

BIM Excellence (BIMe) is a unique *research-based* approach to digital innovation in the construction industry. It provides an integrated methodology and a modular language for performance assessment, learning and process optimisation. The **BIMe Initiative** is *not-for-profit effort* guided by a set of **Principles**¹ undertaken by volunteer researchers from both industry and academia. The BIMe Initiative is supported by in-kind contributions, commercial services, and institutional/corporate [sponsorship](#).

This document must be read in conjunction with 101in BIMe Initiative Explainer, BIMe Initiative Knowledge Structures, 103in BIMe Initiative Projects and 104in BIMe Initiative Network (refer to list of [publications](#)). The BIM Excellence approach and the BIMe Initiative are based on the published research of [Dr. Bilal Succar](#) and a growing cohort of esteemed international collaborators.

I. Introduction

The BIM Dictionary (<http://BIMdictionary.com/>) is the largest online resource of its kind and includes hundreds of interlinked terms, descriptions, synonyms and abbreviations. Officially launched on April 13, 2016, the dictionary is continuously expanding by adding new languages, extended descriptions, and features. For more information covering how terms are chosen, please refer to: <http://bimdictionary.com/basics/>.



This document is intended for current and candidate members of the BIM Dictionary's Editorial Team (explained further below). It introduces distinct roles and responsibilities of Editors and clarifies the first step to be completed by newly appointed Editorial Teams.

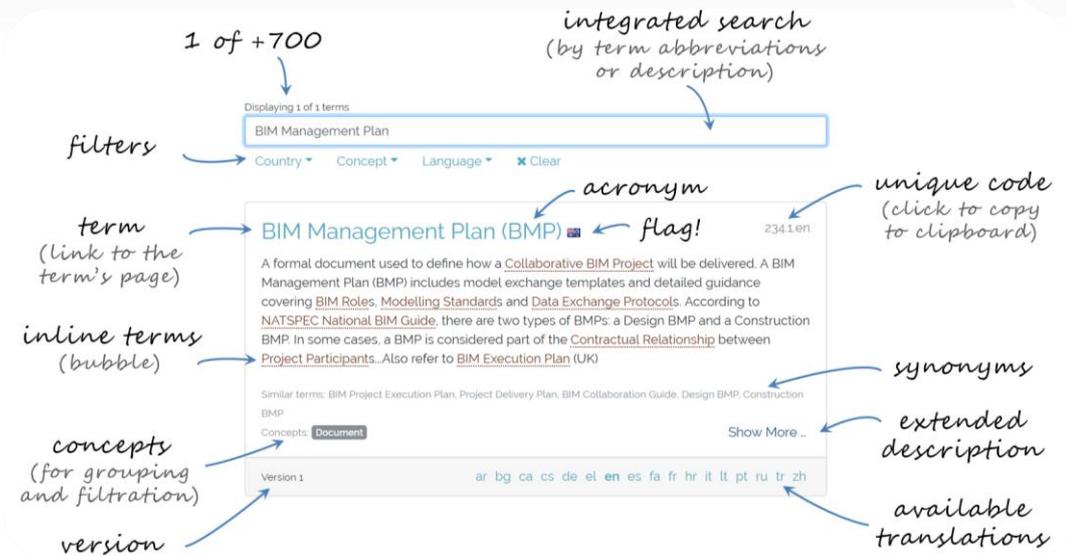
Below is a brief explanation of important terms used throughout this document:

Term	Description
LOTE	Language Other Than English
Dictionary Item	The dictionary Term with its <i>primary fields</i> (Description, Abbreviation, Synonyms, Country, Language and Concepts) and <i>secondary fields</i> (e.g. Extended Description) – please refer to next Section
Canonical Term <i>or</i> Canonical Item	The reference Term or reference Item in English (Australia)
Language Code	Two-letter codes as per ISO 639-1
Country Code	Two-letter codes as per ISO 3166-1 alpha-2

¹ BIMe Initiative Principles (BIMe Principles, or Principles for short) includes both [General Principles](#) and the [Excellence Manifesto](#).

