New Term Request SOP 1.1

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Introduction

Data standards are living specifications and according to best practices, should evolve over time in order to be fit-for-purpose. To better harmonize information collected in contextual data specification templates, pick lists of ontology-based vocabulary have been provided for many of the fields based on real datasets and user requests. These pick lists reflect data needs at a snapshot in time and will need to be updated periodically and version-controlled.

Versioned templates and associated reference guides and SOPs are available at the GitHub repository under a MIT Data Use License (unrestricted use).

While ontology look-up services are available online for users to identify additional terms they would like to use, pilot implementations suggest that unrestricted term additions create variability and uncertainty in the specification, as well as unnecessary burden on curators. As a result, a New Term Request System has been put in place so that users can request new fields and terms which will be processed by the Centre for Infectious Disease Genomics and One Health (CODGOH, Simon Fraser University) curation team on an ongoing basis.

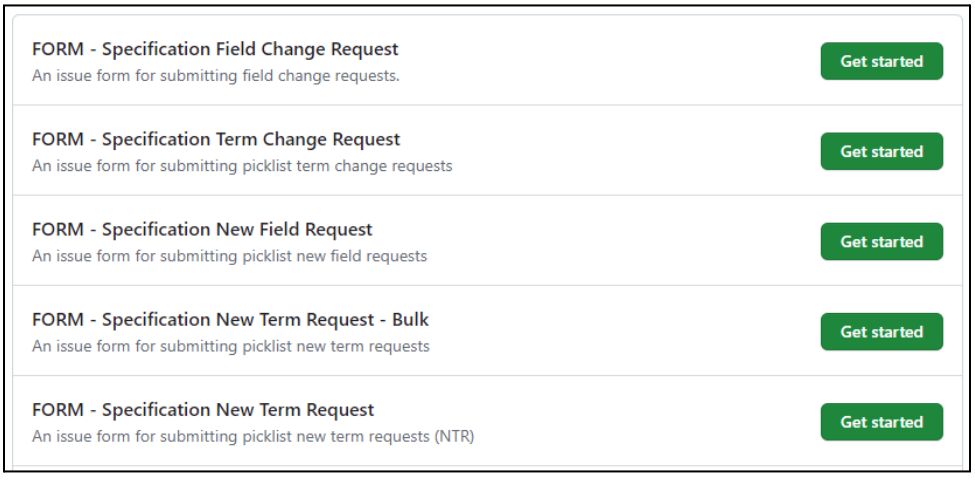
If a desired term cannot be found in a pick list, new terms can be requested by guidelines outlined below. Any question about this process should be directed to Dr. Emma Griffiths at ega12@sfu.ca.

Specification Issue Requests

When you would like to request new standardized terms for any CIDGOH specification, please request this through the **Issues** page of the github repository. Use one of the following GitHub templates in the table below (these are consistent between specifications). You may need to refer to the appropriate reference guide to help complete your term requests (e.g., to check a field name or if a picklist item already exists).

For guidance and descriptions of term request annotations, refer to Appendix - A
If you do not currently have a GitHub account, refer to Appendix - B

Form Label	Request	Link to Request Form
FORM - Specification Field Change Request	Change request/issue with existing field class	
FORM - Specification Term Change Request	Change request/issue with existing picklist term	
FORM - Specification New Field Request	Request a new field term	
FORM - Specification New Term Request - Bulk	Request multiple picklist terms at once	
FORM - Specification New Term Request	Request a new picklist term	

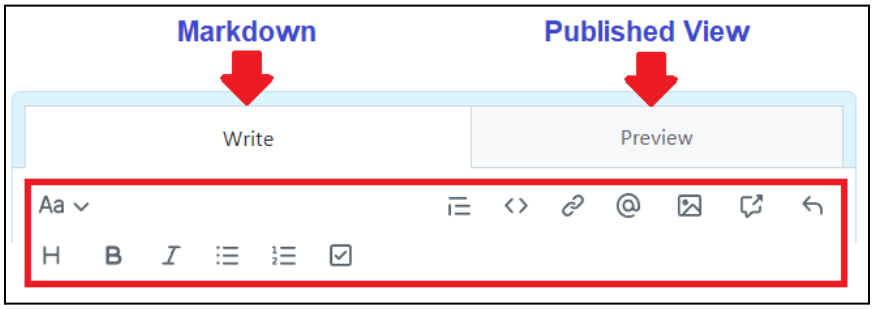


GitHub Issue Request Options <Link>

GitHub Issue Requests

Generally, GitHub shows issue requests in a Markdown format, so if you choose to open a blank issue, you will be presented with the opportunity to apply Markdown formatting. If you would like to see a preview of

what you are going to publish, you can switch views to “Preview” to see the polished version, and then switch back to “Write” to continue with the Markdown editor.

