

Annotation Tool Manual

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This document describes the functions and actions you could perform in our annotation tool. As a precaution, we give you some important notes.

1. **No midway saving.** While annotating, we do not allow midway saving. Annotating an essay requires around 20–30 minutes.
2. **Error checking.** Our annotation tool will check the presence of errors in real time. For instance, we do not allow circular links. Whenever an error occurs, a message box will appear.
3. **Refresh is necessary.** After you have finished working on a file, please refresh your web browser before working on another file.

1 Directory

You are given a zip file containing our annotation tool and essays pre-formatted in“.xml”. The extracted zip file contains files and folders as shown in Figure. 1. You only work with the selected file and folders; i.e., “annotated, guidelines, original and ver3.html”. The “annotated” folder is the place where you save annotated texts. The “guidelines” folder contains the annotation instructions that you supposed to read. The “original” folder consists of texts you need to annotate. The “ver3.html” is the annotation tool.

Open the “ver3.html” only using **Google Chrome** (ver 68.0.3440.106 or higher) or **Safari** (ver 11.1.2 or higher) web browser. Please refrain from using other web browsers as they may cause some errors. Figure. 2 shows the web interface.



Figure 1. Directory

2 Loading File

To load an essay into the interface, click the “Load” button on top, and browse an essay you need to annotate in the “original” folder (Figure. 3). Each essay contains information of **Essay ID**, **Prompt** and the essay’s body. The texts given to you are segmented into their sentences. Figure. 4 shows an example. You can also load an annotated essay by browsing the essays in the “annotated” folder.