II. Sample Dictionary Item

A *Dictionary Item* each includes a number of components (database fields) – below are the one currently showing on the home/search page:



Components	Example Notes
Term (title)	BIM Management Plan the Term Title acts as a link to the Item's own page (See here: http://bimdictionary.com/en/BIM-Management-Plan)
Description	The summary description (text only) which may include a number of Inline Terms . A term's description is typically 80-150 words' long
Extended Description	Some Dictionary Items include a longer description shown on the term's own page (Example: http://bimdictionary.com/en/cobie/). A Extended Description is typically 200-350 words' long and may include an explanatory image or video
Abbreviation	BMP Abbreviation is searchable and must be unique (no duplication allowed) The abbreviation appears in 'round brackets' after the Term title
Inline terms	Inline Terms are contextual links to other Terms. They display the linked term's description upon hover/click
Synonyms	BIM Collaboration Guide Synonyms are similar terms and are listed under the Description. Synonyms are searchable and must also be unique
Author	The person who has coined the Canonical Term and developed its Description. Only a few terms have a known author
Country	Australia This tag is used when the term/description is country-specific (refer to Dictionary Basics). Country tags are selected using a drop-down menu and are presented as a small flag
Language	en fr es Dynamic language selectors that are shown when a Dictionary Item has one or more translation
Code	234.1.en This code is used for quick reference to a specific term, its language and version. The code is also a unique hyperlink that can be copied upon click
Version	Version X Indicates the current version of the term (shown by as default). If multiple versions are available, a drop-down will allow viewing/referencing (each version has a unique code)
Concept	Each Canonical Term is tagged with at least one 'concept' derived from the BIM Ontology . A concept is used as a filter through a drop-down menu. Also, concepts appear as 'pills' which – upon click – collate all terms tagged with that concept

III. Editorial Roles and Responsibilities

There are four main **Editorial Roles**, together forming the BIM Dictionary's **Editorial Team**:

A. Head Editor

The Head Editor is responsible for selecting/approving Dictionary Items, appointing other Editors, chairing Editorial Team meetings, and promoting the overall effort. The Head Editor invites contributions from registered users and researchers (for Extended Descriptions), facilitates translation processes, and manages periodical updates. The Head Editor and the Editorial Team are jointly responsible for expanding the BIM Dictionary and keeping it relevant, accurate and up-to-date.

B. Assistant Editor

Assistant Editors support the efforts of the Head Editor and Editorial Team. Multiple Assistant Editors may be appointed to lead specific expansion and maintenance activities.

C. Language Editor

Language Editors (or LOTE Editors) have several key responsibilities:

- Form and manage an Editorial Team of peers to conduct the language translation. The team need to include, in addition to the Editor, a *minimum of two* other colleagues of similar motivation and capabilities. The team need to preferably include (a) an academic from a respected local institution and (b) is gender-diverse;
- Provide translations to canonical Dictionary Items according to priorities set by the Head Editor;
- Ensure translated items - terms, descriptions, abbreviations, and synonyms - are consistent with published research, common uses of terms by LOTE-speakers, and the BIM Dictionary's syntax;
- Ensure translated items are checked for errors, preferably by an *external* reviewer with adequate language and domain competency. In certain cases, the Head Editor may formally appoint an **External Reviewer** to assist the Editorial Team in improving translated-items' quality;
- Revise the translated items when/if canonical items are updated according to the BIM Dictionary's processes and procedures;
- Keep a backup, continuously updated, Excel file of all translated terms and their descriptions;
- Participate in occasional Editorial Team meetings covering new BIM Dictionary features or discussing standard/novel ways to improve translation/editing speed and quality;
- Follow announcements on communication channels dedicated to BIM Dictionary editors (e.g. Slack);
- Respond in a timely fashion to BIM Dictionary users' queries and comments; and
- Promote their own efforts, the BIM Dictionary, and the BIME Initiative within their professional networks, through social media, and national/international forums.

D. Country Editor

Country Editors are appointed when the same dictionary terms may vary between countries speaking the same language. For example, there may be a need for two *Portuguese Editors*, one for *Brazil* and another for *Portugal*. Country Editors' main role is to check whether the canonical/translated materials within the BIM Dictionary contradict with local standards, and then either (i) suggest a correction to the materials, or (ii) recommend the inclusion of new terms that are specific to their country.