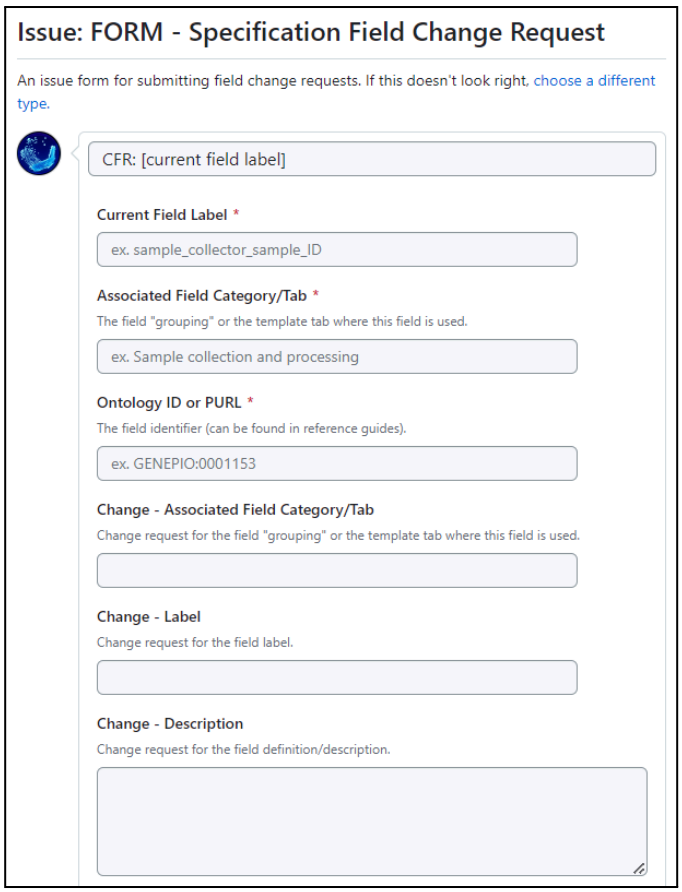


Red box shows common formatting options that can be applied to selected/highlighted text.

However, all the **Specification Issue Requests** have been updated to more user-friendly forms.

The forms provide a description of each element the request can apply to, and includes examples whenever possible.

Some fields are required (indicated by a red asterix *) in order for a user to submit the form. If a user cannot provide the information they can indicated “unknown” or a similar missing value status and submit the request anyway. If the curators don’t have enough information to perform the request they will follow-up with the requestee.



New Term Requests

Before you make a new term request, we recommend you check whether it already exists within another picklist in the “Term Reference Guide”. If you find a matching term, remove the regular text fields and just