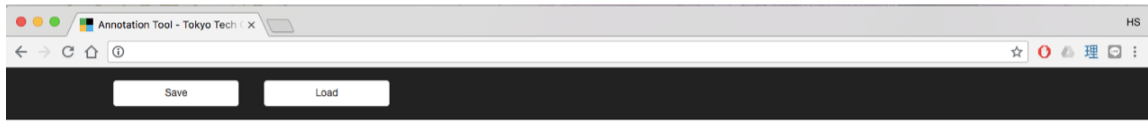


Figure 2. Annotation interface after you open “ver3.html” on web browser

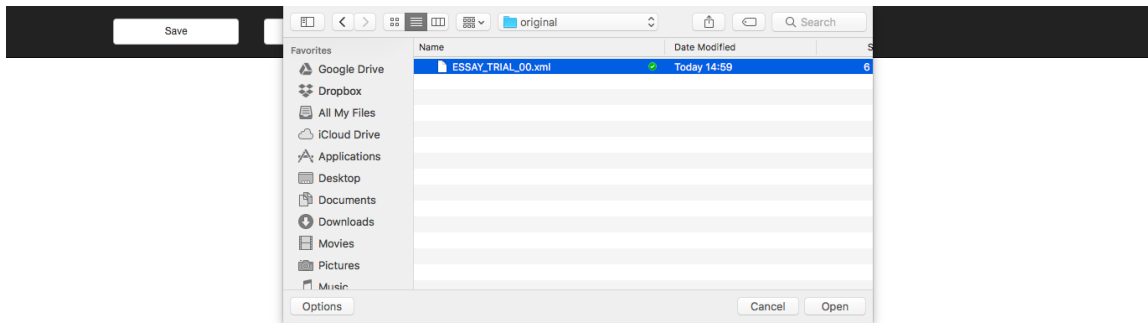


Figure 3. Select essays you need to annotate in the “original” folder

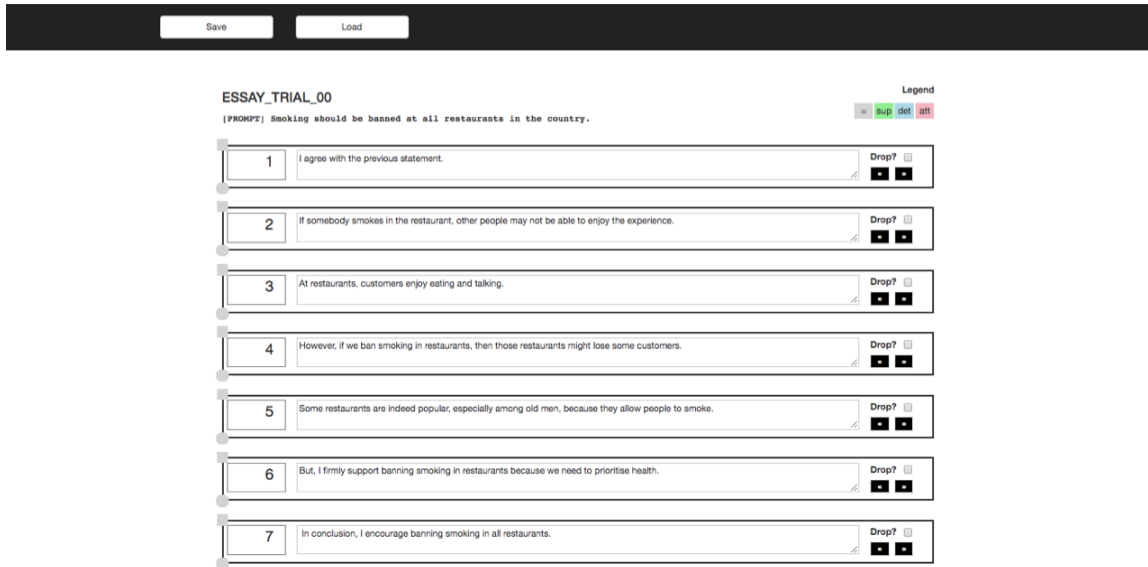


Figure 4. Essay example

3 Establishing a Relation

You establish a connection between two sentences by dragging an arrow from the source to the target sentence. An arrow is established by dragging your mouse from the rectangular endpoint of the source sentence to the circular endpoint of the target sentence. Figure. 5 shows an example. You are also shown a dialogue box to choose the label of the link or to drop the link you have just established. Figure. 6 shows the example of an established link.

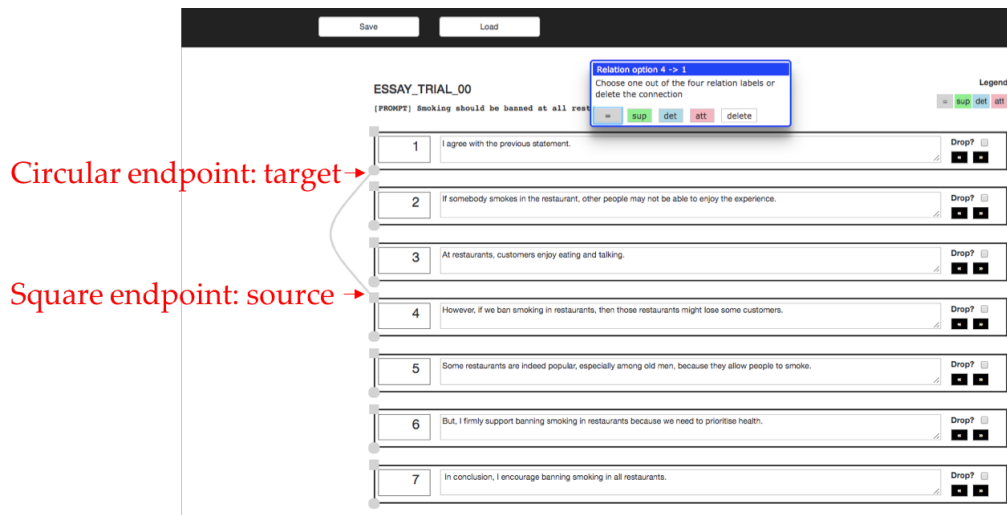


Figure 5. Drag an arrow from the source sentence endpoint (square) to the target sentence endpoint (circle). A dialogue box appears when you try to establish a link

