is available on the Shared Drive. As all coders code only the events which take place in the territory of the country they are allocated, all GWNO codes in a single file should be the same. In practical terms, this means that all events included in the Kenya file should have taken place *in Kenya* (and should not include reports of Kenyan actors such as the military, for example, operating in neighbouring countries). **GWNO numbers were phased out as of 2018.**

What is an ISO and which ones can I use?

ISO country codes are standardized numbers that designate countries. They are used much more commonly than GWNO numbers and all data from version 8 onwards uses these designations.

How do I fill in the column EVENT_CNTY?

Leave this column blank – it will be filled in when the file is being cleaned and merged with other country files.



Geographic Information

What are ADMIN LEVELS?

ADMIN 1, 2 and 3 refers to administrative zones in which the event took place. Country is the largest unit, followed by Region (ADMIN 1), District (ADMIN 2), County or the equivalent (ADMIN 3) and exact location (Location). Some countries (like DRC) are huge, and have provinces, districts, territories, and further sub-units within these. The Admin columns are designed to allow you to give as much information as possible. For example:

- *200 seasonal workers gathered outside the Agriculture & Industry complex factory in Haft Tappeh of Shavur district in Khuzestan province.*

Country	Admin1	Admin2	Admin3	Location	Latitude	Longitude
Iran	Khuzestan	Sush	Shavur	Haft Tappeh	32.08365	48.4100

In this case, Haft Tappeh would be the location, Shavur would be the Admin 3, Sush the Admin 2 (where Shavur district is located), and Khuzestan province would be Admin 1.

You can find the Admin levels either when you search the location online, or when you search for it in the Event tool for the country. Admin levels should be standardised across all locations of the same country that you find in ACLED datasets. As such, if the locations of a country have an Admin 1, Admin 2 and an Admin 3, all Admin columns for the new locations should also be filled; if the locations of a country only have Admin 1 and Admin 2, new locations should only have Admin 1 and 2, etc. When we georeferenced the file using GIS, it is helpful to know whether the coordinates for a location are correct and its admin districts by checking against the input admin data by the coders.

The location should always be as specific as possible - the part of Nairobi city in which the attack took place, for instance, if it is available. However, there are some cases where you may find it difficult to identify the exact location – the report only says 'Orientale Province in the DRC' for instance. In this case, if it's not possible to get more information from any other report, just put the smallest unit you are sure of (in this example, Orientale Province) and adjust the GeoPrecision code (as described in the codebook) to reflect the level of guesswork.

What are GeoPrecision codes?

GeoPrecision codes are a measure of how much estimation is used in determining the coordinates / location of an event: the higher the number (1 – 3), the higher the degree of estimation. GeoPrecision codes serve the same function as Time Precision codes.

If the report notes that an event took place in a particular town, and coordinates are available for that town, the highest level of precision is recorded (1). If activity occurs on the outskirts of a town or city, the same precision code (1) is used. If the report notes that activity took place in a small part of a region, or notes the general area, coders should the capital of this district / region, and use the next highest level of precision (2) for 'part of a region.'

If the report notes only that an activity took place in a region or province, a provincial capital is coded to represent the region and the GeoPrecision is coded as 3. With few exceptions, the provincial capital



should be selected to represent larger regions. Deviation from this rule occurs if there is evidence that the activity occurred elsewhere.

The report does not mention a specific location, only a region or province. How do I code this?

First, confirm that there is no additional information available regarding the location: cross-check other reports on the same event, and do a wider internet search (using keywords such as the actor involved, the country, the region, and the month) to see if other sources have captured more local information.

If you have confirmed that there is no more specific information available, simply enter the coordinates for the capital of the province, and adjust the GeoPrecision code accordingly (to 3 for province, or 2 if it's the capital of a district).

The report describes an event taking place 'nationwide.' How do I code this?

If an activity is described as taking place 'nationwide,' without any details on specific locations, or if it is a non-conflict event (such as the declaration of two groups merging, or the announcement of the surrender of a rebel group, for example) it may not be possible to identify a particular location. In these cases, please **DO NOT CODE THIS EVENT** until further details emerge. However, if nationwide protests are noted as occurring in all provinces, for example, take the main cities of each region and use a Geoprecision code of 3, and note that this was the decision in the notes category.

How do I find geographic coordinates?

There are several main ways to identify the geographic coordinates of an event's location. They are as follows:

1. By cross-checking the existing data file on the acleddata.com website. The existing files for each country you are coding are on the website - many of the locations you come across are likely to already be coded and already witnessed violent events in this time. Your first stop in finding coordinates can be to CTRL + F the location name in the existing file so you don't have to reinvent the wheel each time you're coding. If a search on the full name of the location does not return any results, try searching on variations of spelling (Riyadh / Riad / Riyad) or variations of the location name (Gadish, Moga or similar) to determine if the location is typically coded using a different spelling or format.
2. By using geonet gazetteer (<http://earth-info.nga.mil/gns/html/>). You can use the text-based search on this site, select your country of interest, and then search the location (it is not usually useful to select a region in which to search, as this can limit your results if the location you're looking for falls between two regions, for example). A couple of things to remember on this site:
 - a) You can search names using the 'starts with' or 'contains' function, which allows you to try different variations on spelling. In many locations, you'll find a lot of variations – if you can't find a location, try swapping homophones in a name like 'ch' for 'tch' or 'tsh'; 'y' for 'i' or similar.
 - b) In some countries, you may find many locations with the same name. In these cases, check if the region listed is consistent with the one in the report. If you're not sure, the report may indicate, for example, that the event took place in the east of the country – the website has a Google Maps option which visually displays the coordinates for



you, and this should give you an idea of whether you're in totally the wrong region or not.

