Library Instruction
JRNL 11 – News Writing & Reporting
2017
WEB RESOURCES
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**JOURNALISM RESOURCES ON THE WEB**

**Journalism LibGuide** – Hofstra University Library: [http://libguides.hofstra.edu/Journalism](http://libguides.hofstra.edu/Journalism)
Access information on reference materials, finding books and articles, strategic web searching, as well as key blogs, podcasts and RSS feeds from the field, all updated in real time.

**Poynter Institute - Resource Center**

**Investigative Reporters and Editors – IRE**

**CJR - Columbia Journalism Review – Journalism Tools**

**Project for Excellence in Journalism - Journalism.Org**

**Neiman Reports on Journalism** – “Nieman Reports serves a unique role in the community of journalism publications. Journalists write stories out of experiences they’ve had in covering events and issues, and they write about newsroom issues common in the craft. In these articles, they share insights and lessons with our worldwide audience of leading print, broadcast and online journalists. Photojournalists and cartoonists also contribute their work and ideas to Nieman Reports.” Full text from 1998 to the present available:

**STATE**

**New York state and local governmental resources**

NEW YORK STATE GOVERNMENT STRUCTURE

The Legislative Branch
The legislative branch consists of a bicameral (or two chamber) Legislature — a 62 member Senate and 150 member Assembly that, together, represent the 18 million citizens of the State. All members are elected for two-year terms.

The Judicial Branch
The judicial branch comprises a range of courts (from trial to appellate) with various jurisdictions (from village and town courts to the State's highest court — the Court of Appeals). The State assumes the cost for all but the town and village courts.

The Judiciary functions under a Unified Court System whose organization, administration and financing are prescribed by the State Constitution and the Unified Court Budget Act. The Unified Court System has responsibility for peacefully and fairly resolving civil claims, family disputes, and criminal accusations, as well as providing legal protection for children, mentally-ill persons and others entitled to special protections.

The Executive Branch
The executive branch of New York State government consists of 20 departments — the maximum number allowed by the State Constitution. This limitation came about as a result of constitutional reforms from the 1920s that were designed to make State government more manageable, by eliminating many of the independently elected executive officers and curbing the creation of new departments.

The current 20 departments are:

Agriculture and Markets
Serves agricultural producers and the consuming public. Promotes agriculture through various industry and export development programs; enforces food safety laws.

Audit and Control
Maintains the State’s accounts; pays the State’s payrolls and bills; invests State funds; audits State agencies and local governments; and administers the State employee retirement system.

Banking
Primary regulator for State-licensed and State-chartered financial entities operating in New York, including: domestic banks, foreign agencies, branch and representative offices, savings institutions and trust companies, mortgage bankers and brokers, check cashers and money transmitters. Ensures the safe and sound conduct of these businesses maintains public confidence in the banking system and protects the public interest as well as the interests of depositors, creditors and shareholders.

Civil Service
The central personnel agency for the Executive branch of State government. Provides the State of New York with a trained workforce; administers health, dental and insurance programs covering State employees and retirees as well as some local government employees; and provides technical services to the State’s 102 municipal service agencies, covering approximately 392,000 local government employees.

Correctional Services
Operates facilities for the custody and rehabilitation of inmates.

Economic Development
Creates jobs and encourages economic prosperity by providing technical and financial assistance to businesses.

Education
Supervises all educational institutions in the State, operates certain educational and cultural institutions, certifies teachers and certifies/licenses 44 other professions.

Environmental Conservation
Administers programs designed to protect and improve the State’s natural resources.

Executive
At the time of the 1920s constitutional reforms, the Executive Department — headed by the Governor — housed only a few core functions such as budgeting, central purchasing, the State police and military and naval affairs. Since that time, numerous agencies have been created within the Executive Department to accommodate governmental functions not anticipated in the 1920s, while conforming with the limits established by the Constitution. These additions include divisions and offices that do not logically fit into the framework of the other departments, such as the Division of Veterans’ Affairs (which advises veterans on services, benefits and entitlements, and administers payments of bonuses and annuities to blind veterans) and the Office of General Services (which provides centralized data...
processing, construction, maintenance and design services as well as printing, transportation and communication systems).

**Family Assistance**
Promotes greater self-sufficiency by providing support services for needy families and adults that lead to self-reliance.