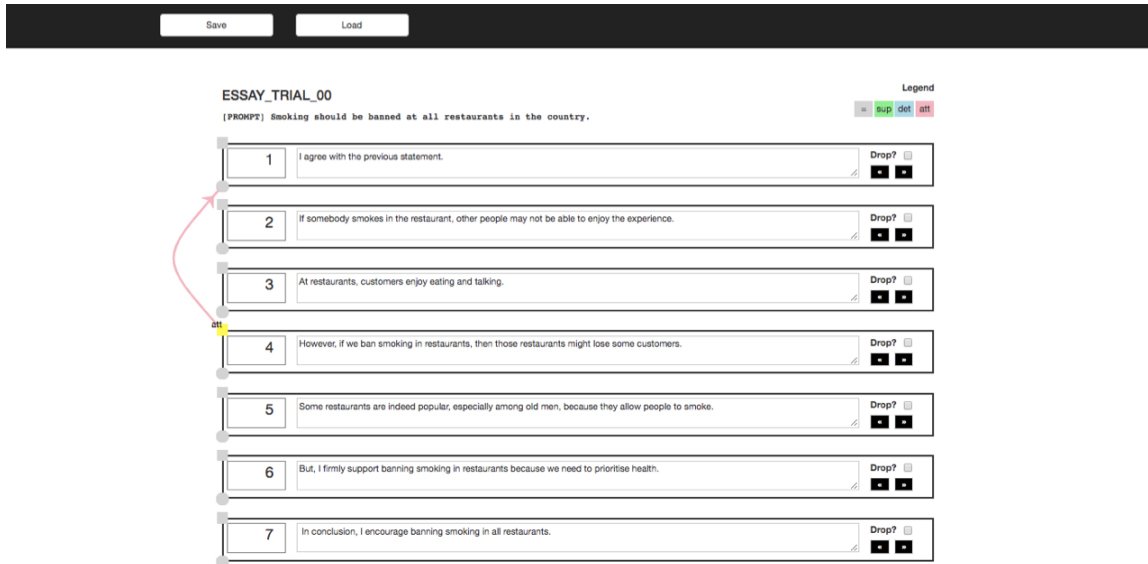


Figure 6. Example of an established relation

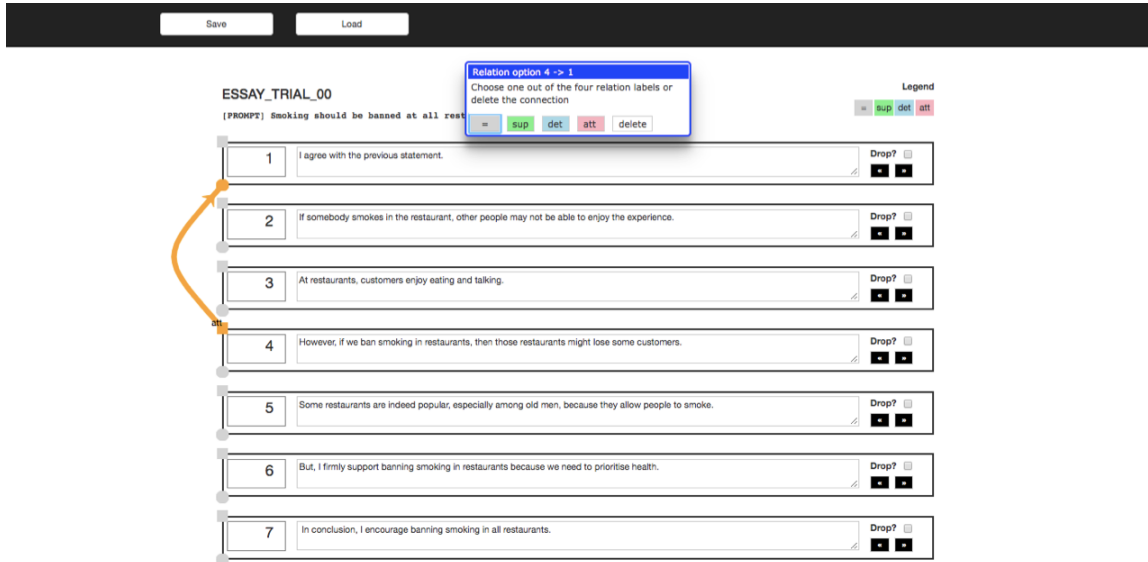


Figure 7. To modify an existing relation, click the arrow indicating the relation. The arrow is highlighted, and a dialogue box appears

To modify an existing relation, e.g., changing the relation label or dropping the connection, click the arrow indicating the relation. The corresponding arrow is highlighted, and a dialogue box appears. Figure. 7 shows an example. A circular connection is not allowed in our annotation and the tool checks for it in real-time. Whenever you try to establish a circular connection, our tool outputs an error message (Figure. 8) and the new relation will be dropped automatically, i.e., Figure. 8 will be reverted back to Figure. 6.