- c) The database also includes reference points for districts and regions, which should be used if you can't find anything more specific, along with the appropriate GeoPrecision code, explained in the codebook (1, 2 or 3 depending on how specific the coordinates are).

Offered Services

& Reference

[Download Country Files](#)

[Region Names Bulletins](#)

[Political Codes](#)

[Formerly FIPS PUB 10-](#)

[General Policy](#)

[Miscellaneous Papers](#)

[Country Policy](#)

[Organization Systems](#)

Features

[FAQ Information](#)

[Additional Resources](#)

[Research Features](#)

Putting a Name to a Place

The Geographic Names Server is the official repository of standard spellings of all foreign place names, some of which are useful for finding purposes. We are starting to hold the native script spellings of these names. A can be used for a variety of purposes, including establishing official spellings of foreign place names, cartographic purposes, and for a variety of other purposes.

GNS Search - Open Geospatial Consortium (OGC) Viewer Page

Provides access to an OGC-compliant Web Map Services (WMS) interface and high level graphical search.

GNS Search - Text Based Page

Provides access to a text based query interface and mechanisms for initiating queries and generating output.

GNS Offered Services

About GNS

- GNS Has been in service since 1994

Country Name: (optional)

Sint Maarten
 Slovakia
 Slovenia
 Solomon Islands
Somalia

☒ Show ADM1 Names

☒ Single Name Search
 ☐ Multiple Name Search

Input Search String...
 Name:

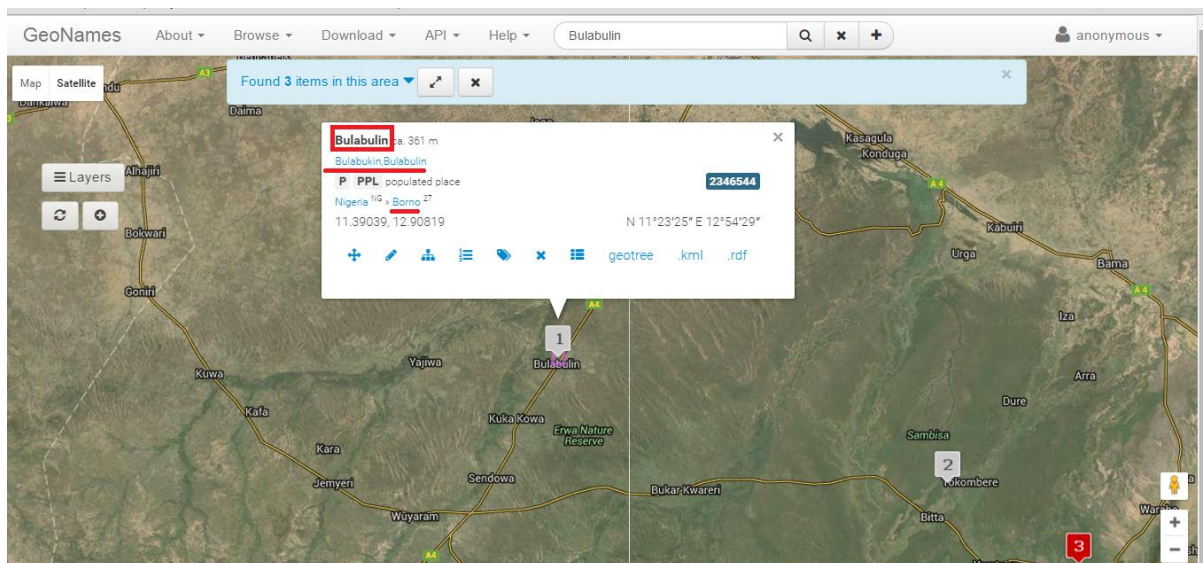
Starts With

Without Diacritics

ADM1 Names:

SO00 Somalia (general)
 SO01 Bakool
 SO02 Banaadir
 SO03 Bari

3. If you can't find a village name in either of the above resources, you may be able to discern an approximate location from the description in the article using Google Maps. For instance, if an event is described as having taken place 30km from Goma, you can estimate this using Google Maps, and right click to get the latitude and longitude coordinates. Of course, please apply the appropriate GeoPrecision code (2 or 3, depending on the level of estimation) to reflect that this is an approximated location.
4. This [interactive map](#) uses the GeoNames database in an easy visual format. To search for a location, ensure you have whatever region, country or sub-region you know the location to be in and type in the name of the location you want to find and all locations matching that name in the visible area will be shown. Click on the grey tabs to view each location and get information on the location's coordinates, the administrative region it is situated in and any other names that location may go by.



None of the methods outlined have provided geographic coordinates. How do I code the event?

