

Introduction

This tool is designed to help annotators identify obligations, prohibitions, and permissions from UK legislative acts following the provided **Annotation Guidelines**. It provides an interface to systematically **add annotations**, where users can **copy** the relevant legal text, **paste** it into the designated template slots, and, if necessary, **make minimal revisions** to the copied text.

Annotations can be saved and exported when finished. This document provides clear, step-by-step instructions for using the tool effectively.

Understanding the Template

Each annotation should fill the following slots:

- **IT IS:** (Mandatory) Choose between **OBLIGATORY**, **PROHIBITED**, or **PERMITTED**.
- **FOR:** (Mandatory) Indicate the **Authority, Person, or Entity** responsible.
- **TO:** (Mandatory) Describe the **Action or Requirement**.
- **2 x WHEN/IF/WHERE, ONLY IF, BEFORE, AFTER, UNLESS:** (Optional)
Specify max 2 **conditions** if needed.

Important:

- Always prioritize minimal rephrasing for fluency and grammatical correctness.
- Focus only on **regulative norms** (obligations, permissions, prohibitions), excluding definitions or other types of text. The tool is designed to identify *only* regulative norms.

(Reference: Full Annotation Guidelines provided)

Step-by-Step: How to Use the Tool

1. Identifying the Text to Annotate

- Use the legislative text on the right side of the screen.
- Find a sentence or section that states an obligation, prohibition, or permission.

2. Filling the Template

- **IT IS:**
 - Use the dropdown menu to select **OBLIGATORY**, **PROHIBITED**, or **PERMITTED**.
- **FOR:**
 - In the "Authority, Person, Entity" box, paste or rephrase who must (or must not) act.
- **TO:**
 - In the "Action, Requirement" box, paste or rephrase what action must, must not, or can be done.
- **WHEN/IF/WHERE (Optional conditions – max 2):**
 - If the obligation or permission only applies under specific conditions, fill the "Condition details" box under the "WHEN/IF/WHERE" dropdown.
 - Use the dropdown to select other types of conditions like **ONLY IF**, **BEFORE**, **AFTER**, or **UNLESS** if appropriate.
 - If no condition applies, leave the two boxes empty (they are optional!).
 - The tool allows you to specify a maximum of 2 conditions. If you need to add more than 2 conditions, you will have to do so manually in the final text file.

3. Adding the Annotation

- Once the fields are complete, press **"Add Annotation"**.
- The annotation will be added to the export list (visible in the right-side panel when you press **"Show annotations done so far"**; press this button again to hide the list. You can also manually modify the text in the export list).

4. Exporting Annotations

- After completing all annotations:
 - Press **"Export Annotations"**.
 - A text file will download containing all saved annotations.

Important:

- If you inadvertently close or refresh the tab before exporting, the tool will automatically download the annotations made up to that point (the list you can view by clicking “Show annotations done so far”). This feature is designed to prevent any loss of work.

Example Walkthrough

Consider Section 2(1) of the Children Act 1989: “*Where a child’s father and mother were married to, or civil partners of, each other at the time of his birth, they shall each have parental responsibility for the child.*”

IT IS:

OBLIGATORY

FOR:

Authority, Person, Entity...

TO:

Action, Requirement...

WHEN/IF/WHERE

Condition details...

UNLESS

Condition details...

Add Annotation

Show annotations done so far

2

of that parent in the child's life would put the child at risk of suffering harm whatever the form of the involvement.

(7) The circumstances referred to are that the court is considering whether to make an order under section 4(1)(c) or (2A) or 4ZA(1)(c) or (5) (parental responsibility of parent other than mother).

Parental responsibility for children.

(1) Where a child's father and mother were married to , or civil partners of, each other at the time of his birth, they shall each have parental responsibility for the child.

(1A) Where a child—

(a) has a parent by virtue of section 42 of the Human Fertilisation and Embryology Act 2008; or

(b) has a parent by virtue of section 43 of that Act and is a person to whom section 1(3) of the Family Law Reform Act 1987 applies,

the child's mother and the other parent shall each have parental responsibility for the child.

(2) Where a child's father and mother were not married to , or civil partners of, each other at the time of his birth—

(a) the mother shall have parental responsibility for the child;

(b) the father shall have parental responsibility for the child if he has acquired it (and has not ceased to have it) in accordance with the provisions of this Act.

(2A) Where a child has a parent by virtue of section 43 of the Human Fertilisation and Embryology Act 2008 and is not a person to whom section 1(3) of the Family Law Reform Act 1987 applies—

(a) the mother shall have parental responsibility for the child;

(b) the other parent shall have parental responsibility for the child if she has acquired it (and has not ceased to have it) in accordance with the provisions of this Act.

(3) References in this Act to a child whose father and mother were, or (as the case may be) were not, married to , or civil partners of, each other at the time of his birth must be read with section 1 of the Family Law Reform Act 1987 (which extends their meaning).

(4) The rule of law that a father is the natural guardian of his legitimate child is abolished.

(5) More than one person may have parental responsibility for the same child at the same time.

(6) A person who has parental responsibility for a child at any time shall not cease to have that responsibility solely because some other person subsequently acquires parental responsibility for the child.