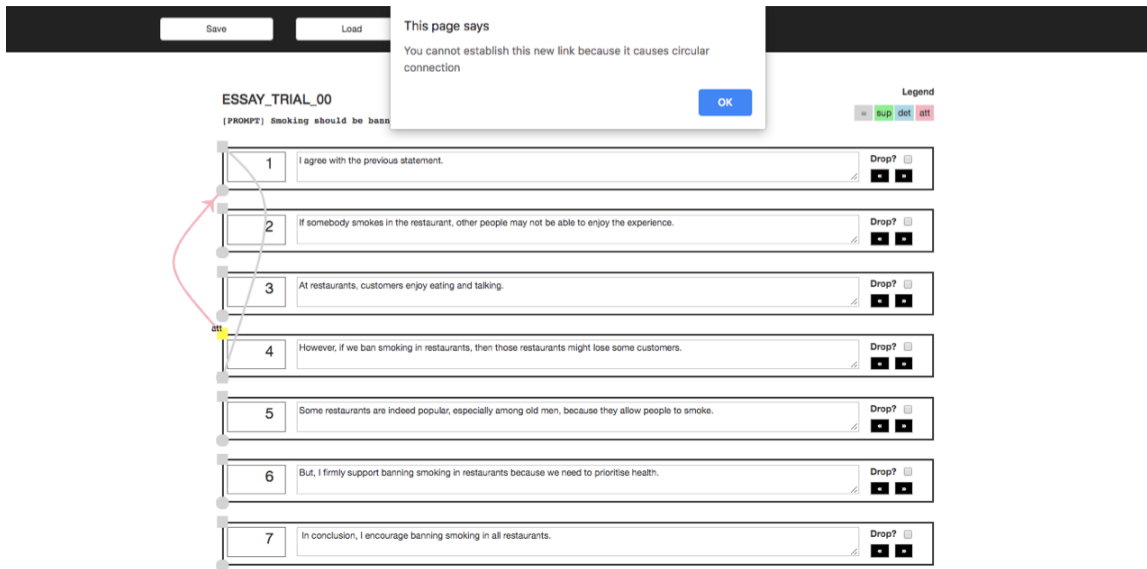


Figure 8. An error message indicating a circular connection is prohibited

4 Dropping a Sentence

To drop a sentence, check the “Drop?” checkbox on the right-hand side of the sentence. All associated relations of that sentence (both incoming and outgoing) are all also deleted. For example, if you click the “Drop?” checkbox of sentence (4) in Figure. 6, its connection to sentence (1) will be deleted. When you drop a sentence, the background is changed to black. Figure. 9 shows an example. You cannot establish a link from or to a dropped sentence as shown in Figure. 10.