In the event that none of the above methods result in geographic coordinates, please attempt a wider Internet search to see if you can identify the coordinates in another way. A google search on the location name may reveal variations on spelling or a similar name used for the same location, which you can then try to locate through the mechanisms above. Alternatively, you can follow the steps in the example below:

1. FARDC clashed with M23 in Kiwanja, 5km from Rutshuru. FARDC regained control of Kiwanja.

None of the above search methods revealed a location for Kiwanja. So the following steps were taken:

1. A google search for 'Kiwanja' led to the following links via IRIN news :<http://www.irinnews.org/report/81611/drc-thousands-flee-kiwanja-amid-fears-of-attack> and <http://reliefweb.int/map/democratic-republic-congo/damage-assessment-idp-camp-nyongera-kiwanja-town-north-kivu-province>, both of which highlight that Kiwanja is only a few km from Rutshuru; and the latter of which indicates that the location of 'Nyongera' is in Kiwanja town.
2. Thereafter, searching for 'Nyongera' in the NGA GeoNames database provided a result which consistent with Nord Kivu (verified using the coordinates).
3. Thereafter, this location was reviewed in Google Maps via the mapping feature, revealing Kiwanja.



GeoNames Search Results

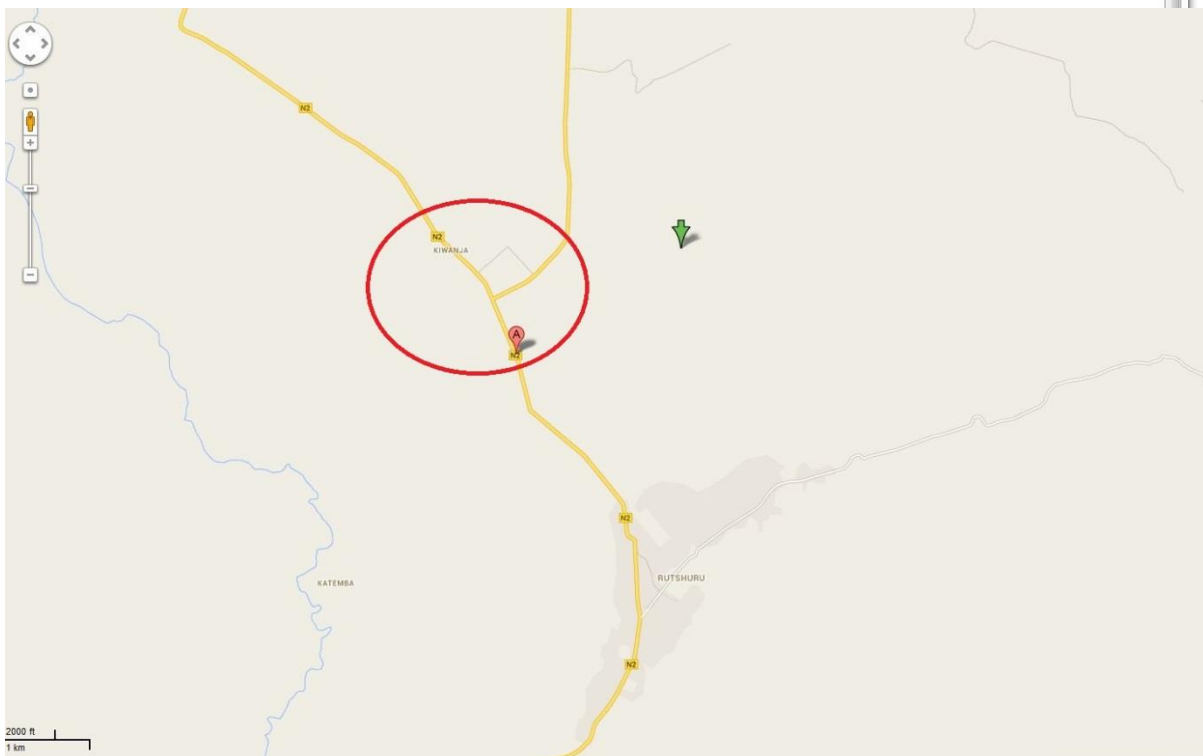
Total Number of Names in query: 2

Total Number of Features in query: 1

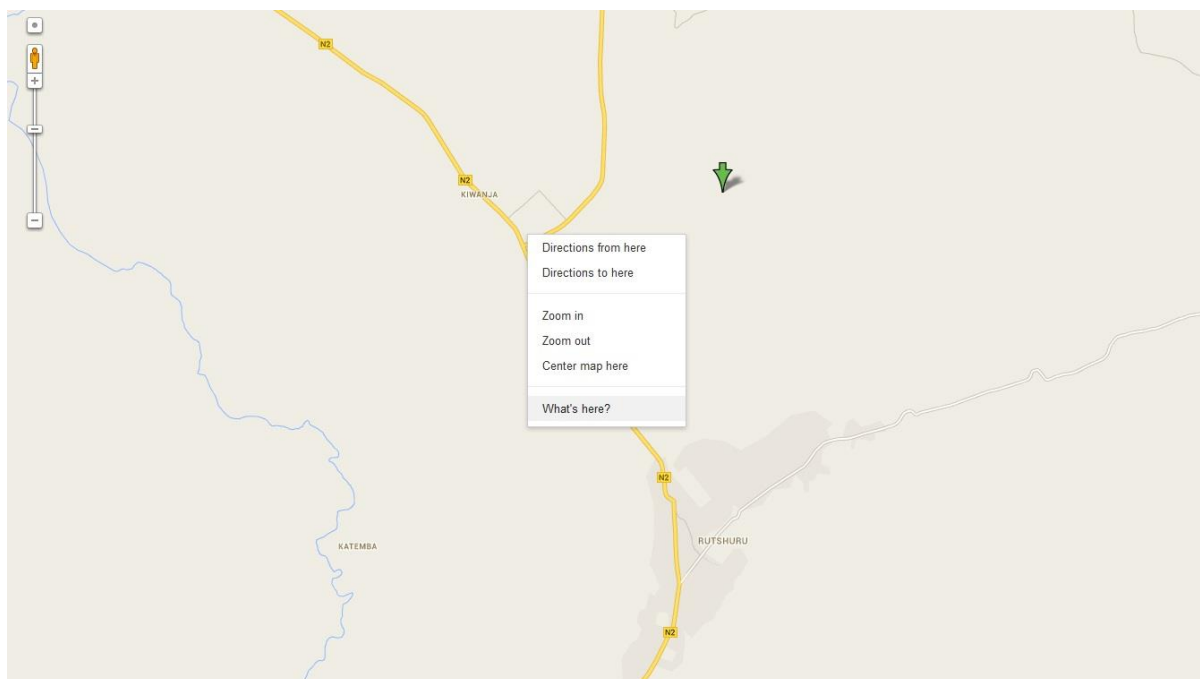
Records 1 through 2

The geographic names in this database are provided for the guidance of and use by the Federal Government and for the information of the general public.
The names, variants, and associated data may not reflect the views of the United States Government on the sovereignty over geographic features.

Name	Country	ADM1	Latitude/Longitude	MGRS	Feature Type	Display Location Using
Plantation Niongera (Approved) Nyongera (Variant)	Congo, Democratic Republic of the	Congo, Democratic Republic of the (general)	-1.15 29.45	35MQU7265372773	estate(s)	Google Maps MapQuest



4. Coordinate information was extracted by right-clicking and selecting the 'What's Here' option, which displayed the coordinates in the search bar.



Similar steps should be followed by coders who cannot identify geographic coordinates in any of the conventional ways outlined above. Using wider internet and desk-based research strategies helps to ensure high quality, thorough data, which increases its usefulness for humanitarian and development practitioners, as well as policy-makers and analysts.

I can only find coordinates for some but not all locations in a campaign string of events.

How do I code this?

Sometimes a report will note a campaign or string of events – such as attacks on 30 villages in a specific province. For the, say, 10 villages for which you are able to find coordinates, please code as such as 10 separate events with unique locations. For the 20 villages you are not able to find coordinates for after going through the above noted steps, aggregate the attacks together into one event at an aggregated location (e.g. capital of the province) with the appropriate geoprecision code, and make note in the Notes that the events have been aggregated as such. DO NOT create 20 separate events, all with the same location set to the capital of the province with a higher geoprecision code.