**Health**
Protects and promotes the health of New Yorkers through enforcement of public health and related laws, and assurance of quality health care delivery.

**Insurance**
Supervises and regulates all insurance business in New York State. Issues licenses to agents, brokers and consultants; conducts examinations of insurers; reviews complaints from policyholders; and approves corporate formations, mergers and consolidations.

**Labor**
Helps New York work by preparing individuals for jobs; administering unemployment insurance, disability benefits and workers’ compensation; and ensuring workplace safety.

**Law**
Protects the rights of New Yorkers; represents the State in legal matters; and prosecute violations of State law.

**Mental Hygiene**
Provides services for individuals suffering from mental illness, developmental disabilities and/or substance abuse.

**Motor Vehicles**
Registers vehicles, licenses drivers and promotes highway safety.

**Public Service**
Ensures that all New Yorkers have access to reliable and low-cost utility services by promoting competition and reliability in utility services.

**State**
Known as the keeper of records, the Department of State issues business licenses, enforces building codes, provides technical assistance to local governments and administers fire prevention and control services.

**Taxation and Finance**
Collects taxes and administers the State’s tax laws.

**Transportation**
Coordinates and assists in the development and operation of highway, railroad, mass transit, port, waterway and aviation facilities.

**ELECTED OFFICERS AND APPOINTED OFFICIALS**

Only four statewide government officers are directly elected:
The Governor, who heads the Executive Department, and Lieutenant Governor (who are elected on a joint ballot).
The State Comptroller, who heads the Department of Audit and Control.
The Attorney General, who heads the Department of Law.

With a few exceptions, the Governor appoints the heads of all State departments and agencies of the executive branch. The exceptions include:
- The Commissioner of the State Education Department, who is appointed by and serves at the pleasure of the State Board of Regents.
- The Chancellor of the State University of New York, who is appointed by a Board of Trustees.
- The Chancellor of the City University of New York, who is appointed by a Board of Trustees.

**LOCAL GOVERNMENTS**

Geographically, New York State is divided into 62 counties (five of which constitute the boroughs – The 5 Boroughs - of New York City: Richmond County [Staten Island], Manhattan County, Bronx County, Brooklyn County, Queens County). Within these counties are 62 cities (including New York City), 932 towns, 553 villages and 704 school districts. In addition to counties, cities, towns and villages, “special districts” meet local needs for fire and police protection, sewer and water systems or other services.

Local governments are granted the power to adopt local laws that are not inconsistent with the provisions of the State Constitution or other general law. The Legislature, in turn, may not pass any law that affects only one
locality unless the governing body of that locality has first approved the bill — referred to as a home rule request — or unless a State interest exists.

State & Local Government on the Web – Comprehensive listing of state and local gov’t. websites.  
https://www.usa.gov/local-governments

Counties of New York:  http://www.ny.gov/counties

NASSAU COUNTY

Nassau County Government Homepage  
http://www.nassaucountyny.gov/

SUFFOLK COUNTY

Suffolk County Government Homepage  
http://www.suffolkcountyny.gov/  
County Clerks Offices by County:  
• Nassau:  http://www.nassaucountyny.gov/agencies/clerk/  
• Suffolk:  http://www.suffolkcountyny.gov/clerk

PUBLIC RECORDS – NEW YORK STATE

The availability of public records and their disclosed content is contingent on the statutes of the state. The level of authority required by the person requesting the documents may be exclusionary to the working journalist. For example, vital records such as birth certificates and marriage licenses are directly available only to those individuals to whom they are vital: the individual and parents listed on the birth certificate or a legally documented guardian; the spouses named on the marriage license. Access depends on the nature of the record, the statutes regulating its access to the public, and the level of authority of the requestor. Many documents are only accessible via a FOIL (Freedom of Information Law) request which must be approved by the attending clerk. In some circumstances, the application must be submitted in writing; requests for permission to come to an office to view records must be made in writing. Read more about FOIL and open government regulations in New York State at: https://www.governor.ny.gov/freedom-information-law-foil-requests.

