

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

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:

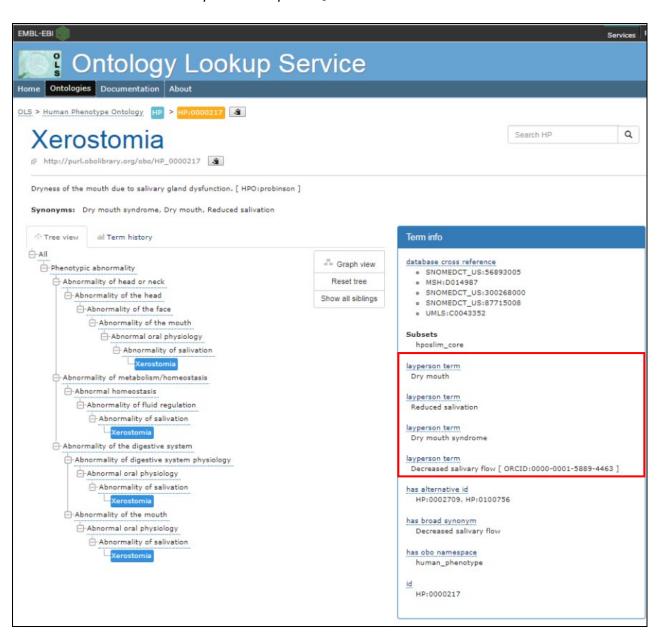
current	layperson	current	layperson		
ID label	label	description	description	hasExactSynonym	newExactSynonym

- 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.]





- 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).

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1.0						Jade Hotchkiss	n/a version)	(first