The coordinates I have found are in minutes and seconds. How do I code this?

All coordinates must be coded in decimal degrees in order to be used in GIS software. GeoNet Gazetteer converts coordinates listed into decimal degrees by clicking on the coordinates. Copy and paste these decimal degrees into your Excel template.



Name	Country	ADM1	Latitude/Longitude	MGRS	Feature Type	Map
Mogadishu (Conventional)	Somalia	Banaadir	02° 02' 46" N 045° 20' 03" E Google Map	88NNH3715026171	capital of a political entity	
Muqdisho (Approved)						
Hamar (Variant)						
Magadiscio (Variant)						
Maqdishu (Variant)						
Mogadiiso (Variant)						
Mogadiscio (Variant)						
Mogadish (Variant)						
Mogadiiso (Variant)						
Muqdishow (Variant)						
Muqdishu (Variant)						
Xamar (Variant)						

Alternatively, there are several websites which convert coordinates from minutes and seconds into decimal degrees, including <http://transition.fcc.gov/mb/audio/bickel/DDDMSS-decimal.html>.

The search has returned multiple results in different areas for the same name. How do I know which one to use?

There are two ways to try to ensure you select the right location:

1. Check what is listed as ADM1 (equivalent of Admin level) in GeoNet Gazetteer – if this is inconsistent with the report, or is an area very far away from where the report indicates (for example, a region in the east of a country, when the report indicates the event took place in the west), then disregard this location.
2. Click the Google Map link on GeoNet Gazetteer (or by manually entering the coordinates into Google Maps yourself) to determine where in the country the coordinates are. Again, if this is inconsistent with names or described locations in the report (east / west, etc.) then disregard this location.

If neither of these help narrow down the list, then use the next largest unit described in the report (for example, the district or province) to make sure you code the event in the right area, and adjust the GeoPrecision score accordingly to reflect the level of estimation.

How do I ensure consistency in location coding?

It is important for location coding in ACLED to be standardised and consistent. Because of this, it is important to check the running file to see if the location you are looking for exists before turning to Google Maps or NGA GeoNames. When you come across a location that has not been previously coded, highlight the cells containing geographic information (from COUNTRY to LOCATION) in green. ADM information and coordinate information can all be found on the NGA GeoNames database or its [interactive map](#).

When using these resources to code a new location, please check the following:

1. That the location does not already exist under another name. The interactive map will give a list of synonyms just under the main name.
2. That the ADM1 listed under the title is consistent with the ADM1's used for that country in the ACLED file. For example, ACLED uses Darfur as an ADM1 while using the subsections



of the Darfur region (Northern, South, Central, West) as ADM2. But GeoNames lists these subsections as the ADM1 (see attached figure 2). In this case, what GeoNames puts as the primary administrative division would be put to ADM2 in order to retain consistency in the coding.

