**Rules for Web Apollo annotation with the i5k pilot project.**

Here, we list basic rules and guidelines for annotating genes, for four types of manual annotation:

1. Add information to a gene prediction.
   * Add descriptive metadata about the gene prediction in the Annotation Info Editor (see below). **Place all information in the 'mRNA' section of the annotation info editor.**
2. Modify an existing gene prediction.
   * Perform gene structure modifications using the Web Apollo interface and external evidence ([tutorial](http://icebox.lbl.gov/webapollo/docs/webapollo_user_guide.pdf)). Only change an existing annotation if you have good external evidence.
   * Add information about your modifications in the Annotation Info Editor (see below). **Place all information in the 'mRNA' section of the annotation info editor**.
3. Create a new gene prediction.
   * Use only existing evidence tracks (e.g. Augustus or Snap predictions) to generate your gene prediction.
   * Add information to both the ‘gene’ and ‘mRNA’ sections of the Annotation Info Editor (see below).
4. Delete a gene prediction.
   * Elevate the gene prediction to the User-created annotations track.
   * In the Annotation Info Editor Status section, select the "Delete” radio button. Add information that supports your claim in the comments section.

The Annotation Info Editor. **Bold items are required.**

1. Name: This can be the full name of the gene plus isoform, in the format (e.g. 'ultraspiracle isoform A'). For multiple isoforms, use sequential letters, i.e. B, C…
2. Symbol: Add the gene symbol given sufficient evidence (e.g. 'USP').
3. Description: A fuller description of the mRNA name if necessary.
4. **Status: Click 'Approved' when you have confirmed that the annotation is correct.**
5. DBXRefs: Cross-references to other databases from which you have derived evidence, such as InterPro for protein domains, or UniProt for homology. Include the database name and evidence ID.
6. PubMed IDs. If there is any published literature in support of this gene model, you can add the PubMed ID here.
7. Gene Ontology IDs. Assign GO IDs if you have sufficient evidence for them.
8. **Comments. Select one of the canned comments to describe your actions. Use multiple if applicable. If none of the existing comments describe your gene structure modifications, email monica.poelchau@ars.usda.gov to add a new canned comment to the list.**