
Layperson Ontology 1

SOP: Writing Layperson Annotations

PURPOSE

To describe the procedure for writing layperson annotations (labels and descriptions) for an ontology's terms.

SCOPE

This procedure is used by curators to produce layperson annotations for an ontology.

GLOSSARY/DEFINITIONS

SOP Standard Operating Procedure: Detailed written instructions to achieve uniformity of the performance of a specific function.

PROCEDURE

1. Prepare Working File:

- a. Extract term labels and descriptions from the ontology file by performing the procedure in ***Ontology Development 1 SOP*** and open the output file in Excel.
- b. Create either a blank Excel file or a Google Spreadsheet (if the process will involve people collaborating on the layperson annotations, a Google Spreadsheet is useful).
- c. Copy the following to the header row of the blank file:

current ID label	layperson label	current description	layperson description	hasExactSynonym	newExactSynonym
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- d. Copy from the file generated in *step 1*:
 - a) term IDs into the "ID" column of the blank file.
 - b) term labels into the "current label" column of the blank file.
 - c) term descriptions into the "current description" column of the blank file.
 - d) term exact synonyms into the "hasExactSynonym" column of the blank file.

2. Work on layperson annotations:

- a. Provide a layperson label for each term (row) in the "layperson label" column.
 - a) If the "current label"/column B is appropriate, copy it across to "layperson label"/column C.
 - b) If the current label is too technical, see if there's an appropriate synonym in the "hasExactSynonym" column.

- i. If there is one, copy it across to column C.
- ii. If there isn't one, provide an appropriate label in column C and copy it to the "newExactSynonym" column.

[Note: You can try search for the term in OLS as it sometimes provides layperson terms/synonyms in the "Term info" section for a term (see example below). Otherwise, a simple Google search can often provide potential options.]

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Home **Ontologies** Documentation About

OLS > Human Phenotype Ontology **HP** > **HP:0000217**

Xerostomia

http://purl.obolibrary.org/obo/HP_0000217

Dryness of the mouth due to salivary gland dysfunction. [HPO:probinson]

Synonyms: Dry mouth syndrome, Dry mouth, Reduced salivation

Tree view **Term history**

Graph view
Reset tree
Show all siblings

Term info

database cross reference

- SNOMEDCT_US:56893005
- MSH:D014987
- SNOMEDCT_US:300268000
- SNOMEDCT_US:87715008
- UMLS:C0043352

Subsets

hposlim_core

layperson term

Dry mouth

layperson term

Reduced salivation

layperson term

Dry mouth syndrome

layperson term

Decreased salivary flow [ORCID:0000-0001-5889-4463]

has alternative id

HP:0002709, HP:0100756

has broad synonym

Decreased salivary flow

has obo namespace

human_phenotype

id

HP:0000217

- iii. You can add additional new exact synonyms to the "newExactSynonym" column, but ensure you separate terms in this column with a "|".
 - c) Ensure that labels are capitalised correctly according to the ontology's protocol.
- b. Provide a layperson description for each term (row) in the "layperson description" column.
 - a) If the "current description"/column D is appropriate, copy it across to "layperson description"/column E.
 - b) If not, provide a layperson-appropriate description in column E.
[Note: A simple Google search is a good way to find simpler descriptions of terms.]
 - c) Ensure that descriptions are written according to the ontology's protocol (e.g. full sentences; not including the label, etc.)

USING LAYPERSON ANNOTATIONS

The layperson annotations can be incorporated into the ontology file by performing the procedure in either **Layperson Ontology 2.1 SOP** (if the ontology file does NOT include language tags for term annotations) or **Layperson Ontology 2.2 SOP** (if the ontology file DOES already include language tags for term annotations).

Version No.	Date	Authorizer	External Reviewer	Internal Reviewer	Author	Details of changes
1.0					Jade Hotchkiss	n/a (first version)