NGA Quick GeoNames Search - Google Chrome

geonames.nga.mil/namesgaz/gnsquicksearch.asp

GeoNames Search Results

Total Number of Names in query: 1
Total Number of Features in query: 1
Record 1 of 1

The geographic names in this database are provided for the guidance of and use by the Federal Government and for the information of the general public.
The names, variants, and associated data may not reflect the views of the United States Government on the sovereignty over geographic features.

Name (Type)	Geopolitical Entity Name (Code)	First-Order Administrative Division Name (Code)	Latitude, Longitude DMS (DD)	MGRS	Feature Designation (Code)	Display Location Using
Thābit (Approved - N)	Sudan (SU)	Shimāl Dārūr [Arabic] / North Darfur [English] (SU55)	13° 18' 00" N, 025° 06' 00" E (13.3, 25.1)	35PKQ9417871097	populated place (PPL)	Google Maps MapQuest

Fatalities

How do I count fatalities?

ACLED codes total fatalities, from both sides combined. If the report cites a range, include the lowest (5 – 10 people killed, is coded as 5). If the report cites ‘dozens’ code 12; if ‘hundreds’ code 100, etc. If the report cites the occurrence of fatalities without specifying a number, code 10. This figure should be used for reports that cite ‘several’, ‘many’ or an ‘unknown’ number of casualties. In the below three examples, assigning a figure of 10 fatalities would be appropriate:

1. *Al Shabaab fighters carried out an attack against AMISOM base near Yaaq Biri Weyne Village. Al Shabaab claimed that they had killed a number of AMISOM soldiers. However, the casualties could not be independently verified.*
2. *A Yemeni military spokesman claimed that the army killed several rebels during clashes in Maqash and decided to pursuit 55 elements of the Houthi rebel group in the northern province of Saada and other provinces.*
3. *A car bomb erupts in southern Thailand, resulting in several deaths.*

Please be aware that 10 should be used as an estimate only in the absence of any information concerning actual fatality numbers. It is often the case with large scale attacks that the actual number of fatalities is not known until post-hoc investigations have been conducted meaning that the actual figure may become available in the following weeks (see Coding Events: Revisions, corrections and questions, page).



If only a total number of fatalities is given for multiple events (taking place across more than one day or in more than one location), please split these evenly among the events in question. For example:

- *Security forces killed more than 35 al-Qaida militants in preemptive raids across including the capital Sanaa and in al-Hodaida, Marib, Shabwa and Abyan.*

In this case, you would code five events on the same date (one for each city), and split the total fatality number (35) evenly between the five events (7 each).

- *Ongoing battles between Boko Haram militants and police which lasted Friday to Sunday left 30 people dead.*

In this case, you would code three events (one each for Friday, Saturday and Sunday), and split the total fatality number (30) between the three events (10 each).

Notes

What should I put in the notes section?

The notes section is just a brief (one or two line) description of what the event involved. For example:

- *Unidentified armed group attacked security forces in northern Mogadishu. Four combatants killed in the clash.*
- *AQAP fighters attacked a checkpoint in the city of Zanzibar in Abyan governorate, killing two soldiers and destroying an armored vehicle.*
- *Islamist militants attacked a village in southern Thailand, kidnapping three children and killing four villagers.*

It's fine to just copy and paste from your source article, but please remember to edit out any 'normative' language – anything that describes an act as 'brutal', 'heinous', 'horrible,' etc. or describes the actors as 'terrible' 'brave' etc. should not appear. Formatting should also be corrected (can be done by selecting 'Paste Special' and pasting unformatted text).

Uploading data files

What do I do when I'm finished coding?

Review the data. All coders are expected to submit cleaned, correctly formatted and publication-ready data. This means that all coders must set time aside to review the file they have compiled. Specific steps for review are laid out in the 'Checklist for Coders to Complete before Submission'. These involve sorting columns to ensure consistency across names, types, etc. and catch any errors (omitted dates, mistakes in interaction terms, etc.) The checklist must be reviewed and completed before data is submitted. The checklist must be submitted along with the data cover e-mail with every data submission.

What do I have to include in the cover e-mail?

The cover e-mail is an outline of the work you have completed. It should include:

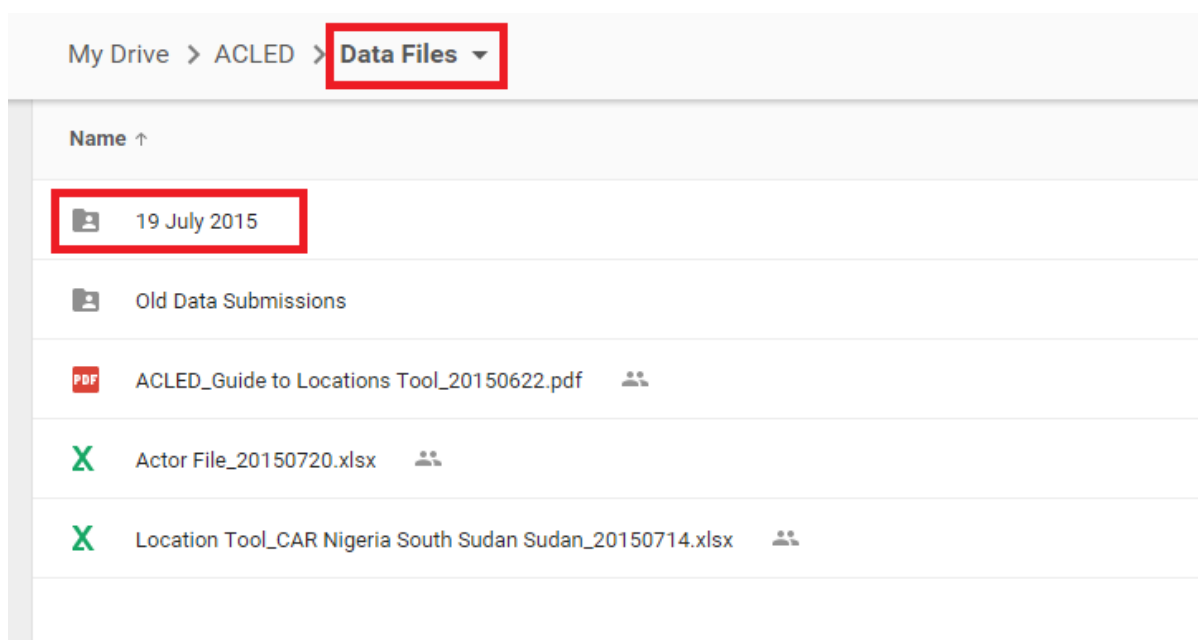


1. A list of the countries you have coded and the time periods;
2. A list of any countries you were assigned but for which you could not find any events;
3. Any new actors you came across which were not in the actor file and the format in which they were coded;
4. Any questions or problems you had coding which were not answered by reviewing the codebook, the FAQs and previous feedback;
5. The completed checklist as an attachment;
6. A note of the hours you will claim for that individual data submission (not based on calendar month, etc. but on the actual number of hours this data required).

Any questions must be clear, concise and provide context or a description of the problem you encountered. Simply stating something vague like ‘*I wasn’t sure what to do about the rioting in Bahrain*’ is neither a question nor a helpful description of the problem. Please be detailed and exact, and where possible, frame questions in such a way as to allow them to be answered without reference to the data initially. For example: ‘*The state news agency reported rioting in early August in Bahrain, but the organisers denied any violence occurred in a separate news report. I coded this as rioting, but I was not sure if this needed to be reviewed.*’

How do I upload data?

All files are to be uploaded to ACLED's Google docs, which you should have access to via your country desk manager. Files should be uploaded to the folder corresponding to that coding period. To do this, go to the Data Files folder, and then select the corresponding folder:
The example below is from a previous date, and your own folder may not look like this.



If you are the first coder to submit data, you may find that a corresponding date folder has not yet been created. If this is the case, please create one with the same folder name format as previous submissions.

Two files should be submitted for every reporting period:



- A data file (Excel sheet); and
- A source material file (Word file).

All data is to be coded in the Excel file template format. Please do not change the column headings.

Please create a new file for every reporting period (every time you upload a file) based on the month / year covered (depending on country and coder). **So if you are uploading data for Week 1 May 2012, please do not add this data to an older April file, but create a new one.** Each source material file should also cover a single reporting period (as above) and correspond to the Excel file submitted at the same time.

Each data file and source material file should be submitted with the following name format: **“Coding_yyyymmdd to yyyymmdd _coder initials”**. So if John Doe codes from 14 April 2012 to 30 April 2012, the file name would be: **“Coding_20120414 to 20120430_JD”**

Revisions and Questions

I previously coded an event with as much information as was available at the time, but now there are reports with more accurate information. How do I revise this event?

If you come across a report with more accurate information (location, fatality numbers, actor involved, etc.) code this event as a new event in your next data submission file for that country. Include all the updated information. Highlight the event data line in red in your file, and make a note of the inclusion of this revised event in your cover e-mail when you submit your files.

436	320NIR	74721	01 September 2013	2013	1 Ric
436	321NIR	74722	01 September 2013	2013	1 Vic
471	214CAO	74744	02 September 2013	2013	1 Ric
433	601SEN	74761	02 September 2013	2013	1 Ric
436	322NIR	74799	03 September 2013	2013	1 Bat
433	602SEN	74805	03 September 2013	2013	1 Ric
436	323NIR	74844	04 September 2013	2013	1 Bat

In very high-activity countries, it can be difficult to identify which event from a previous period needs to be updated or amended. For this reason, please refer to the event in your cover mail by its event ID – this is the unique identifier given to each event in the final published version of the file available from the central folder, your email and the website. So your cover mail should state: *“An event from UAE (ID: 4598RTA) needs to be amended in the following way...”* This will make it easier for the revision to be completed by the cleaning team.

Remember: Please do not resubmit the previous month’s file, or make amendments directly to the file you have submitted previously. These files are downloaded and cleaned every month, and are not used again as a basis for submitting revised data.



I am coding realtime events for a time period, but I have found an event that occurred in a previous period that was not coded. What should I do?

First, make sure that the event was not captured in an earlier data file: sort on event type, actor, date and location and check that there is no corresponding event. This ensures you are not creating a duplicate of an existing event.

If the event does not appear anywhere in the previous period's data, then please code and include in your current data file. Highlight the event data line in blue in your file, and make a note of the inclusion of this revised event in your cover e-mail when you submit your files.

