**User Guidelines for the Deontic Statement Annotation Tool**

**Introduction**

This tool is designed to help annotators structure obligations, prohibitions, and permissions from UK legislative acts following the provided **Annotation Guidelines**. It offers an interface where users can **copy** the relevant legal text, **paste** it into the template slots, and **add annotations** systematically.

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**.
* **WHEN/IF/WHERE, ONLY IF, BEFORE, AFTER, UNLESS:** (Optional) Specify **conditions** if needed.

**Important:**

* Always prioritize minimal rephrasing for fluency and grammatical correctness.
* Focus only on **regulative norms** (obligations, permissions, prohibitions), not definitions.

(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**

**A. IT IS:**

* Use the dropdown menu to select OBLIGATORY, PROHIBITED, or PERMITTED.

**B. FOR:**

* In the "Authority, Person, Entity" box, paste or rephrase who must (or must not) act.

**C. TO:**

* In the "Action, Requirement" box, paste or rephrase what action must (or must not) be done.

**D. WHEN/IF/WHERE (Optional Condition):**

* 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.

**Tip:** If no condition applies, leave the condition boxes empty.

**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).

**4. Exporting Annotations**

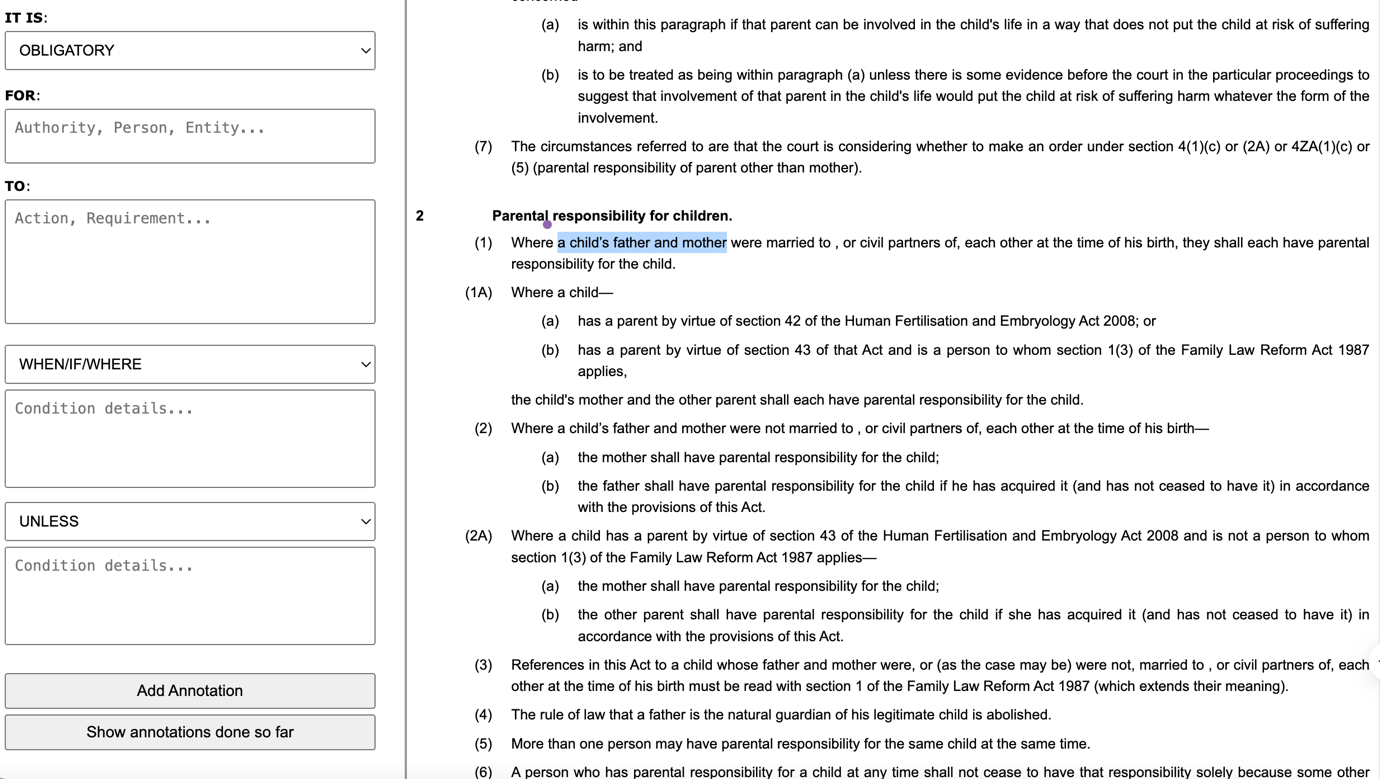
* After completing all annotations:
  + Press **"Export Annotations"**.
  + A text file will download containing all saved annotations.