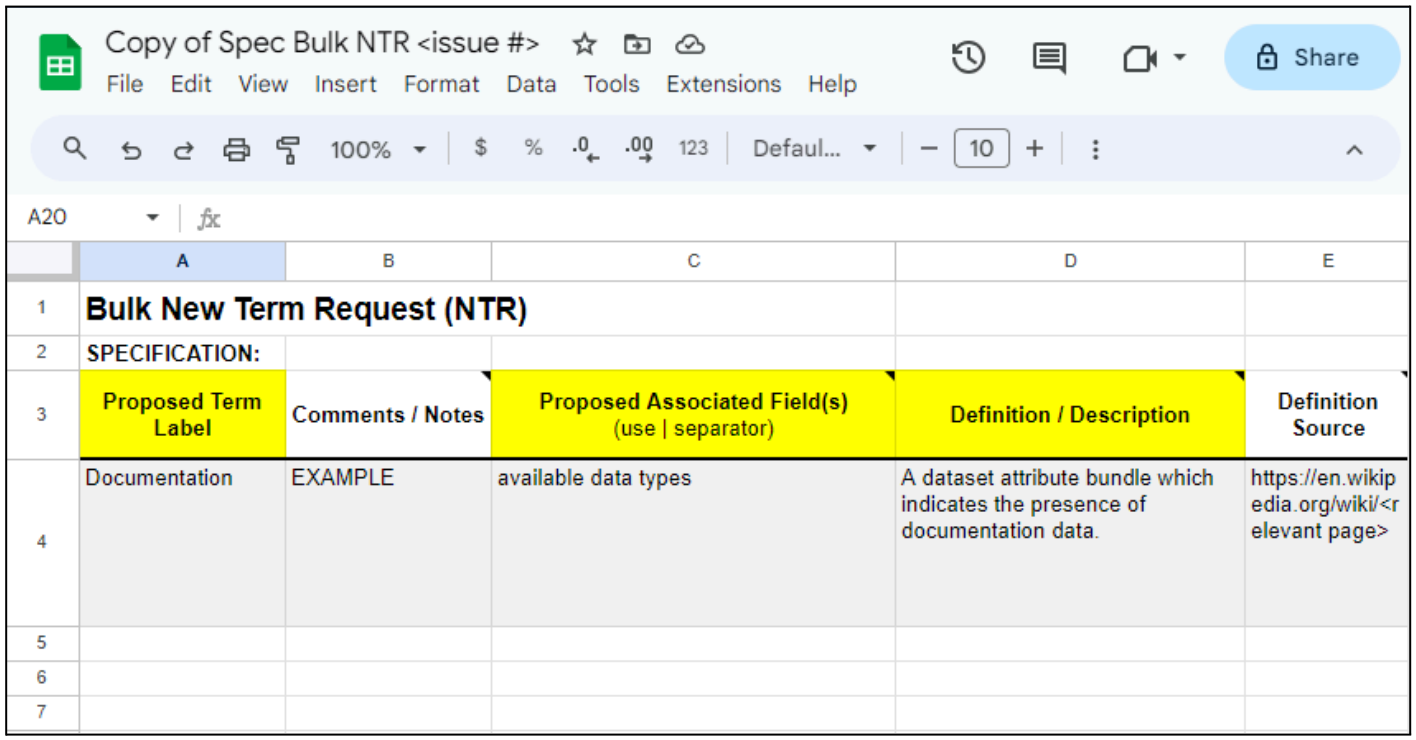
indicate the “Label”, ontology ID (unless unavailable), the field you want it listed under (i.e, “Associated Field(s)), and a comment indicating this is the reuse of an existing specification term.

New Term Requests (Bulk)

This request is for when you want to request many terms at once, this way you don’t need to submit new issue forms for every request as the spreadsheet format tends to be easier on both the submitter and curator for managing a large number of requests.

(1) When you follow the Bulk NTR <issue #> link you will be taken to:

(2) Select “Make a Copy” and you will be see the following spreadsheet:

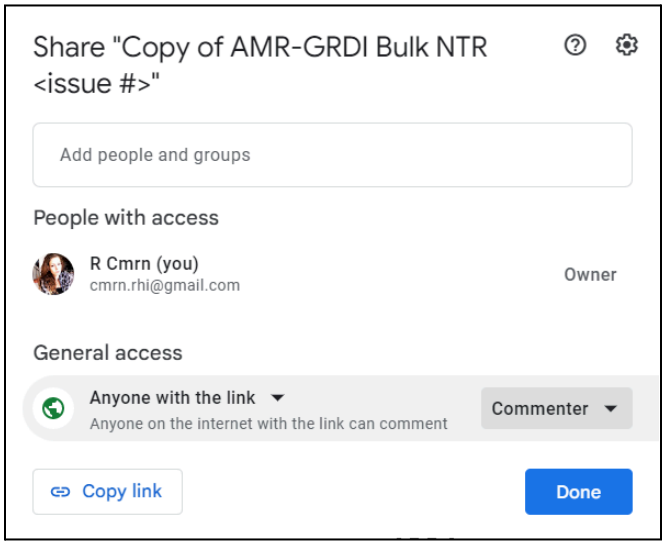


	A	B	C	D	E
1	**Bulk New Term Request (NTR)**				
2	SPECIFICATION:				
3	**Proposed Term Label**	**Comments / Notes**	**Proposed Associated Field(s)** (use | separator)	**Definition / Description**	**Definition Source**
4	Documentation	EXAMPLE	available data types	A dataset attribute bundle which indicates the presence of documentation data.	https://en.wikipedia.org/wiki/<relevant page>
5					
6					
7					