437	1441CDI	74897	05 September 2013	2013	1 Battle-
471	215CAO	74924	06 September 2013	2013	1 Non-vi
433	603SEN	74955	06 September 2013	2013	1 Violent
438	599GUI	80392	09 September 2013	2013	1 Riots/F
433	604SEN	75063	09 September 2013	2013	1 Riots/F
437	1442CDI	75093	10 September 2013	2013	1 Battle-
433	605SEN	75106	10 September 2013	2013	1 Riots/F
437	1443CDI	75132	11 September 2013	2013	1 Battle-

Note the date accurately and mention that you came across an event, which was not previously coded when you send your cover e-mail. Including an event that took place in an earlier time period does not require you to change the format or name of the data file you submit. For example, if you come across an event, which took place in September when you are coding October data, there is no need to change the file name to an earlier date.

If you have to highlight both a line and a cell of data (an old / corrected event and a new actor), make sure you highlight the full line in red or blue, and the cell in yellow:

2013	1 Battle-No	Military Forces of Niger (2011-)		
2013	1 Violence	Civilians (Guinea)	RPG: Rally	
2013	1 Battle-No	Unidentified Armed Group (Ivory Coast)		
2013	1 Non-violent	MLCP: Movement for the Liberation of the Cameroonian People		
2013	1 Violence	Civilians (Senegal)		
2013	1 Riots/Pro	Rioters (Guinea)	UFDG: Uni	
2013	1 Riots/Pro	Protesters (Senegal)	Prisoners	
2013	1 Battle-No	Military Forces of Ivory Coast (2011-) Gendarmerie		
2013	1 Riots/Pro	Protesters (Senegal)		

I am not sure I have coded a file correctly, or have a question about a particular event. How do I address this?

If you have a question about how to code something which affects multiple events, and it is not covered elsewhere in the FAQs or in the codebook, please email your question to your supervisor (Research Manager) during the coding period, or ask the question on the appropriate Slack channel (depending on your supervisor's preference). This will allow it to be addressed so that the cleaning process does not entail extensive recoding of multiple events.

If you have a question that affects only one or two events in the coding period, you should code the event as you think is correct, highlight the line of data in green, and then list your question in your cover mail:



39RTA	28 February 2014	2014	1 Battle-No	AMISOM: M
55RTA	28 February 2014	2014	1 Non-viole	Al Shabaab
20RTA	01 March 2014	2014	1 Battle-No	Unidentifie
39RTA	01 March 2014	2014	1 Battle-No	Police Force
73RTA	01 March 2014	2014	1 Riots/Prot	Protesters
11RTA	01 March 2014	2014	1 Battle-No	AMISOM: M
07RTA	01 March 2014	2014	1 Non-viole	AMISOM: M
22RTA	01 March 2014	2014	1 Violence	Unidentifie
06RTA	02 March 2014	2014	1 Violence	Unidentifie
06RTA	02 March 2014	2014	1 Riots/Prot	Protesters

Make sure you note in your cover mail what your question / concern is. Any questions must be clear, concise and provide context or a description of the problem you encountered. Simply stating something vague like, ‘*I wasn’t sure what to do about the rioting in Bahrain*’ does not help us address the specific question. Please be detailed and exact, and where possible, frame questions in such a way as to allow them to be answered without reference to the data initially. For example: ‘*The state news agency reported rioting in early August in Bahrain, but the organisers denied any violence occurred in a separate news report. I coded this as rioting, but I was not sure if this needed to be reviewed.*’

Events Tool

The Events Tool is a new system developed to assist coders during the process of coding, facilitating the search of actors and locations, spotting issues before submission, reducing the time spent on coding and ultimately ensuring greater consistency across the team.

Use of the Events Tool does not alter the coding steps outlined in this FAQ, but enables coders to locate and rectify errors in coding with more precision. Coders are required to submit their data using the process and the format described in this document. After using the Events Tool, coders should copy their data into a blank coding template and verify that the data are formatted according to instructions.

What are the main tabs of the Event Tool and what are they for?

- **Events:** This is the only tab coders should use to input the data. It comprises a compacted coding template to allow coders input only the necessary information. The rest will be added by the Events Tool in the Review tab
- **Review:** This is the tab where all information appears in ACLED format. Cells contain automated formulas that identify events outside the coding period, new actors, new locations and multiple locations with the same name highlighting the relevant cells accordingly.
- **Actor List:** This tab contains an updated list of all actors found in ACLED. The coding manager will update it for you every week. You should use this tab to search actor names.
- **Locations:** This tab contains an updated list of all locations found in ACLED. It will be updated for you by the coding manager every week. You should use this tab to search location and administrative levels names.
- **Review Legend:** An overview of the colours used by the Coding Tool.



How do I use the Coding Tool?