**Important:**

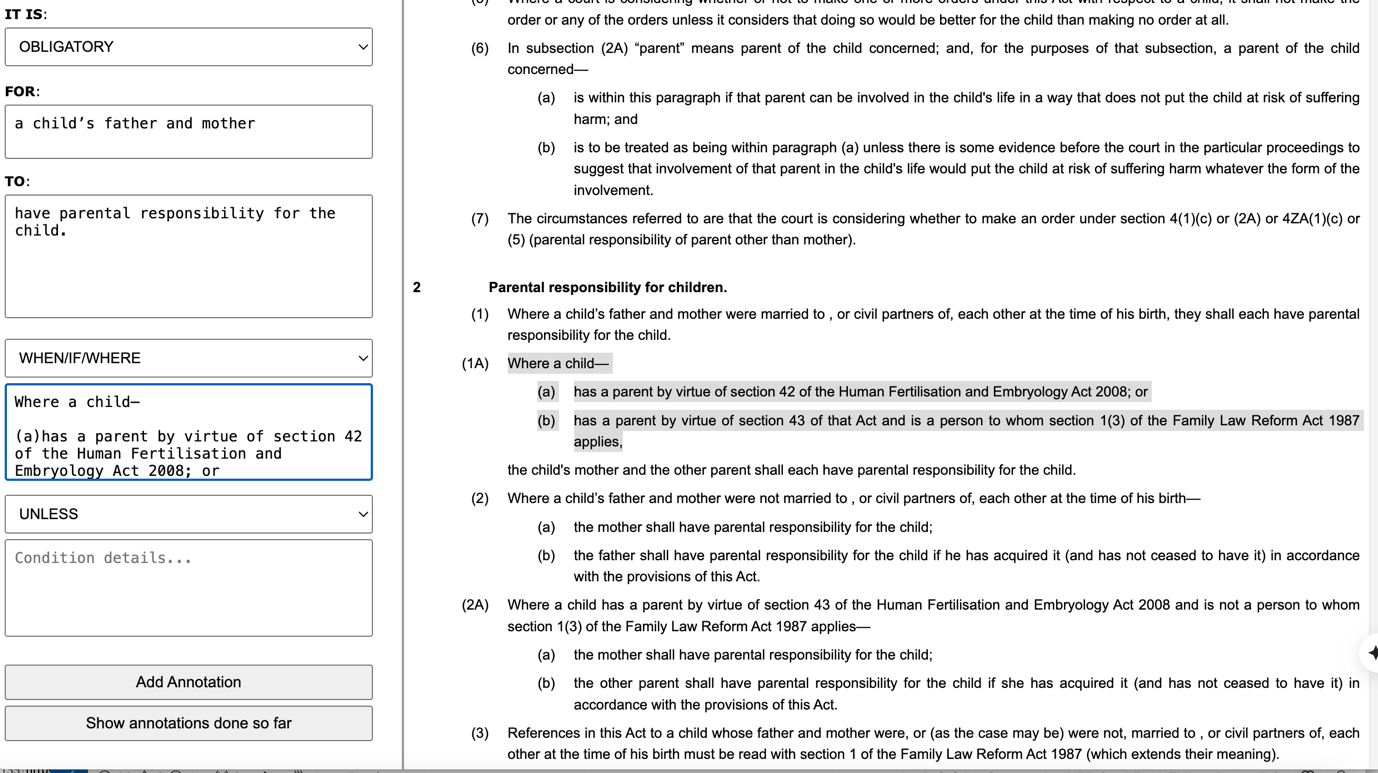
* If you close the tab before exporting, unsaved work will be lost.
* Always export before ending your session.

**Example Walkthrough**

Suppose you encounter this law text:



"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."