The County Clerk’s office is the place to begin searching for the office/agency which records the documents you require. Vital records, real property records (e.g., deeds, mortgages), professional and recreational licenses are examples of the kinds of records filed and maintained by the County Clerk’s office.
The 62 Counties of New York State

LONG ISLAND

Long Island Index
http://www.longislandindex.org/

“Long Island’s governance structure shaped over centuries consists of 901 different entities including two cities, 2 counties, 13 towns, 95 villages, and many other special purpose units including water, fire, library and 127 school districts each with its own taxing authority. Nassau County has three town: Hempstead, North Hempstead and Oyster Bay, and two cities, Long Beach and Glen Cove. The county is made up of 126 municipal corporations including 64 different villages, 56 school districts and 19 legislative districts. Suffolk County has ten town: Huntington, Babylon, Islip, Smithtown, Brookhaven, Riverhead, Southampton, Southold, East Hampton and Shelter Island. There are 113 municipal corporations including 31 villages, 71 school districts, and 18 legislative bodies.”
Hofstra Campus Safety Report
http://www.hofstra.edu/StudentServ/IC/IC_Public_Safety_Report.cfm

Directory of New York State Criminal Justice Agencies:

New York State Crime Statistics:
http://www.criminaljustice.ny.gov/crimnet/ojsa/stats.htm

Police Data & Statistics – Nassau County:
Police Data & Statistics – Suffolk County:
Most recent annual report contains statistics:

Uniform Crime Reports:
https://www.ucrdatatool.gov/
National Crime Statistics By State:
https://www.ucrdatatool.gov/ - See limiters on left hand menu.

National Crime Statistics – By Crime:
http://bjsdata.ojp.usdoj.gov/dataonline/Search/Crime/State/statebystatelist.cfm

Sourcebook of Criminal Justice Statistics Online
http://www.albany.edu/sourcebook/ - “The Sourcebook of Criminal Justice Statistics brings together data from
more than 100 published and unpublished sources about many aspects of criminal justice in the United States.
Since 1973, the project has been located at the University at Albany, School of Criminal Justice, and compiled
and managed by staff at the Hindelang Criminal Justice Research Center in Albany, New York.”

Bureau of Justice Statistics
http://www.ojp.usdoj.gov/bjs/

National Archive of Criminal Justice Data
http://www.icpsr.umich.edu/NACJD/

Federal Bureau of Investigation - Research FBI Records & Information
http://www.fbi.gov/
- Reports & publications: https://ucr.fbi.gov/ucr-publications

Justice Research and Statistics Association
“The Justice Research and Statistics Association (JRSA) is a national nonprofit organization dedicated to the
use of nonpartisan research and analysis to inform criminal and juvenile justice decisionmaking. We are
comprised of a network of researchers and practitioners throughout government, academia, and the justice
community.” See the electronic news archives for announcements of reports by various agencies and
organizations (http://www.jrsa.org/pubs/enews/index.html)
New York State Unified Court System: http://www.nycourts.gov/index.htm
eCourts: http://iaapps.courts.state.ny.us/webcivil/ecourtsMain

Some NY state and NY lower court decisions are available in: LexisNexis Academic Universe
National Center for State Courts
http://www.ncsc.org/information-and-resources/browse-by-state.aspx
“This page provides judicial branch links for each state, focusing on the administrative office of the courts, the court of last resort, any intermediate appellate courts, and each trial court level.”
“As the official handbook of the Federal Government, the United States Government Manual provides comprehensive information on the agencies of the legislative, judicial, and executive branches. It also includes information on quasi-official agencies, international organizations in which the United States participates, and boards, commissions, and committees. The Manual begins with reprints of the Declaration of Independence and the U.S. Constitution. The new edition of the Manual is available annually in late summer.”

USA.gov
https://www.usa.gov/
The official gateway to U.S. government resources and agencies.

U.S. Census Bureau
http://www.census.gov - Here you will find statistical data on the following topics:

- Ancestry
- Commuting (journey to work)
- Disabilities
- Education
- Employment, occupation, work experience
- Energy consumption
- Family/relationship data
- Genealogy
- General population or housing information
- Health insurance coverage
- Home fuel use, units in structures, housing values
- Home ownership statistics
- Housing affordability
- Income or poverty
- Migration
- Population estimates/projections
- Race/ethnicity

The Whitehouse
http://www.whitehouse.gov/
Here you may obtain:
Major speeches; executive orders; proclamations; links to President Bush's Cabinet, Executive Office of the President, Citizens' Handbook (useful guide for searching government information), Federal Agencies & Commissions, Federal Statistics, information on Freedom of Information Act (to learn more about and submit a FOIA request go to: http://www.foia.cia.gov/).
United States Senate
http://www.senate.gov/
Here you may obtain:
Senator contact info; committee membership listings, hearing schedules, committee web sites; track and research bills, nominations, votes, lobbying disclosure information; historical statistics, maps of Washington, D.C. area; full-text of the Constitution; bibliographies, glossary, statistics and lists.

