

## Annotation guidelines for the formulation and refinement of keyphrases

Only the most essential information (typically nouns or adjectives) should be retained; unnecessary modifiers, adverbial modifiers, intensifiers, verbs, etc. should be deleted (e.g. *small* instead of ***incredibly*** *small*). Polar adjectives that simply refer to the good or bad quality of an aspect should not be included among keyphrases.

However, when extra information is encoded, adjectives / adverbs / verbs should be included in the phrase (e.g. ***blue*** *backlight*, *GPRS* ***costs*** *money*).

Negation is marked with the metaterm *not*, independently of proper grammar use (e.g. ***not*** *wifi* instead of *no wifi*).

Phrases should not exceed 4 words. If a multi-token person name is present in a phrase, the first (or the middle) name can be deleted in order to stay within the 4-word limit (e.g. *Haley not win award* instead of *Haley Joel didn't win the academy award*).