(7) Where more than one person has parental responsibility for a child, each of them may act alone and without the other (or others) in meeting that responsibility; but nothing in this Part shall be taken to affect the operation of any enactment which requires the consent of more than one person in a matter affecting the child.

(8) The fact that a person has parental responsibility for a child shall not entitle him to act in any way which would be incompatible with any order made with respect to the child under this Act.

You should annotate this text as follows:

- **IT IS:** OBLIGATORY
- **FOR:** a child's father and mother
- **TO:** have parental responsibility for the child
- **WHEN/IF/WHERE:** they were married to, or civil partners of, each other at the time of his birth.

You can, of course, copy and paste from the right side into the slots as shown in the next screenshot, where the text selected on the right is the one to be copied into the “TO” slot:

IT IS:

OBLIGATORY

FOR:

a child's father and mother

TO:

have parental responsibility for the child

WHEN/IF/WHERE

they were married to, or civil partners of, each other at the time of his birth.

UNLESS

Condition details...

2

of that parent in the child's life would put the child at risk of suffering harm whatever the form of the involvement.

(7) The circumstances referred to are that the court is considering whether to make an order under section 4(1)(c) or (2A) or 4ZA(1)(c) or (5) (parental responsibility of parent other than mother).

Parental responsibility for children.

(1) Where a child's father and mother were married to , or civil partners of, each other at the time of his birth, they shall each have parental responsibility for the child.

(1A) Where a child—

(a) has a parent by virtue of section 42 of the Human Fertilisation and Embryology Act 2008; or

(b) has a parent by virtue of section 43 of that Act and is a person to whom section 1(3) of the Family Law Reform Act 1987 applies,

the child's mother and the other parent shall each have parental responsibility for the child.

(2) Where a child's father and mother were not married to , or civil partners of, each other at the time of his birth—

(a) the mother shall have parental responsibility for the child;

(b) the father shall have parental responsibility for the child if he has acquired it (and has not ceased to have it) in accordance with the provisions of this Act.

(2A) Where a child has a parent by virtue of section 43 of the Human Fertilisation and Embryology Act 2008 and is not a person to whom section 1(3) of the Family Law Reform Act 1987 applies—

(a) the mother shall have parental responsibility for the child;

(b) the other parent shall have parental responsibility for the child if she has acquired it (and has not ceased to have it) in accordance with the provisions of this Act.

(3) References in this Act to a child whose father and mother were, or (as the case may be) were not, married to , or civil partners of, each other at the time of his birth must be read with section 1 of the Family Law Reform Act 1987 (which extends their meaning).

(4) The rule of law that a father is the natural guardian of his legitimate child is abolished.

(5) More than one person may have parental responsibility for the same child at the same time.

(6) A person who has parental responsibility for a child at any time shall not cease to have that responsibility solely because some other person subsequently acquires parental responsibility for the child.

However, occasionally, some minor rephrasing may be required to ensure the text on the left is fluent and readable. For example, since the “**WHEN/IF/WHERE**” slot follows the “**TO**” slot, the text “*a child’s father and mother were not married to, or civil partners of, each other at the time of his birth*” from the right must be rephrased to “*they were not married to, or civil partners of, each other at the time of his birth.*”, i.e., by replacing “*a child’s father and mother*” with the pronoun “*they*”.

IMPORTANT: Once you have filled the slots, please read through the entire text on the left (“**It is obligatory for ... to ... etc.) to double-check that it reads smoothly.**

When you’re satisfied, click “**Add Annotation**”.

You may then view the list of annotations done so far by pressing “**Show annotations done so far**”. Click again this button to close the list.

IT IS:

OBLIGATORY

FOR:

Authority, Person, Entity...

TO:

Action, Requirement...

WHEN/IF/WHERE

Condition details...

UNLESS

Condition details...

Add Annotation

Show annotations done so far

2

of that parent in the child's life would put the child at risk of suffering harm whatever the form of the involvement.

(7) The circumstances referred to are that the court is considering whether to make an order under section 4(1)(c) or (2A) or 4ZA(1)(c) or (5) (parental responsibility of parent other than mother).

Parental responsibility for children.

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(8) The fact that a person has parental responsibility for a chil

the child under this Act.

IT IS OBLIGATORY

FOR a child's father and mother

TO have parental responsibility for the child

WHEN/IF/WHERE they were married to, or civil partners of, each other at the time of his birth.

Export Annotations

Zip package

Each zip package contains one or more parts or chapters of an act, with multiple sections. When you click “Export Annotation” or close the tab, a .txt file with the same name as the package will be downloaded. Do not change the file name, please return the .txt file via email as it is.

Best Practices

- **Fluency Check:**
 - The most important part is that you always double-check the filled template by reading it aloud: “It is obligatory for [X] to [do Y] when [condition].”
 - Make sure it sounds natural and grammatically correct.
- **Minimal Rephrasing:**
 - Change the original legislative text minimally, only to ensure the Fluency Check.
- **Multiple Conditions:**
 - If there are two conditions, use both condition fields (e.g., WHEN/IF/WHERE, UNLESS, ONLY IF, etc.). If there are more than two conditions (which is very rare, but not impossible), modify the export list manually.
- **Avoid Overthinking:**
 - Choose the simplest and most natural interpretation whenever multiple options are correct.

If you have questions, always refer back to the full Annotation Guidelines or ask a project supervisor.

Happy Annotating!
