

## I. Introduction

**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**<sup>1</sup> 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.*

## II. The BIM Dictionary

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 different roles and responsibilities of Editors and clarifies the first step to be completed by newly appointed Language Editors.

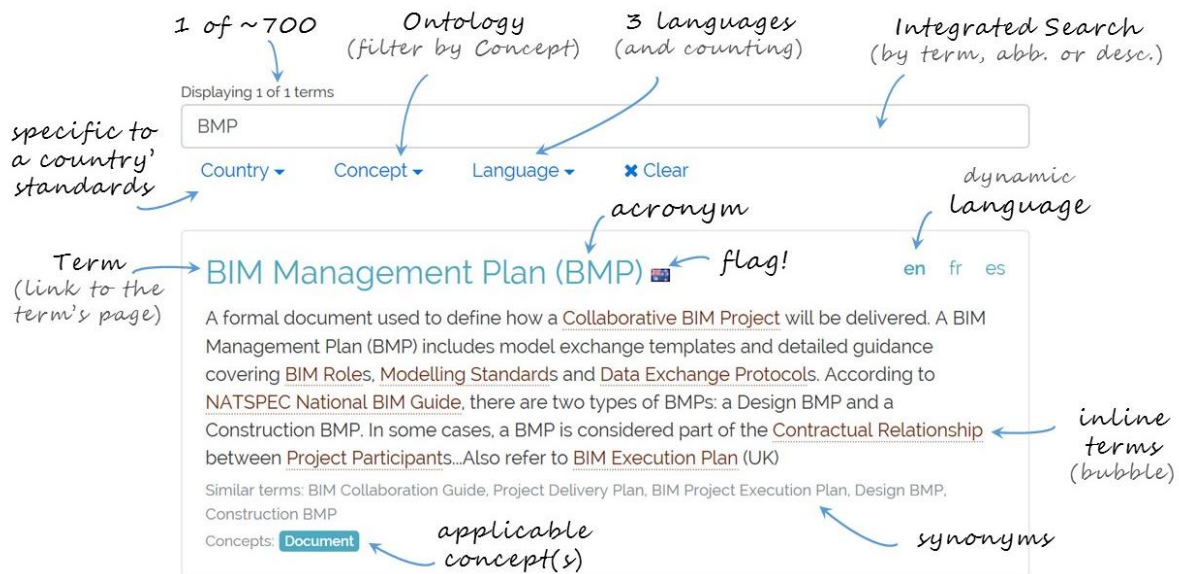
Below is a brief explanation of important terms used throughout this document:

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 or Canonical Item	The reference Term or reference Item in English (Australia)
Language Code	Two-letter codes as per <a href="#">ISO 639-1</a>
Country Code	Two-letter codes as per <a href="#">ISO 3166-1 alpha-2</a>

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

## III. 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
<b>Term (title)</b> <i>Mandatory field</i>	<b>BIM Management Plan</b>   the Term Title acts as a link to the Item's own page (See here: <a href="http://bimdictionary.com/en/BIM-Management-Plan">http://bimdictionary.com/en/BIM-Management-Plan</a> )
<b>Description</b> <i>Mandatory field</i>	The summary description (text only) which may include a number of <b>Inline Terms</b> . A term's description is typically 80-150 words' long
<b>Extended Description</b> <i>Not shown</i>	Some Dictionary Items include a longer description shown on the term's own page (Example: <a href="http://bimdictionary.com/en/cobie/">http://bimdictionary.com/en/cobie/</a> ). A Extended Description is typically 200-350 words' long and may include an explanatory image or video
<b>Abbreviation</b>	<b>BMP</b>   Abbreviation is searchable and must be unique (no duplication allowed) The abbreviation appears in 'round brackets' after the Term title
<b>Inline terms</b>	Inline Terms are contextual links to other Terms. They display the linked term's description upon hover/click
<b>Synonyms</b>	<b>BIM Collaboration Guide</b>   Synonyms are similar terms and are listed under the Description. Synonyms are searchable and must also be unique.
<b>Author</b> <i>Not shown</i>	The person who has coined the Canonical Term and developed its Description. Only a few terms have a known author
<b>Country</b>	<b>Australia</b>   This tag is only used when the term or its description are country-specific (refer to <a href="#">Dictionary Basics</a> ). Country tags are selected through a drop-down menu and are presented as a small flag
<b>Language</b> <i>Shown as a code</i>	<b>en fr es</b>   Dynamic language selectors that are shown when a Dictionary Item has one or more translation
<b>Concept</b> <i>Mandatory</i>	Each <b>Canonical Term</b> is tagged with at least one 'concept' derived from the <a href="#">BIM Ontology</a> . 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

## IV. 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, and chairing Editorial Team meetings. 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:

- Provide translations to canonical Dictionary Items according to priorities set by the Head Editor. These translations can be contributed by the LOTE Editor or by others under his/her supervision. Contributors will need to be identified and recognised for their efforts;
- 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 a peer with adequate language and domain competency. In certain cases, the Head Editor may appoint a **LOTE Reader** to assist the LOTE Editor in checking errors and improving translated-items' quality;
- Update the translated items when/if canonical items are updated<sup>2</sup>;
- Participate in occasional Editorial Team meetings covering new BIM Dictionary features or discussing standard/novel ways to improve translation/editing speed and quality;
- Promote their efforts - and the BIM Dictionary - through social media and international forums; and
- Respond to BIM Dictionary users' queries and comments.

### D. Country Editor

Country Editors are a special class of Language Editors with added responsibilities. Country Editors are appointed when the same LOTE Items 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*.

<sup>2</sup> Please note updates are continuously suggested by users and editors. However, changes are only reviewed every six months by the Editorial Team (if necessary). LOTE terms affected by any updates will be highlighted to respective editors so they can update their items. Updates to both Canonical and LOTE items will be committed to the database at the same time.

## V. 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 initially considered as [BIMe Initiative Volunteers](#) and – upon acceptance of [BIMe Initiative Principles](#) and the [Excellence Manifesto](#) (Jan 2017) – will be invited to become [Active Members](#).

## VI. Becoming an Editor

Editors are appointed by invitation or by application. 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](mailto:bsuccar@changeagents.com.au) | [Phone +61 412 556 671](tel:+61412556671).

## VII. 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.

## VIII. Note covering Intellectual Property

BIM Dictionary Items are provided to all users for free 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.

## IX. More Info

To join the BIMe Initiative, please complete the online [Membership Application Form](#). Alternatively, 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.

## X. Change Log

VERSION	DATE	DESCRIPTION
0.1	Aug 27, 2015	Initial draft
0.2-0.4	Sep 9 '16 - Jan 10, 2017	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