(3) Fill in the term information relevant to your request, with one term per row. Required fields are indicated with a Yellow Highlight (Proposed Term Label, Proposed Associated Field(s) (use | separator for multiple fields), Definition / Description). To see a

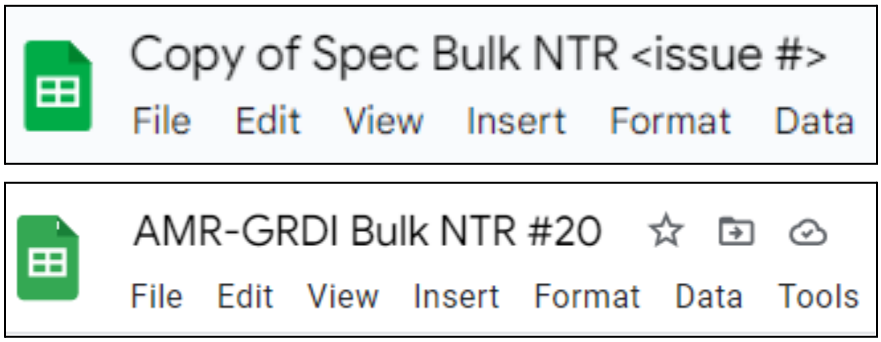
description of the headers, hover the cursor over the header and anyone with a note (indicated by a black triangle in the upper right corner) will show a descriptor of what is needed for the header.

(4) Get a shareable link that will allow curators to view, comment, or edit:



(5) Submit the issue with the shareable link included on it

(6) Rename your spreadsheet so that it contains the issue number (this will appear beside the issue title after you have submitted it, see previous figure).



(7) Feel free to continue to engage with this request until it is complete/closed.

Appendix A - Annotation Guide

There are more annotations here than listed in the Wastewater contextual data specification issue templates. These additional annotations are for assisting more advanced ontology term curation.

Annotation	Description
Field Category:	The broader field category. E.g., the name of the “tab” you think an addition belongs to within the curation template or the field reference guide.
Field:	The field you want to request changes in or you want to add a picklist item to.
Label:	An rdfs:label that provides a human-readable description of a resource.
Alternative Label:	"A label for a class or property that can be used to refer to the class or property instead of the preferred rdfs:label. Alternative labels should be used to indicate community- or context-specific labels, abbreviations, shorthand forms and the like." [IAO:0000118]
Synonym:	
Exact Synonym:	"An alternative label for a class or property which has the exact same meaning than the preferred name/primary label." [hasExactSynonym]
Narrow Synonym:	"An alternative label for a class or property which has a more specific meaning than the preferred name/primary label." [hasNarrowSynonym]
Broad Synonym:	"An alternative label for a class or property which has a more general meaning than the preferred name/primary label." [hasBroadSynonym]
Definition:	"The official definition, explaining the meaning of a class or property. Shall be Aristotelian, formalized and normalized. Can be augmented with colloquial definitions." [IAO:0000115] - if you aren't sure how to meet this requirements, don't fret - give a definition and the ontology curator will restructure it to meet the definition requirements.
Definition Source:	"Formal citation, e.g. identifier in external database to indicate / attribute source(s) for the definition. Free text indicate / attribute source(s) for the definition." [IAO:0000119] Database Cross Reference: For when you want to cross reference with another database identifier (e.g., MIxS, MESH, etc.) [hasDBXref]
Parent Class:	The class/term within the target ontology under which you think the term being request should be placed. Depending on the ontology you are requesting this in, it isn't strictly required - but it is helpful in facilitating curation efficiency and in giving the curator a better impression of the term you're requesting. There can be multiple parent classes/terms for an ontology term.
Parent Class ID:	An ontology IRI (e.g., FOODON:00001002) or the PURL (e.g., http://purl.obolibrary.org/obo/FOODON_00001002) associated with the parent class/term.
Contributor Attribution:	Optional. ORCiD is preferred - this is so we can list you as a contributor [dc:contributor].
Additional Comments (not an annotation):	Additional context is valuable to ontology curators to ensure the changes they make are appropriate for your need. If the curator deems it necessary, they may include it as a "comment" [comment] or "editor note" [IAO:0000116] annotation.

