

## Fact-checking working rules for “GeoFacts” analysts

The given document is a guideline for “GeoFacts” analysts which contains rules and recommendations to be considered in the process of preparing the material.

### Structure of the material (article) (1)

Material (article) consists of six parts:

- **Title/subtitle** – the title of the article should include the citation of claim. If the citation is not short and clear, periphrasis is possible;
- **Resume [If needed, depending on the size of the article]**: Summarizing main findings of the article, including the claim that was fact-checked, information used for fact-checking and the conclusion;
- **Introduction** – includes description of circumstances connected with the claim (who, what, when, where, why, how);
- **Background** – includes additional information on what circumstances preceded the given statement, what was the historical or other type of context (economic, political, social), important information connected with the fact-checked claim (claims broadcasted in media, previously confirmed and/or verified facts);
- **Main body, fact-checking** – this is consolidated information collected from various sources (public information, official web-pages, media, interviews received from primary sources etc.), which is analyzed and laconic;
- **Conclusion [If needed, depending on the size of the article]** – includes analysis concerning the veracity of the fact-checked claim, including the verdict.

### Style of the material (article) (2)

- Direct citation of the checked claim;
- The title consists of 150 symbols max;
- The title is highlighted on the web-page;
- Font size of the title is 12, whilst for the article itself it is 11, font type – Sylfaen;
- The material necessarily includes a source of the claim, in case the information is spread on social media - an archived link of the original source;
- When verifying a statement made by a politician, the title must contain the identity of the author of the statement, regalia not included;

- Name of the organization is written in full or with defined abbreviation;
- Usage of short sentences, wherever possible, is highly encouraged;
- Use Arabic numbers for: age, address, names of TV channels, resolutions of court, parliament or government, electoral numbers of politicians or parties, telephone numbers etc.;
- The article should include the status of the author of the claim at least once (i.e. MP, Head of the Committee, party allegiance etc.). Indicating regalia every time the person is mentioned is not necessary;
- If the article debunks user-generated misinformation from an account that is not a repeat offender and there is a risk of online harassment after their claim has been debunked, avoid exposing and identifying such social media users by names or showing their profile. Instead use the following phrase: “Disinformation is spread in social media, claiming that...”, “Information spread on social media states...”, etc. Indicating the source as a hyperlink is a MUST;
- Names of parties and organizations are written in full: Parliament of Georgia, Ministry of Education and Science of Georgia, etc.;
- Name and surname of the person is written in full;
- In the conclusion, we can repeat the verified claim, write a short analytical summary concerning the author of the claim and only after this, write the verdict;
- The article should not contain texts or notes that may be interpreted as an ideological assessment or opinion when verifying the fact;
- Do not use barbarisms, jargons and calques (except in direct citation). Text should have academic style, with respective punctuation marks and paragraphs;
- All statistics, facts, and evidence given in the article should be easily searchable (i.e. short definition or hyperlink);
- Ideally, all links used in the article should be archived;
- Norms of ethics are protected during the editing process.

### **Main Obligation for “GeoFacts” team members (3)**

1. “GeoFacts” team members are obliged to leave their political preferences behind and maintain absolute nonpartisanship during fact-checking;

2. “GeoFacts” members are obliged to honestly report if they have conflict of interest on a topic they were assigned to prepare an article.