ANNOTATION GUIDELINES

Task Instruction:

Welcome to the summarization annotation task! Your role in this task is to review long text documents (e.g., news articles, meeting transcripts, video transcripts, public forum discussions) and corresponding summaries generated by a model.

Your objective is two-fold: (1) to create a coherent summary extracting important sentences/phrases from document that effectively captures the key aspects of the document, and (2) to provide feedback on the steps to go from the model summary to the gold summary you have created. It is important to emphasize coherence in your summaries, ensuring they are clear, engaging, and readable.

Understanding Coherence:

Coherence plays a vital role in creating a high-quality extractive summary. Here are the key elements (but not limited to this) of coherence to consider:

1. **Clarity and Key Aspects:** The summary should be clear and concise while covering all the important aspects of the document. Ensure that the main points, arguments, or events are appropriately summarized without omitting crucial information.
2. **Avoiding Long-Range Dependencies:** A good summary should not feel jumpy or disconnected. It should flow smoothly and not rely heavily on long-range dependencies between sentences.
3. **Sentence Connections:** Pay attention to the connections between sentences. You have the flexibility to add or remove sentences as needed to enhance the summary's engagement and readability. Consider the flow of information and how each sentence contributes to the overall coherence of the summary.
4. **Avoid Coreferences:** Coreferences occur when a pronoun refers to a previously mentioned entity. In the model summary, there might be coreferences present. To resolve them, use sentences/phrases with specific nouns or noun phrases from document to ensure clarity and coherence.
5. **Incorporate Important Details:** While summarizing, keep in mind that including relevant sentences/phrases from the document improves the overall readability of the summary. Even if certain details may not seem crucial for summarization, they can enhance coherence and comprehension for the reader.

What You Will Be Provided:

For each task, you will be given the following:

1. **Text Document:** This document will contain a substantial amount of information related to the topic. Read it carefully and extract the key points, arguments, or events.

ANNOTATION GUIDELINES

2. **Model Summary:** This is a summary generated by an automated model. It serves as a starting point for your own coherent summary. Analyze the model summary and consider its weaknesses in capturing the essence of the document.

What Is Expected from You:

Your primary task is to produce a coherent summary based on the provided document by selecting sentences/phrases from document and provide feedback on the steps to go from the model summary to the gold summary you have created.

Along with that, you need to rate model summary based on three criteria on Likert scale of 1-5. Here are the criteria:

(i)   **Relevance:** Selection of important content (key points) from the source. The summary should include only important information from the source document. Here, please uses the following rating scale to indicate relevance: 1 for less relevant and 5 for highly relevant.

(ii)   **Coherence:** The collective quality of all sentences. The summary should be well-structured and well-organized. The summary should not just be a heap of related information but should build from sentence to sentence to a coherent body of information about a topic. Here, please uses the following rating scale to indicate relevance: 1 for less coherent and 5 for very coherent.

(iii)   **Consistency:** The factual consistency of the summary. A factually consistent summary contains only statements that are entailed by the source document. Here, please use the following rating scale to indicate relevance: 1 for less consistent and 5 for fully consistent.

To achieve a coherent summary and write feedback, consider the following steps:

1. Read the long text document carefully to understand the main topic and the key points presented. Identify the primary arguments, events, or significant details.
2. Analyze the model summary provided. Determine its weaknesses. Note areas for improvement.
3. Begin crafting your coherent summary by considering the key points from the document. Select sentences/phrases from the document to create summary. Ensure that your summary covers all important aspects and presents them in a clear and concise manner.
4. Pay attention to the flow of information in your summary. Check the coherence between sentences. Ensure a logical progression of ideas and avoid abrupt transitions or disconnected statements.
5. Add important sentences/phrases from the document that may enhance the readability and overall comprehension of the summary. Even if they seem less relevant for summarization purposes, including them can contribute to coherence.

ANNOTATION GUIDELINES

6. Finally, write feedback on the steps to go from the model summary to the gold summary you have created:
   i) **Adding sentences**: If there are any additional sentences in your summary compared to model summary, write a reason why you think these sentences are needed.
   ii) **Removing sentences**: If there are any additional sentences in model summary that needed to remove from the summary, write a reason why you think these sentences need to be discarded.
   iii) **Other Changes**: If there are sentences in the model summary that need modifications, then state a proper reason why they need those changes.

Thank you for your contribution, and we appreciate your efforts in creating valuable summaries for our project! Here, we provide some examples for you to look and understand the task.