Appendix B - GitHub Account

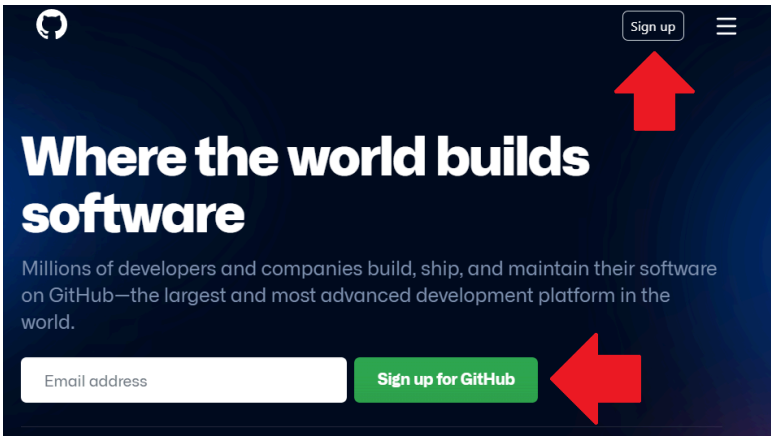
GitHub is a collaborative, online hosted version of git (a version control system) used to managed AMR-GRDI resources and specification issue requests.

You will need access to a free, personal GitHub account in order to engage with the AMR-GRDI new term request protocol. If you already have a GitHub account then no action is needed.

You can sign-up for an account at Github.com by following the Signing up for a new GitHub account information or follow the guidance below.

1) Navigate to Github.com

2) Select "**Sign up**"



3) Enter your email

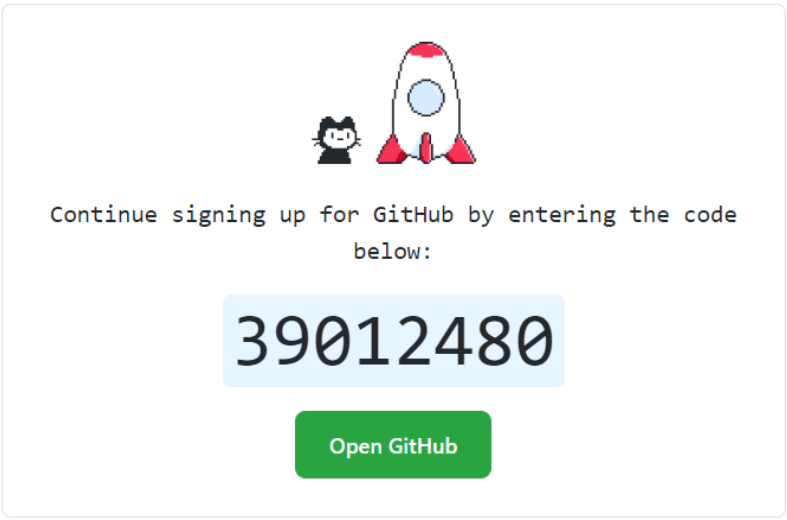
4) Create a password

5) Enter a username

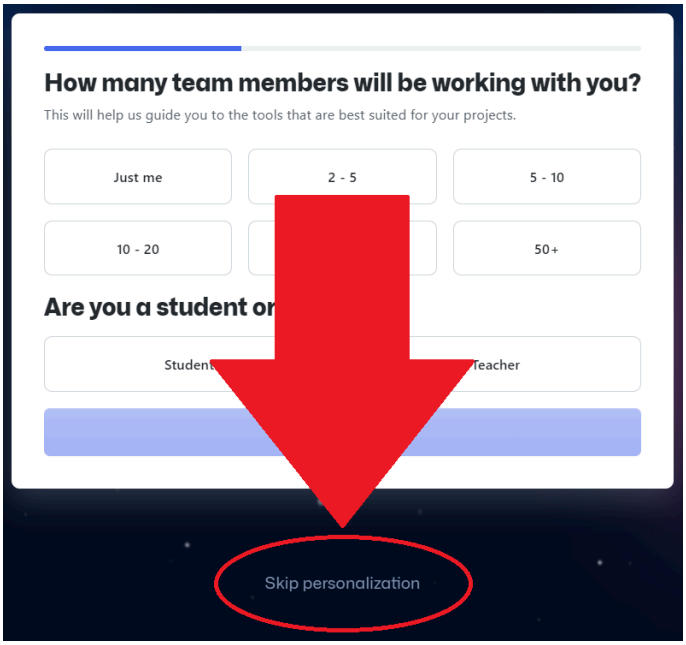
6) Indicate preference regarding email product updates and announcements ("y" for yes or "n" for no)