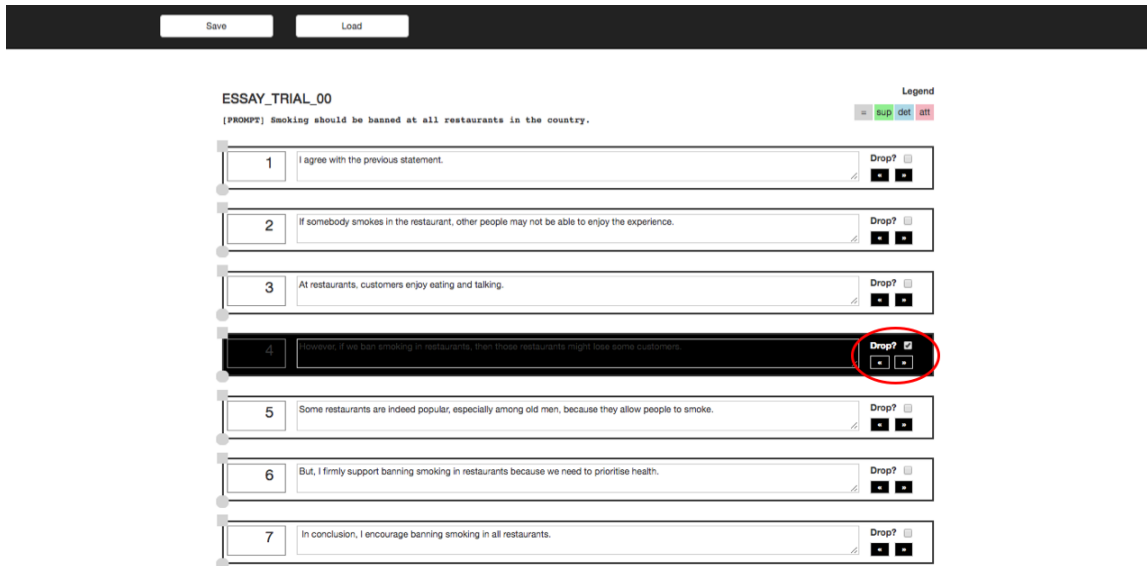


Figure 9. Example of dropping a sentence

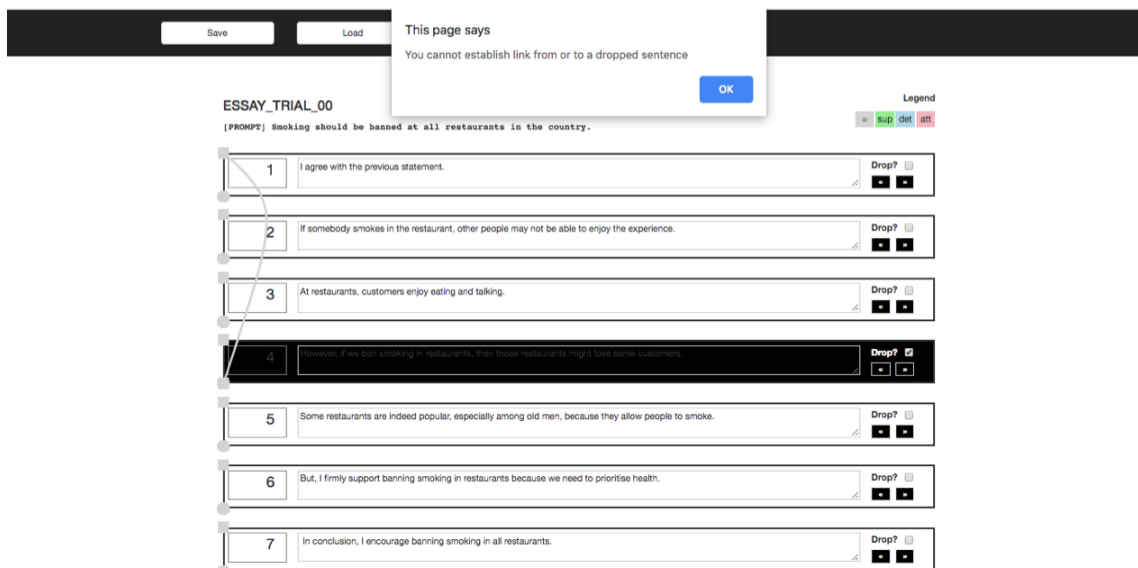


Figure 10. An error message appears when you try to establish a link from or to a dropped sentence

5 Moving a Sentence's Position

To move a sentence (for reordering sentences), click the box containing the sentence number of your left-hand side. The whole box is highlighted as illustrated in Figure. 11. Please hold your click while moving the box around. If you have found the place where you want to position the sentence, simply release your click.