E. External Reviewer

If not identified when each Editorial Team was formed, an External Reviewer may be appointed by the Head Editor to assess the quality and consistency of the translated items. The External Reviewer is typically a senior academic or a linguist. The contributions of the External Reviewer will be adequately acknowledged on the BIMe Initiative website,

IV. Editorial Commitments

As the BIM Dictionary is a foundational project - many organisations worldwide are depending on it, and all other BIMe Initiative projects refer back to it, it is critically important to continuously extend the BIM Dictionary and improve the quality of its materials. To this end, each Editorial Team will be asked to commit specified editorial efforts that best match the abilities and availability. These commitments will be agreed upon with the Head/Assistant Editors upon commencement of the role and can be revised-down at any time. Sample commitments are expressed as (i) *number of items* translated each month, (ii) as a due date for *completing the translation* of a Term Set or the whole dictionary, and/or (iii) as a periodical review/update of LOTE terms to match new or changed canonical items.

V. Disbanding an Editorial Team

An editor is free to disband her/his team at any time and for any reason by notifying the Head Editor. Also, if an Editorial Team cannot meet their original or revised commitments, they will be encouraged to expand their team and/or seek assistance from the Head/Assistant Editors to identify a suitable way forward. In rare circumstances, and if there are little/no prospects that the Editorial Team will be able to meet their self-imposed commitments, the team may be amicably disbanded and a new team - under a new editor - will be formed.

VI. Editorial Recognition

Editors are key contributors to the BIM Dictionary and their efforts will be recognised as follows:

- Editor's name and affiliation will be listed on the BIM Dictionary's [About Page](#);
- Editor's name and affiliation is listed on the [BIMe Initiative Projects page](#);
- Editor's name will be acknowledged in relevant presentations and documentation; and
- Editors are considered as [BIMe Initiative Volunteers](#) and *candidate* BIMe Members.
- Editors who can no longer continue in their role for any reason will also be appropriately acknowledged. Any contributions they've made will be publicly recognised on the BIM Dictionary's [About Page](#) or its equivalent.

VII. Becoming an Editor

Editors are appointed by invitation or by application. All Editors need to accept the [BIME Initiative Principles](#) and are strongly encourage to sign the [Excellence Manifesto](#). The Head Editor may request to interview potential candidates and seek evidence of domain/language competency (Language Editors must provide evidence of a competent Editorial Team). To be considered for the role of Assistant Editor or Language Editor, please contact the Head Editor: Dr. Bilal Succar | **Email** bsuccar@changeagents.com.au.

VIII. Language Editor's First Step

Upon appointment, Language Editors are provided with a set of Priority Terms (an Excel File) containing 78 pre-selected items. Once this set has been translated and quality-checked by third-parties, it will be uploaded into the online platform. Upon completion of this process, the Editors will identify a suitable translation pace (typically 50 Items/month) and additional sets will be released. The Language Editor will also receive access to the BIM Dictionary to add/modify translated terms directly online.

IX. Ongoing Submittal Processes

The Assistant Editor will inform all language and country teams of current/future submittal processes. In principle, each team is expected to provide an update every 2 months covering the progress made or lack of. If no update is received for more than 4 months, the Assistant Editor will contact respective Language Editors to resolve any pending issues.

X. Note Covering Intellectual Property

BIM Dictionary Items are provided to all users free of charge under a [Creative Commons Attribution-ShareAlike 4.0 International License](#). All contributions by Editors will fall under the same open license (Editors cannot claim copyright on original or translated material). Permissions beyond providing open and free access to BIM Dictionary Items are governed by applicable laws (Australia, State of Victoria), BIM Excellence Privacy Policy, Terms of Use and relevant Licensing Arrangements.

XI. More Info

To stay informed of the Initiative's main activities, new tools and publications, please subscribe to the [Mailing List](#) and/or follow [@BIMEinitiative](#) on Twitter. To request more information, suggest an improvement or simply get in touch, please [Contact Us](#); thank you.

XII. Change Log

VERSION	DATE	DESCRIPTION
0.1	Aug 27, 2015	Initial draft
0.2-0.4	Sep '16 – Jan '17	Renamed document to BIM Dictionary Editor's Guide - Aligned with 100 Series
1.0	Jan 18, 2017	First Official Version for release through BIMexcellence.org
1.1	Apr 3, 2017	Minor changes
1.2	Mar 25, 2018	Responsibilities clarified + text updated to match new available features