7) Perform a short puzzle to verify you're human

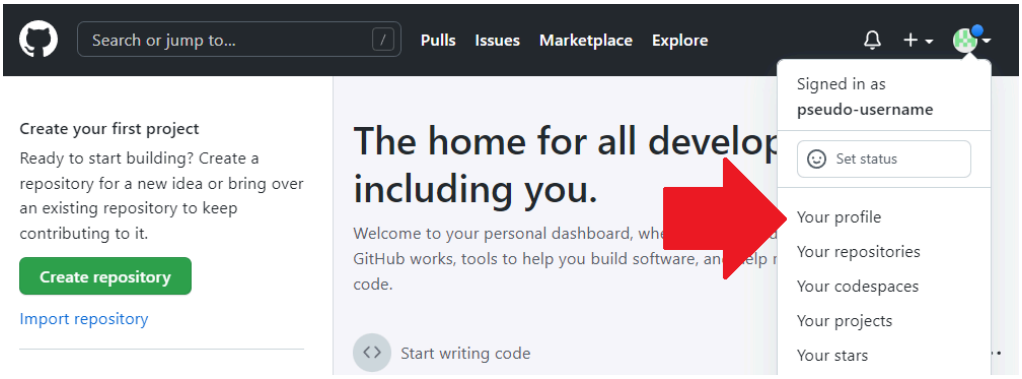
8) Enter the confirmation code emailed to you



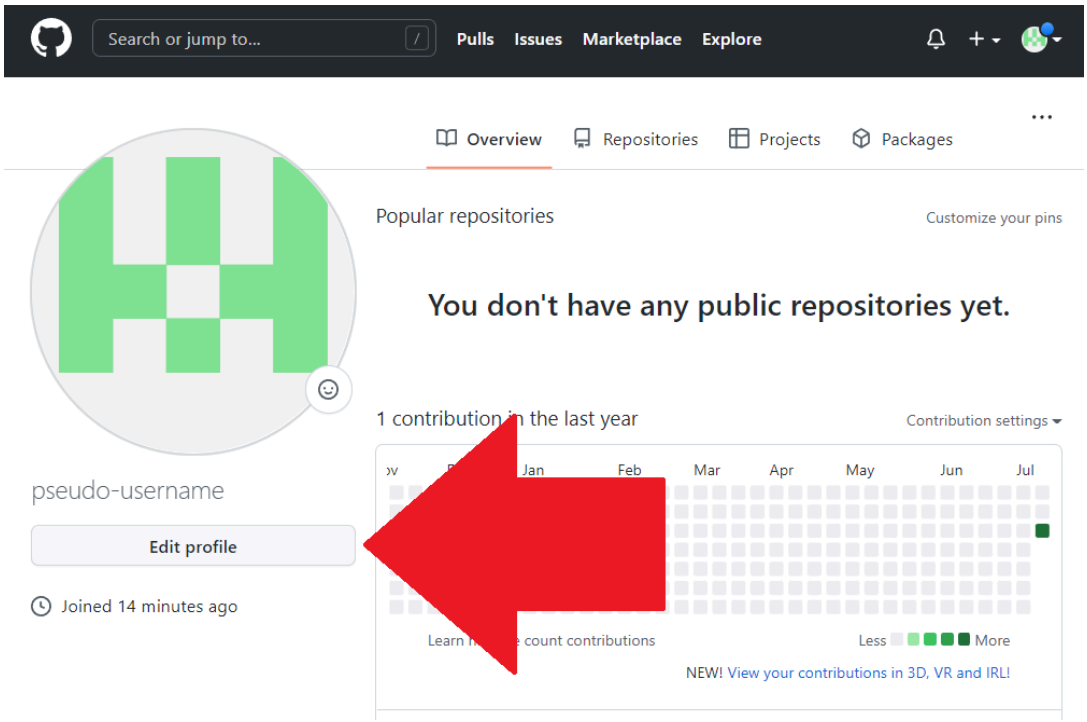
9) Welcome Guide - enter this information as you see fit, or scroll down and select “skip personalization”