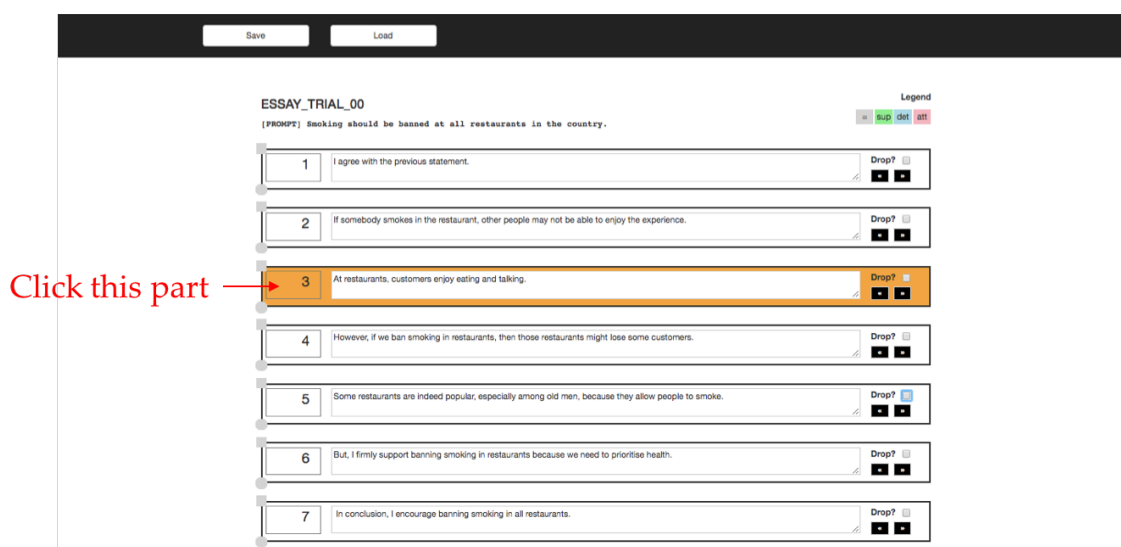


Figure 11. Select the sentence you want to move by grabbing the sentence number box on your left-hand side. The whole sentence box is highlighted while you do so

6 Sentence Indentation

As has been described in “*Guideline for Essay Revision Annotation*” (Section 4) document, argumentative texts form hierarchical structures. When you annotate an essay, you also need to recognise sentences *grouping*. To enable you to simulate the hierarchical structure and grouping, you can change the indentation for the sentences. A deeper level argument is indented to the right. Figure. 12 shows an example.

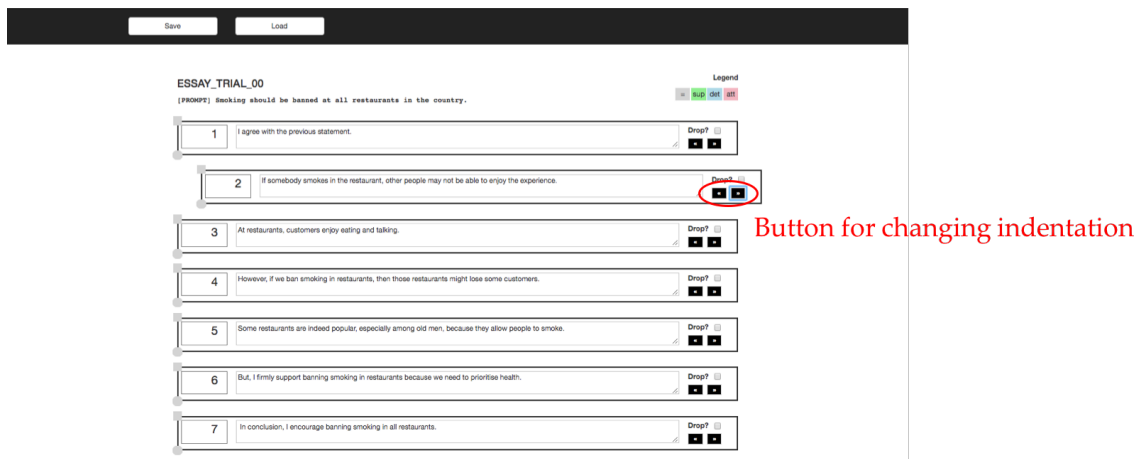


Figure 12. You change the sentence indentation by clicking the left or right arrow located on the right-hand-side of the sentence.