You should annotate as follows:

* **IT IS:** OBLIGATORY
* **FOR:** a child's father and mother
* **TO:** have parental responsibility for the child
* **WHEN/IF/WHERE:** 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,

**Result:**

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IT IS OBLIGATORY

FOR a child's father and mother

TO have parental responsibility for the child

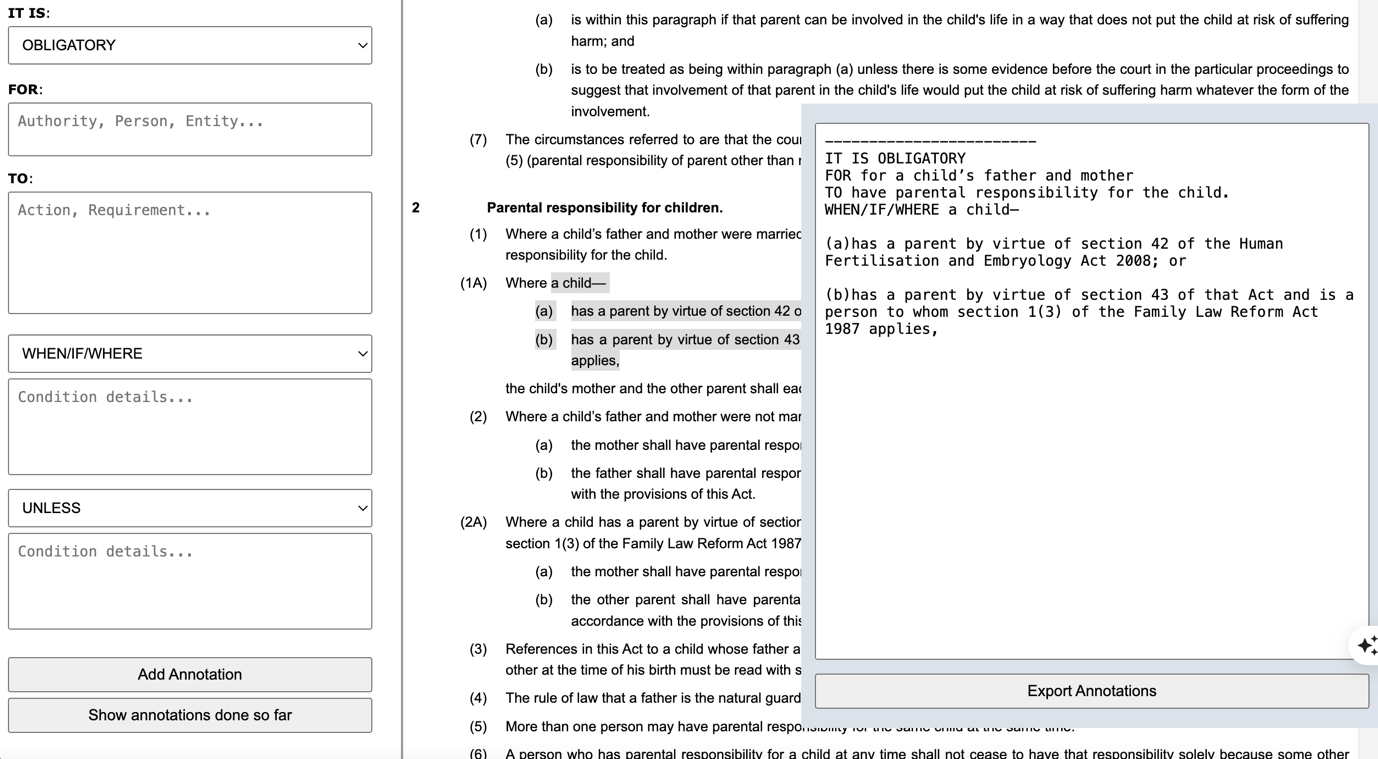
WHEN/IF/WHERE where a child –

(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,

Then click **Add Annotation**.

You may view the annotations done so far by pressing “show annotations done so far”. Click again to close the window.



**Package**

Every package has one or more part/chapter of an act, have multiple sections- When you click the export annotation or close the tab, the file with the same package name will be downloaded. Don’t change the file name and return the file as it is.

**Best Practices**

* **Fluency Check:**
  + Always read the filled template aloud: "It is obligatory for [X] to [do Y] when [condition]."
  + Make sure it sounds natural and grammatically correct.
* **Minimal Rephrasing:**
  + Only change the original legislative text enough to fit the template correctly.
* **Multiple Conditions:**
  + If there are two conditions, use multiple condition fields (WHEN/IF/WHERE, UNLESS, ONLY IF, etc.).
* **Avoid Overthinking:**
  + Choose the simplest and most natural interpretation whenever multiple options are correct.
* **Consistent Exporting:**
  + Regularly export your annotations to avoid loss of work.

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

Happy Annotating!