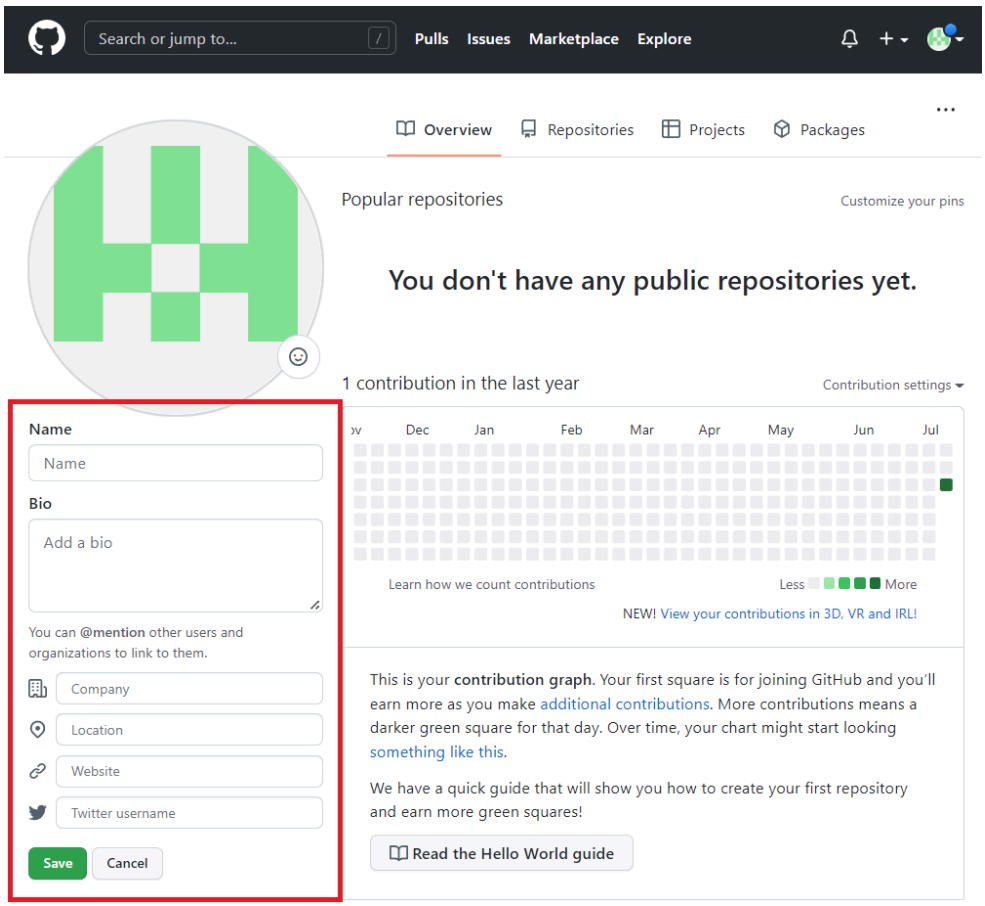
10) Dashboard - At this point, we recommend navigating to your profile so you can edit your profile information.



11) Select “**Edit profile**”



12) Enter the information you feel comfortable with. We recommend including your name (in full, short form, or initials) to make it easier for collaborators to identify you when you submit issue requests to our system.



13) Now you can navigate and interact with https://github.com/cidgoh/Wastewater_Contextual_Data_Specification

Appendix C - Document Revision History

Version	Date	Writer	Description of Change
1.0	July 12 2022	Rhiannon Cameron & Charlie Barclay	Initial release
1.1	June 10 2024	Rhiannon Cameron & Charlie Barclay	Minor updates to remove specification specific terminology.