1. Go to the **Events** tab.
2. Add the Event Date. The Event Date cell in the Review tab will be highlighted in pink if the date falls outside the current coding period (e.g. the event took place before the current Sunday).
3. Add the Time-Precision code. If it is not 1, 2 or 3, the Time Precision code cell in the Review tab will be highlighted in pink.
4. Add the Event Type. If the event type is spelled incorrectly, the corresponding cell in the Review tab will be highlighted in orange.
5. Add Actor1 and, if necessary, Ally Actor1, Actor2 and Ally Actor2. The Coding Tool will add the actor and the interaction codes as appropriate. If any of these actors is new, the corresponding cells in the Review tab will be highlighted in yellow.
6. The Tool does not allow coders to add more than three ally actors. If necessary, please add them manually before submission.
 - a) In a limited number of cases, some actors may have multiple actor codes (. e.g. military forces operating outside their country of origin). To avoid mistakes, please always double-check the entries before the submission.
7. Add the Country name or its GWNO code under the Country column. The Coding Tool will fill out both cells automatically in the Review tab.
8. Add the Location. If the Location name already exists in the Locations tab, the Coding Tool will automatically fill the Admin and coordinates columns. The Count column in the Review tab will also tell coders how many locations with the same name exist in the data.
 - a) If there are zero locations with the same name, you should manually code the administrative levels and the coordinates. This will be counted as a new location and the related columns highlighted in green in the Review tab.
 - b) If the location is unique, the location will be automatically coded in the Review tab with the correct administrative levels and coordinates. The columns should appear without highlight.
 - c) If there is more than one location with the same name, the Location cell in the Review tab will be highlighted in purple. Please do a search in the Locations tab to select the correct admin levels and coordinates as appropriate.
9. Add the 'Source', 'Notes' and 'Fatalities' as appropriate.
10. Go to the Review tab.
11. Correct any basic coding errors, then copy paste into a blank coding template. Ensure that you copy just the values and not the formulas. This is very important.
12. Make sure new actors, new locations and events from before the beginning of the week are highlighted appropriately. On some versions of Excel, you may need to remove any conditional formatting before highlighting the cells as appropriate.
13. Make sure new actors have their interaction terms filled in, correcting all instances of #N/A or 0 which may show up in the Actor and Interaction columns.
14. Perform in-depth self-revisions (e.g. Notes/fatalities check), and then submit.

NOTE: You should avoid deleting/inserting rows (or columns) in the **Events** tab, as this will break the formulas. If this happens, the row that was deleted/inserted upon will show up as “#REF” across the **Review** tab. You will not be able to solve the issue selecting CTRL+Z to undo the action or simply copying / pasting the row.



=EventsISD13																										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
	GWIND	EVENT	EVENT DATE	YEAR	EVENT TYPE	ACTOR1																				
2	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
3	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
4	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
5	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
6	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
7	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
8	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
9	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
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20	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
21	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
22	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
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27	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
28	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
29	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
30	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
31	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
32	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
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34	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
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44	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
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51	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
52	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
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57	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
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60	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
61	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
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64	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
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66	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
67	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
68	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
69	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
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72	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
73	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
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80	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
81	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
82	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				
83	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)																				

If you see this in the **Review tab**, you can fix it by selecting the whole row above the row with #REF from **A** to **AG**. This is key as there are hidden rows between Z and AG. Once selected, click on the black box at the bottom right and drag down at least ~200 rows, or however far you think you will need for this week's coding.

A3 = IF(ISNUMBER(EventsIH3),EventsIH3,IF(LEN(EventsIH3)>0,INDEX(LOOKUP(SB:\$B,MATCH(EventsIH3,LOOKUP(SA:\$A,0),1),NA)))																											
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
	GWIND	EVENT	EVENT DATE	YEAR	EVENT TYPE	ACTOR1	ALLY ACTOR 1	INTER ACTOR2	ALLY ACTOR 2	TELRAC	COUNTRY	ADMIN1	ADMIN2	ADMIN3	LOCALITY	LATITUDE	LONGITUDE	SOURCE	NOTES	ATLANTIC	2	AS	AH				
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2	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)					60	Algeria	Bouira	Bouira	0 Bouira	36.98000	3.9040	1	Tout sur l'Students		0						
3	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)	REF1				60	Algeria	Boumerdes	Boumerdes	0 Boumer	36.76639	3.47717	1	El Vatan Public It		0	1					
4	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)	REF1				60	Algeria	Boumerdes	Boumerdes	0 Boumer	36.76639	3.47717	1	El Vatan Public It		0	1					
5	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)	REF1				60	Algeria	Oran	Oran	0 Oran	35.6910	-0.64170	1	El Vatan Around I		0	1					
6	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)	REF1				60	Algeria	Tizi Ouzou	Tizi Ouzou	0 Tizi Ouz	36.71863	4.04591	1	El Vatan Commu		0	2					
A3 = IF(ISNUMBER(EventsIH3),EventsIH3,IF(LEN(EventsIH3)>0,INDEX(LOOKUP(SB:\$B,MATCH(EventsIH3,LOOKUP(SA:\$A,0),1),NA)))																											
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
	GWIND	EVENT	EVENT DATE	YEAR	EVENT TYPE	ACTOR1	ALLY ACTOR 1	INTER ACTOR2	ALLY ACTOR 2	TELRAC	COUNTRY	ADMIN1	ADMIN2	ADMIN3	LOCALITY	LATITUDE	LONGITUDE	SOURCE	NOTES	ATLANTIC	2	AS	AH				
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2	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)					60	Algeria	Bouira	Bouira	0 Bouira	36.98000	3.9040	1	Tout sur l'Students		0						
3	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)					60	Algeria	Boumerdes	Boumerdes	0 Boumer	36.76639	3.47717	1	El Vatan Public It		0	1					
4	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)					60	Algeria	Boumerdes	Boumerdes	0 Boumer	36.76639	3.47717	1	El Vatan Public It		0	1					
5	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)					60	Algeria	Oran	Oran	0 Oran	35.6910	-0.64170	1	El Vatan Around I		0	1					
6	65	20032017	2017	1	Riots/Protests	Protesters (Algeria)					60	Algeria	Tizi Ouzou	Tizi Ouzou	0 Tizi Ouz	36.71863	4.04591	1	El Vatan Commu		0	2					

NOTE: Corrected events from previous months should not be put into the **Events Tool**, but should instead be copy-pasted into the submission Excel file directly.