The Biographical Directory of the U.S. Congress
http://www.senate.gov/pagelayout/history/g_three_sections_with_teasers/people.htm
The Directory provides biographical, archival, and bibliographical information for current and former senators, as well as representatives, vice presidents, and members of the Continental Congress.
U.S. Senate Virtual Reference Desk
http://www.senate.gov/pagelayout/reference/b_three_sections_with_teasers/virtual.htm
How to... guides:
http://www.senate.gov/pagelayout/reference/b_three_sections_with_teasers/howto.htm
“A clearinghouse of current Senate information on the Web and guides to resources in libraries and archives.”

U.S. House of Representatives
http://www.house.gov/
Here you may search:
For the name and contact information of a Representative; the U.S. Code of Federal Regulations; Roll Call votes; for a specific Bill or Law; all House websites.
You can also view the Congressional Schedule, the House Operating Status, and the Committee Hearing Schedule.

Office of the Clerk, U.S.
http://clerk.house.gov/member_info/index.aspx - Member Information. Official Alphabetical List of Members; Official List of Members by State; Official Telephone Directory of Members; Official Alphabetical List of Members with Committee Assignments; Official List of Standing Committees; List of New Members.

U.S. Supreme Court
http://www.supremecourtus.gov/
Here you may obtain:
The Court’s docket, oral arguments, merits briefs, court rules, opinions, and look up case citations.

The Federal Judiciary
http://www.uscourts.gov/
Has links to the official web sites of the U.S. Courts of Appeals, U.S. District Courts, and the U.S. Bankruptcy Courts.

Politics

Project Vote Smart – Government 101
https://votesmart.org/education/government#.WcllwsiGOM8
Excellent introductory guide to the U.S. Government and its machinations.
Project Vote Smart – Locating your elected officials
https://votesmart.org/
Enter your 9-digit zip code (it will help you find it if you don’t know) and you will receive of listing all elected officials (Federal to local, including the courts) with links to web sites.

Commission on Presidential Debates
http://www.debates.org/

“[The Commission on Presidential Debates’] primary purpose is to sponsor and produce debates for the United States presidential and vice presidential candidates and to undertake research and educational activities relating to the debates.” Transcripts (and in some cases audio and video) are available starting with the 1960 Nixon-Kennedy debate.

**ACCURACY & WATCHDOG SITES**

FactCheck.Org – A Project of the Annenberg Public Policy Center
http://www.factcheck.org/ Site states:
“We are a nonpartisan, nonprofit "consumer advocate" for voters that aims to reduce the level of deception and confusion in U.S. politics. We monitor the factual accuracy of what is said by major U.S. political players in the form of TV ads, debates, speeches, interviews and news releases. Our goal is to apply the best practices of both journalism and scholarship, and to increase public knowledge and understanding.”

FAIR – Fairness and Accuracy in Reporting
http://www.fair.org/index.php Site states:
“FAIR, the national media watch group, has been offering well-documented criticism of media bias and censorship since 1986. We work to invigorate the First Amendment by advocating for greater diversity in the press and by scrutinizing media practices that marginalize public interest, minority and dissenting viewpoints.”

MediaMatters
http://mediamatters.org/ Site states:
“Launched in May 2004, Media Matters for America put in place, for the first time, the means to systematically monitor a cross section of print, broadcast, cable, radio, and Internet media outlets for conservative misinformation — news or commentary that is not accurate, reliable, or credible and that forwards the conservative agenda — every day, in real time.”

