

# Annotation Guidelines

This chapter summarizes the annotation guidelines for tokenization.

□ Space is the principal separator for tokens.

□ Sequences of words that can be written both with or without space without changing its meaning (e.g. **kdorkoli**, **kdor koli** “anybody, any body”) follow the same principle and become either one or two tokens depending on the use of space.

□ During tokenization, all characters are divided into two categories: words (W) and characters (C).

□ C tokens are recognized on the basis of a predefined list of punctuation- and symbol-like characters included in the tokenizer (depending on the annotation system, e.g. Universal Dependencies or JOS/MULTEXT-East) and consist of single characters only. Sequences of two or more characters (e.g. **?!**) are treated as sequences of separate C tokens.

□ If a string of alphanumeric characters between two spaces includes C characters, it is usually split into several tokens (e.g. **AC/DC** and **Micro\$oft** are split into three tokens 'AC' '/' 'DC' and 'Micro' '\$' 'oft').

□ However, the following exceptions, in which C characters become parts of W tokens, apply:

□ Apostrophe becomes part of a W token if used without space on both sides (e.g. **O'Brian** "O'Brian", **mor'va** "we have to").

□ Comma and colon become part of a W token if used without space on both sides and if the string contains only digits (e.g. **30:00**, **200,000,000**).

□ Hyphen becomes part of a W token if used without space on both sides and if:

- the left part is an acronym (in capital letters), a single letter or a digit
- the right part is an affix or an inflectional ending; a finite list of possible affixes and endings is integrated in the tokenizer, e.g. **OZN-ovski** "similar to United Nations", **a-ju** "to the letter a", **15-i** "the 15th".

□ Dot becomes part of a W token if it is:

- used without space on both sides and the string contains only digits, e.g. **1.2**
- used without space on the left and is part of an abbreviation or ordinal number (e.g. **dr.**, **4.**, **IV.**); a finite list of possible abbreviations is integrated in the tokenizer.

□ All C characters become part of a single W token in strings recognized as URLs or addresses using a regular expression.

Information on whether a token is not followed by a space (e.g. **d.o.o.** vs. **d. o. o.**) is indicated with SpaceAfter=No feature in the MISC column.

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