

# Annotation Guidelines for Annotating Relevance Aspects in Complex Search Forum Threads with Label Studio

→ Please navigate to the respective project for annotation in Label Studio.

→ Please use the CRISPS coding scheme for annotation without the information need category:  
<https://doi.org/10.5281/zenodo.11638932>

## Annotation steps per thread:

1. Please make sure you have access to the coding scheme and familiarize yourself with the codes before you start the annotation. Go back to the coding scheme if you are unsure about a category and check the description and examples.
2. Open the project that you want to work on.
3. Click on an ID to open a single thread:
  - a. A tab is opened with your name
  - b. To add a new annotation to an already annotated thread (by another person), click in the thread and on the + in the menu at the top.
4. The full thread appears with all available categories displayed above; for each domain, only the domain-specific categories are displayed.
5. Please check if the thread represents a known-item request for a single book, movie, or game:
  - a. If yes, please proceed with step 6.
  - b. If not, please use the N/A category; no further annotation is needed, and proceed with the next thread.
  - c. If the thread contains inappropriate content that you are not willing or able to annotate (porn, violence, racism), please use the N/A category.
  - d. If the thread contains the same request as another thread, please also flag this as N/A.
6. Start with the annotation by selecting a category either by clicking on it or using the shortcut.
7. Select the word / phrase / sentence or paragraph of a thread that you want to assign to this category. The annotated part can range from a single word (mention of a character) to a paragraph (describing the plot).
8. The same word / phrase / sentence can be assigned to more than one category. Please select all categories that represent the content.
9. Select specific spans (e.g., prefer “red-haired boy” over “boy”).
10. Annotate every instance of a code (e.g., every time a character is mentioned).
11. The information need does not need to be annotated.
12. Be careful not to accidentally swap codes when selecting a new one.
13. Save every change with the submit/update button.
14. Repeat this until you have annotated all categories that apply to this thread.
15. If you made a mistake or want to change the annotation, you can either remove single category assignments by selecting the region in the right menu or remove the complete annotation by deleting the tab (choose the tab and click on the three dots in the tab and select: delete annotation).