

Tip # 17 – Things to Keep in Mind When Annotating

Here are a few things annotators should keep in mind when writing and revising explanatory notes. Some of these tips are primarily aimed at those using the [Tübingen Explanatory Annotation System](#), but others are helpful for all annotators.

- Is what I am writing **relevant** for the understanding of the text?
- Do I **refer back** to the text? (i.e. not what a word *can* mean, but what it means in *this* specific context)
- Do I not mix **categories**?
- Do I **mark interpretation** as interpretation?
- Is this the **right level** for what I am writing? I.e. is the information I am providing somehow linked to the one I have already provided on a preceding level?
- Do I use **reliable information**, and do I cite all the materials I used?

Keep in mind:

- If you encounter **problems** (e.g. sources that contradict each other), address them in the annotation, for example in the “Questions” category.
- If you get the impression that something **was not meant to be understood** (by the contemporary readers) **provide all the relevant information nonetheless** and make the readers of your annotation aware of the fact that original readers would not have known this, or that this word/passage was most likely not meant to be understood.