

**Annotation
manual**

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What Is an Annotation

Annotations refer to **segmented transcriptions of speech**. The meticulous work of annotators involves dividing audio into shorter speech segments and transcribing the spoken content accurately in a standardized, orthographically correct language. To perform annotations effectively, the anotator needs a PC or laptop, headphones (covering ears), a silent place, annotation manual and an annotation application.

Annotating Your Recordings

1. Download and Install ELAN

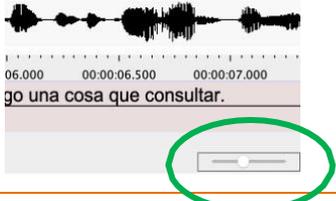
Download the ELAN software from its [official website](#) and install it on your computer.

2. Open and Add Media Files

- Launch ELAN and select File > New to create a new project.
- Add the media file you wish to annotate by selecting it manually or dragging and dropping it into the empty ELAN window immediately after opening the program.

3. Start Annotating

Once the recording is loaded, ELAN will display the waveform of your audio file along with an annotation tier below it. You can begin segmenting the audio and annotating each segment. While ELAN offers a wide array of features (detailed in its [documentation](#)), here are the most essential options to help you get started effectively:

What	How
create a new segment	Highlight the segment with your mouse and go to Annotate > New Annotation Here (or Option + Command + N/ Ctrl + Alt + N)
play/pause from cursor	tab
play the selected segment	shift + tab
delete a segment	Right click on the segment > Delete Annotation
horizontal zoom	

Annotation Rules

1. Segmentation

Place segment boundaries during silent pauses—immediately before and after speech. Ensure they do not overlap with the spoken content. Below is an example of correctly segmented audio. Segment boundaries do not need to align with utterance boundaries (i.e., the natural start and end of a complete spoken thought, like a sentence or question). Ideally, each segment should be 3–5 seconds long, capturing approximately 5–12 words. Segments longer than 30 seconds **will not be used** in Whisper adaptation.



2. Text

The text in the annotations should adhere to standard written language conventions. Below, you'll find specific examples addressing common questions raised by annotators.

Rules	How	Example
Capital letters	According to grammar	<i>Jane Smith from New York works in IBM.</i>
Punctuation	According to grammar	<i>Tell me! What? / ¿Cómo estás, niño?</i>
Numerals	Numerals should be written in numbers	<i>She is 37 years old.</i>
Abbreviations, acronyms	According to grammar or convention	<i>She has worked for RWB, IBM, DBM, etc.</i>
Foreign words	Written correctly (if possible) in given language	<i>She told me hasta la vista, baby.</i>

Unknown words

If spoken words are unknown, incomprehensible, or inaudible to the annotator, they should be marked with a + (plus sign).

Note: If a recording contains numerous inaudible moments, it is recommended to exclude it from the dataset to maintain quality standards.

*He was so angry on his way to + that
he + forgot to stop at the traffic lights.*

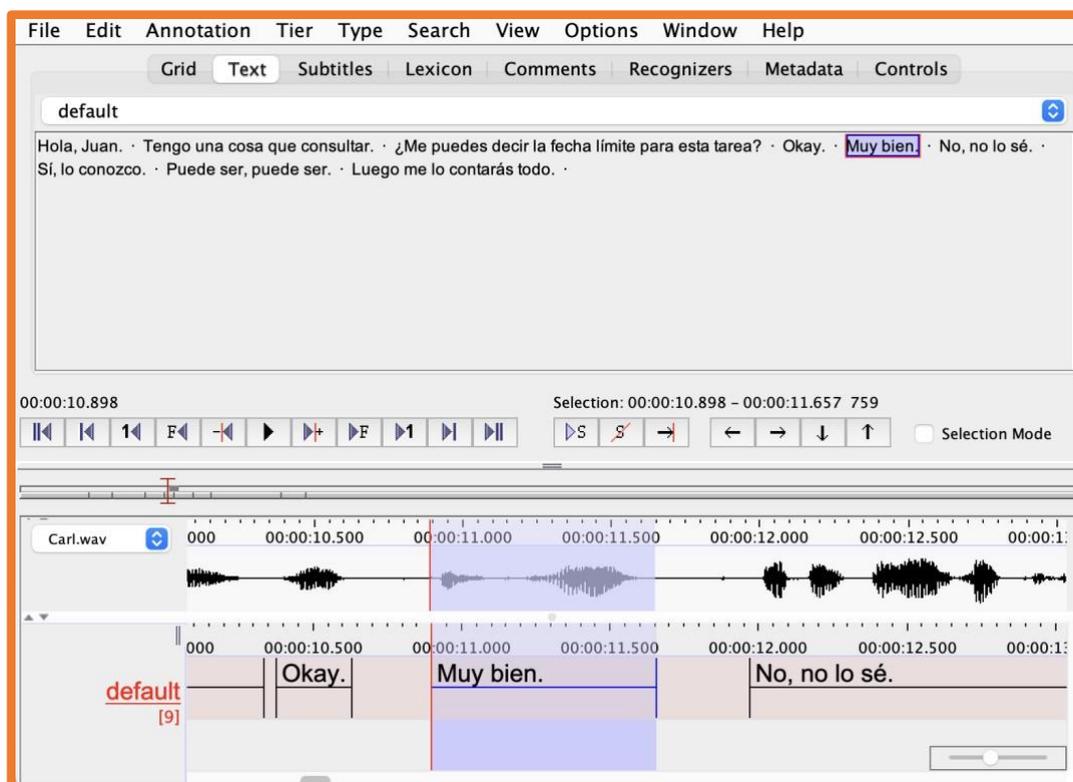
Reviewing Annotations

After completing the recording, it is highly recommended to review your annotations to catch typos or other errors.

To streamline the review process:

1. Switch from **Controls** to the **Text** view.
2. In the field labeled < select a tier >, choose **Default** to display all text segments created in your default annotation tier.
3. Double-click any text segment you wish to revise, and make the necessary edits directly.

This approach ensures accurate and consistent annotations.



Saving Your Work

When you finish annotating and reviewing, save your work to avoid losing progress:

1. Go to **File > Save As...** (Shortcut: **Shift + Command + S** on Mac / **Ctrl + Shift + S** on Windows).
 - It's highly recommended to save your file at the beginning of the annotation process and continue saving any modifications regularly.
2. Use **Command + S** (Mac) or **Ctrl + S** (Windows) for quick saves during the annotation session.
3. Your annotations will be saved in **EAF format**.

Frequent saving ensures that your work is preserved, even in the event of unexpected issues with your computer.