

This is a tagging cheatsheet, which unlike during a test, you may brazenly and openly refer to while you tag. In fact, you are encouraged to do so! You should read through the guidelines and keep those handy, because they go into much more depth on the really tough cases.

1. Look at the highlighted word in the box labeled Gloss.
2. Is it underlined? If it is underlined, then it is part of a collocation (glob), and you should *not* be tagging it. [Unless the collocation has been incorrectly globbed and what is marked as a glob is really several independent words, in which case you should unglob it first, and then go on to 4.] So keep in mind you will most likely skip this word, but continue on to 3 for now.
3. Is it blue? If it is blue, it is not tagged yet (so go on to 4). If it is *not* blue, then it has been tagged already. You should verify that the sense it is tagged to is correct, but do *not* retag. If it looks incorrect, tell Helen or Ben (or Report Error, if they are not available).
4. Read the gloss. Look at the word(s) that the gloss is defining (in the box labeled Synset right above the gloss)
5. If the word is not part of a glob, go on to 6. If you are still reading this, then the word is part of a collocation that has been globbed, but not tagged (there should be none left at this point, but just in case!) Click on the highlighted word so that the possible senses for the collocation appear in the Senses box below. Look at the senses--is there a sense that applies? If there is, tag it. If there isn't, then tag to "Sense not in WordNet".
6. Spell check. Is the word correctly spelled, and with correct capitalization? This may not be obvious at this point, but if you are sure it's incorrectly spelled, then use the Typo button to fix it.
7. Determine the word's part of speech, as it is being used in the gloss. The interface will suggest a part of speech, but do not be influenced by this, since it may be wrong! Try to ascertain POS before you look at the Senses box below. If you are not sure, ask someone. If the determined POS is different from what is highlighted in the POS box, then click on the correct POS first. If the POS box does not show the POS you want, then click on Other and assign "Sense not in WordNet" (double check with one of the lexicographers, Helen or Ben first).
8. Read the senses listed in the Senses box. Does the correct sense appear? You want the sense of the word as it is being used in the gloss. If you don't find the sense, then maybe it is a typo...check that and go to 6. If you are here, then none of the senses apply and it is not a typo, so click on Other, and tag to "Sense not in WordNet".
9. Does more than one sense seem to apply? Use various strategies to try to rule out senses. If one sense is very general and another very specific, then you want to assign the more specific sense, so long as it applies. Try using the hypernym of the gloss (if it defines a noun or verb). Try using the semantic relations of the different senses listed in the Senses box (use the browser, wnb, to look them up). If the context is vague and does not clearly rule out sense(s), then more than one sense can be assigned. If you are unsure, or think you are guessing, then ask! Do

not guess. You can use other references, but if it is taking a long time, and there is no one around to ask, then Report Error and someone will look at it later.

10. Beware of:

- a. self-references. These are situations where you tag the word to the sense that is the exact same one as the synset that the gloss is defining. This should not happen (but it might, in the rare cases). If you come across a self-reference, report to one of the lexicographers, or to Helen or Ben, and also Report Error.
- b. the influence of the suggested POS. Try to figure out part of speech *before* looking at the POS that the interface presents.
- c. different forms of the word. The word that you are being asked to tag may have a different form than what shows up in the base form box at the top of the interface window. Usually this happens when the word is inflected. Nouns usually (but not always) get inflected in the plural, for example, the plural "**tables**" vs. singular "**table**". Verbs usually get inflected in the past tense (past tense "**had**" vs. infinitive "to **have**"), progressive (progressive "**running**" vs. infinitive "to **run**"), and present tense (present tense "**adulterates**" vs. infinitive "to **adulterate**"). You want to be sure that if you are tagging a verb, then you tag it to its infinitive form (regardless of how it is inflected), and if you are tagging a noun, then you tag to its singular form (unless it is one of those nouns that is a plural in its base form, like the "short pants" sense of **shorts**). This gets tricky because some nouns & adjectives are derived from the progressive form of a verb (eg, the **ringing** in my ears is driving me crazy, he is an **accepting** person), and some adjectives are derived from the past participle of a verb (eg, my fingers were **frozen**).