Accuracy in Media
http://www.aim.org/ Site states:
“Accuracy In Media is a non-profit, grassroots citizens watchdog of the news media that critiques botched and bungled news stories and sets the record straight on important issues that have received slanted coverage.” Text from http://www.aim.org/about/frequently-asked-questions-faq/

SourceWatch – A Project of the Center for Media & Democracy
http://sourcewatch.org/index.php?title=SourceWatch Site states:
“SourceWatch is a collaborative project of the Center for Media and Democracy to produce a directory of the people, organizations and issues shaping the public agenda. A primary purpose of SourceWatch is documenting the PR and propaganda activities of public relations firms and public relations professionals engaged in managing and manipulating public perception, opinion and policy. SourceWatch also includes profiles on think tanks, industry-funded organizations and industry-friendly experts that work to influence public opinion and public policy on behalf of corporations, governments and special interests.”
INVESTIGATIVE JOURNALISM SITES

Center for Public Integrity
https://www.publicintegrity.org/
“The mission of the Center for Public Integrity is to produce original investigative journalism about significant public issues to make institutional power more transparent and accountable.” Text from http://www.publicintegrity.org/about/

International Consortium for Investigative Journalists
http://www.publicintegrity.org/investigations/icij/ Site states:
“ICIJ was launched in 1997 as a project of the Center for Public Integrity to extend globally the Center’s style of watchdog journalism in the public interest by marshaling the talents of the world’s leading investigative reporters to focus on issues that do not stop at water’s edge.” Be sure to look at the Resources link: http://www.publicintegrity.org/investigations/icij/pages/resources/

AlterNet – from the Independent Media Institute
http://www.alternet.org/ Site states:
“AlterNet is an award-winning news magazine and online community that creates original journalism and amplifies the best of hundreds of other independent media sources. AlterNet's aim is to inspire action and advocacy on the environment, human rights and civil liberties, social justice, media, health care issues, and more.”

MEDIA REFORM

FreePress.net
http://www.freepress.net/
“Free Press is a national, nonpartisan, nonprofit organization working to reform the media. Through education, organizing and advocacy, we promote diverse and independent media ownership, strong public media, quality journalism, and universal access to communications.” Text from http://www.freepress.net/about_us

SEARCHING THE WORLD WIDE WEB

RefDesk
http://www.refdesk.com

GOOGLE
URL: http://www.google.com

Commands:
+ Putting a + in front of a word or phrase tells Google that the term(s) must appear in every web page returned.
- Putting a – sign in front of a word or phrase tells Google that the term(s) must appear in every web page returned.
“……………..” Putting quotations around multiple terms tells Google the terms are a phrase and must be found together.
site: This command tells Google that all web pages returned must be from the domains listed after this command (See the Google command sheet included here.).

Example of a search employing these commands:
+“public health” +initiatives +funding +“united states” +site:.gov,.org,.edu -syllabus
### Additional Google Commands

