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## Layperson Ontology 4

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### SOP: Merging Reviewed Layperson Updates

#### PURPOSE

To describe the procedure for using reviewed updates to layperson annotations (labels and descriptions) to update the layperson version of an ontology.

#### SCOPE

This procedure is used by curators to use reviewed layperson annotations for updating an ontology's layperson version.

#### GLOSSARY/DEFINITIONS

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

#### PROCEDURE

1. Reconcile the "Updates needing review" sheet from the reviewed Google Spreadsheet with the "update\_terms\_same\_lp\_anns\_**DATE**" file which was output in the **Layperson Ontology 3 SOP**:
  - a. Open the content of the *update\_terms\_same\_lp\_anns\_***DATE**.txt file in an excel file and save it as "reviewed\_updated\_terms\_**DATE**".  
Copy the layperson labels and definitions from the "Updates needing review" sheet to the corresponding empty cells in the new Excel file and save the file.
2. Merge all:
  - a. Open a new Excel file and save it as "merged\_layperson\_updates\_**DATE**".
  - b. Copy the content (**including** the header row) of the reviewed "New terms for annotation" Google sheet to the "merged..." file (from 2a).
  - c. Copy the content (**excluding** header row) of the "reviewed\_updated\_terms\_**DATE**" Excel file from step 1 to below the content in the "merged..." file (from 2a).
  - d. Open the content of the *same\_annotations\_***DATE**.txt file (output in the **Layperson Ontology 3 SOP**) in an Excel file and copy its content (**excluding** header row) to below the content in the "merged..." file (from 2a).

- e. If a "Terms not given lp anns previously" sheet was reviewed in the Google Spreadsheet:
  - a) Copy the content (**excluding** header row) of the "Terms not given lp anns previously" sheet to below the content in the "merged..." file (from 2a).
- f. If a "Terms not given lp anns previously" sheet was **NOT** reviewed in the Google Spreadsheet:
  - a) Open the content of the *no\_lp\_annotations\_***DATE**.txt file (output in the **Layperson Ontology 3 SOP**) in an Excel file and copy its content (**excluding** header row) to below the content in the "merged..." file (from 2a).
- g. Save the "merged..." file.

### USING UPDATED 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	24/03/2022				Jade Hotchkiss	n/a (first version)