7 Editing Text

To edit expressions describing people or things, you simply edit the text of the sentence. Figure. 13 shows an example. In this case, you read sentence (1) as “*I agree that smoking should be completely banned at all restaurants in the country*” and sentence (5) as “*It is because some restaurants are indeed popular, especially among old men, because they allow people to smoke.*” Please only perform this action **if it is strictly needed** as has been described in the “*Guideline for Essay Revision Annotation*” document.



Figure 13. Example of editing the way people and things are described or connected

8 Saving an Annotated File

After performing annotation steps (cf. “*Guideline for Essay Revision Annotation*”), click the “Save” button on top of the interface. An annotated file will be automatically downloaded (Figure. 14). Please locate it in your download folder (cf. the default folder where your web browser stores downloaded files), move it to the “annotated” folder (Section 1) and **append your initials** (Figure. 15). If you want to edit an annotated file, you can load it into the interface (Section 2). Before working on another file, please **refresh your web browser**.

We do not allow midway saving. It means you must complete annotating a file before you can save

it. Error message alongside with potential improvements appears when you try to save an incomplete annotation. Figure. 16 and Figure. 17 show the examples.

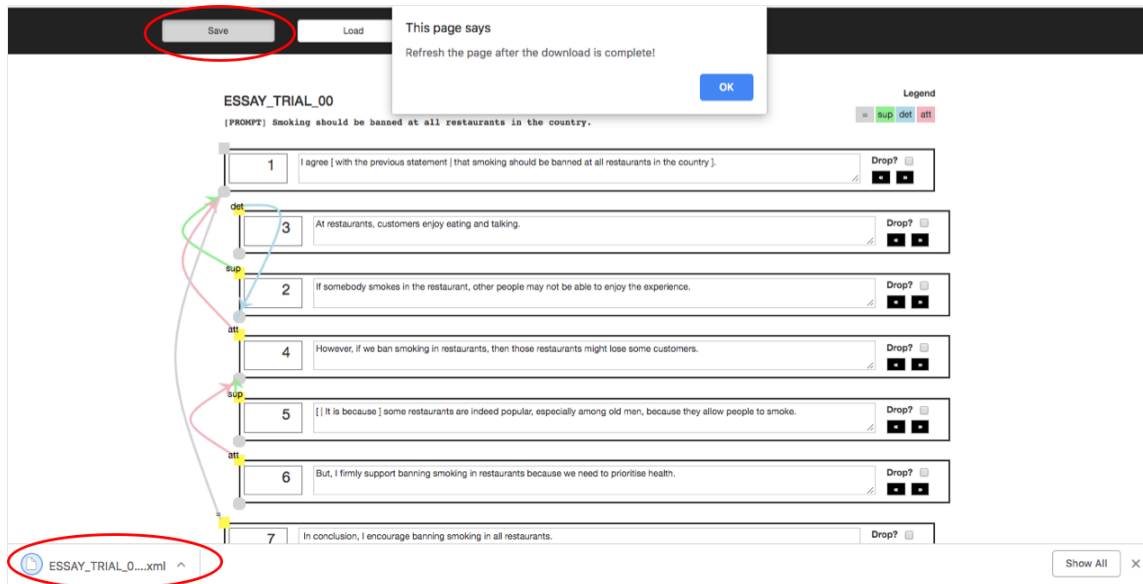


Figure 14. Saving file

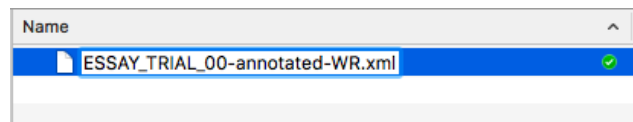


Figure 15. Append your initials to the annotated file

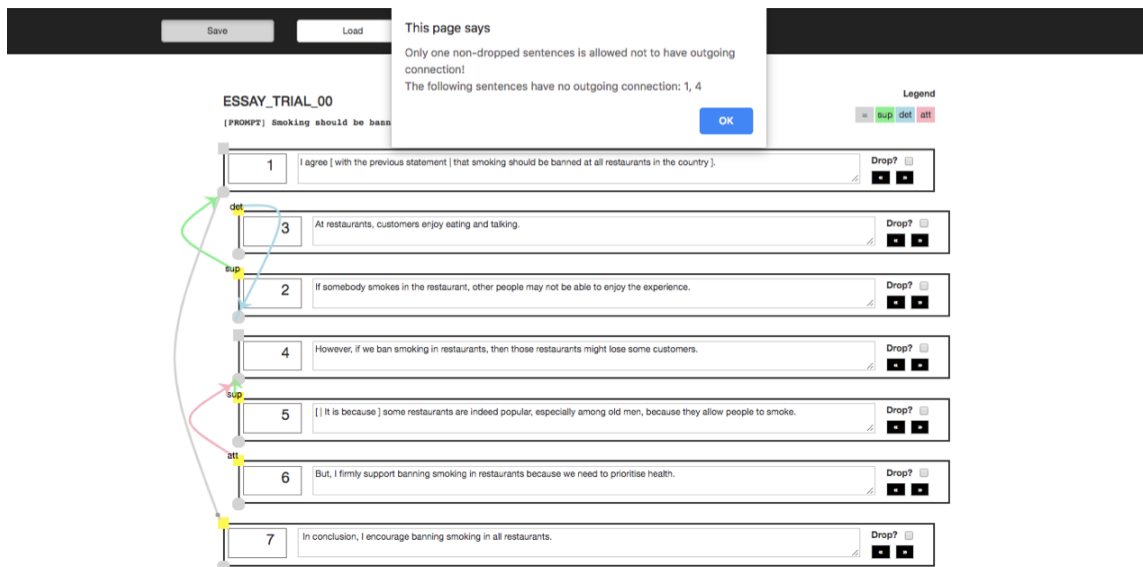


Figure 16. Example of incomplete annotation 1

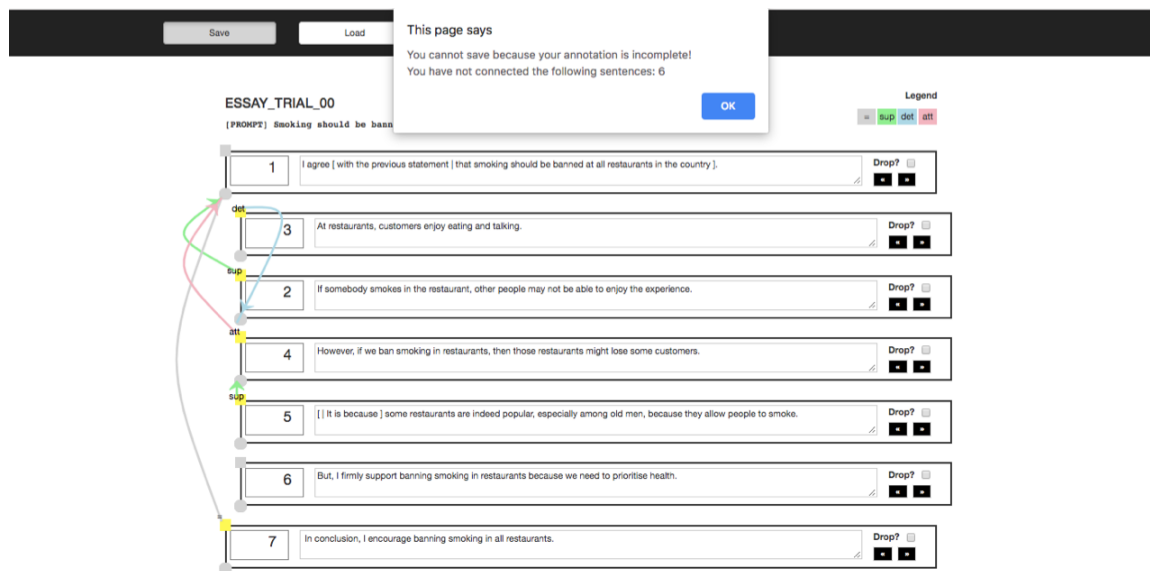


Figure 17. Example of incomplete annotation 2

9 Video

We provide you a tutorial video for using our annotation tool at the following link
<https://youtu.be/d2Sp5iMhF7o>.