<table>
<thead>
<tr>
<th>Command</th>
<th>What the command does</th>
<th>What you type into Google (include the : where it appears)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>and</strong></td>
<td>Google automatically puts <strong>and</strong> between terms</td>
<td>nokia phone</td>
</tr>
<tr>
<td><strong>or</strong></td>
<td>finds synonyms or closely related ideas</td>
<td>sailing <strong>or</strong> boating</td>
</tr>
<tr>
<td><strong>~</strong></td>
<td>Finds synonyms of a word</td>
<td>~auto</td>
</tr>
<tr>
<td>&quot; &quot;</td>
<td>quotation marks around terms signify an exact phrase which must appear in all results</td>
<td>“love me tender”</td>
</tr>
<tr>
<td><strong>-</strong></td>
<td>excludes the term</td>
<td>+printer -cartridge</td>
</tr>
<tr>
<td><strong>+</strong></td>
<td>requires term</td>
<td>+movie +”show time” +”harry potter”</td>
</tr>
<tr>
<td><strong>define:</strong></td>
<td>retrieves definitions of the term</td>
<td>**define:**serendipity</td>
</tr>
<tr>
<td>*****</td>
<td>finds the words close to each other</td>
<td>Information ***** literacy</td>
</tr>
<tr>
<td><strong>+</strong></td>
<td>calculates addition</td>
<td>978+456</td>
</tr>
<tr>
<td><strong>-</strong></td>
<td>calculates subtraction</td>
<td>978-456</td>
</tr>
<tr>
<td>*****</td>
<td>calculates multiplication</td>
<td>978*456</td>
</tr>
<tr>
<td><strong>/</strong></td>
<td>calculates division</td>
<td>978/456</td>
</tr>
<tr>
<td><strong>% of</strong></td>
<td>calculates percentage of</td>
<td>50% <strong>of</strong> 100</td>
</tr>
<tr>
<td><strong>^</strong></td>
<td>raises to a power</td>
<td>4^18</td>
</tr>
<tr>
<td><strong>in</strong></td>
<td>performs a conversion</td>
<td>45 celsius <strong>in</strong> Fahrenheit</td>
</tr>
<tr>
<td><strong>site:</strong></td>
<td>searches only one website for terms</td>
<td>**site:**websearch.about.com +“invisible web”</td>
</tr>
<tr>
<td><strong>link:</strong></td>
<td>finds pages linked to url</td>
<td>**link:**<a href="http://www.lifehacker.com">www.lifehacker.com</a></td>
</tr>
<tr>
<td><strong>#...#</strong></td>
<td>searches within a number range</td>
<td>nokia phone <strong>$200...$300</strong></td>
</tr>
<tr>
<td><strong>daterange:</strong></td>
<td>searches within specific date range</td>
<td>+bosnia **daterange:**200508-200510</td>
</tr>
<tr>
<td><strong>safesearch:</strong></td>
<td>excludes adult content</td>
<td>**safesearch:**breast cancer</td>
</tr>
<tr>
<td><strong>info:</strong></td>
<td>finds info about a page</td>
<td>**info:**<a href="http://www.websearch.about.com">www.websearch.about.com</a></td>
</tr>
<tr>
<td><strong>related:</strong></td>
<td>finds related pages</td>
<td>**related:**<a href="http://www.websearch.about.com">www.websearch.about.com</a></td>
</tr>
<tr>
<td><strong>cache:</strong></td>
<td>displays cached pages</td>
<td>**cache:**google.com</td>
</tr>
<tr>
<td><strong>filetype:</strong></td>
<td>restricts search to specific filetype</td>
<td>**filetype:**ppt</td>
</tr>
<tr>
<td><strong>allintitle:</strong></td>
<td>searches for keywords in page title</td>
<td><strong>allintitle:</strong>”nike” running</td>
</tr>
<tr>
<td><strong>inurl:</strong></td>
<td>restricts search to page URLs</td>
<td>**inurl:**chewbacca</td>
</tr>
<tr>
<td><strong>site:</strong></td>
<td>restricts search to specific domain</td>
<td>**site:**edu, **site:**gov, <strong>site:</strong>.org, etc.</td>
</tr>
<tr>
<td><strong>site:</strong></td>
<td>restricts search to country</td>
<td><strong>site:</strong>“rio de Janeiro”</td>
</tr>
<tr>
<td><strong>site:</strong></td>
<td>restricts search to country internet domain</td>
<td><strong>site:</strong>.ca</td>
</tr>
<tr>
<td><strong>intext:</strong></td>
<td>searches for keyword in body text</td>
<td>**intext:**parlor</td>
</tr>
<tr>
<td><strong>allintext:</strong></td>
<td>returns pages with all words specified in body text</td>
<td>**allintext:**north pole</td>
</tr>
<tr>
<td><strong>book:</strong></td>
<td>searches book text</td>
<td>**book:**The Lord of the Rings</td>
</tr>
<tr>
<td><strong>phonebook:</strong></td>
<td>finds a phone number</td>
<td>**phonebook:**Google CA</td>
</tr>
<tr>
<td><strong>bphonebook:</strong></td>
<td>finds business phone numbers</td>
<td>**bphonebook:**Intel OR</td>
</tr>
<tr>
<td><strong>rphonebook:</strong></td>
<td>finds residential phone numbers</td>
<td>**rphonebook:**Joe Smith Seattle WA</td>
</tr>
<tr>
<td><strong>movie:</strong></td>
<td>searches for showtimes with movie title</td>
<td>**movie:**harry potter manhattan</td>
</tr>
<tr>
<td><strong>stocks:</strong></td>
<td>gets a stock quote using ticker</td>
<td>**stocks:**ncesa</td>
</tr>
<tr>
<td><strong>weather:</strong></td>
<td>gets local weather in a zip code</td>
<td>**weather:**97132</td>
</tr>
</tbody>
</table>