

## I. Introduction

This document covers the strategy for developing more than 500 BIM Dictionary Extended Descriptions (XD)s.

### A. Extended Descriptions - definition

The BIM Dictionary platform includes hundreds of terms, each with a **Summary Description** (SD) and their translations. An **Extended Description** (XD) is the additional explanatory information - examples, applications, activity flows, and reference materials - to be displayed on a term's unique page on the platform. An example of a term with an Extended Description is provided here: [bimdictionary.com/COBie/](http://bimdictionary.com/COBie/).

While a Summary Description provides a quick explanation of a term's meaning, the Extended Description provides deeper insights into the term's underlying concepts and connections.

### B. Purpose of Extended Descriptions

Extended Descriptions transform dictionary terms into Knowledge Blocks<sup>1</sup>. Although these entries are not intended to be comprehensive, they serve many complementary purposes - they offer:

- Concise explanations for common terms beyond what Summary Description offer
- Reference materials for early-career researchers to expand their investigations
- Structured Learning Units to be used in other BIME Initiative projects
- Short-form materials to be pulled - through an [Open API](#)<sup>2</sup> - into specialised assessment tools, [Common Information Environments](#), and Learning Management Systems.

### C. Main components of Extended Descriptions

An Extended Descriptions is displayed on a term's URL (web address) as either a *single-page* view or as a *multi-page* view. Most Extended Descriptions covered by this project will be offered as a single, printable A4 page with uniform sections attached to the Summary Description already available:

- Extended Description paragraph
- Rich media element - an image, video, diagram, or chart
- Footer section with Footnotes, Bibliography, and Acknowledgements

### D. Developing Extended Descriptions

BIM Dictionary terms are grouped under **BIME Initiative Topics** (e.g. performance management, standardisation, and offsite manufacturing - [see full list](#)). For each of these Topics, the **A3 Project Coordinator** assigns a **Topic Curator** to help with identifying missing terms and to ensure that both Summary Descriptions and Extended Descriptions are always accurate, precise, and up to date. Topic Curators do not necessarily work on their own, but they can invite multiple **Topic Specialists**. Specialists are well-known professionals and academics in the topic field. They are selected based on their public contributions and willingness to share their knowledge.

<sup>1</sup> Knowledge Blocks are self-contained and measurable units of structured information which can be easily understood and used by both practitioners and researchers, and flexibly combined into larger units. Please refer to [102in BIME Initiative Knowledge Structures](#).

<sup>2</sup> The BIM Dictionary is still under-development. Supporters [are invited](#) to contribute towards developing an Open API for all to benefit.

## E. Topic Curators – a key role

Topic Curators play a key role in this project. Along with the A3 Project Coordinator, the Editorial Team and the Community Coordination Team (refer to [Dictionary Teams](#) page), Topic Curators are tasked with:

- Identifying the terms pertaining to their respective topics for inclusion in the BIM Dictionary
- Identifying the Specialists who can contribute an Extended Description
- Inviting Specialists to contribute in accordance with set communication protocols
- Review contributions and assist in harmonizing content according to publication protocols
- Recommend the Extended Descriptions for publication, review, or removal
- Periodically review, and keep-current the terms, the Summary and Extended Descriptions
- Promote their own efforts, the BIM Dictionary, and the BIMe Initiative.

## II. Extended Descriptions Guide

Topic Specialists will be invited to submit their Extended Description through an **online form** (embedded into BIMexcellence.org or BIMdictionary.com) or - when unavoidable - through a **document template** (a Word/PDF file emailed to Specialists). Whether completed online or in document form, Extended Descriptions must follow the **Extended Descriptions Guide** to ensure contextual benefit and stylistic consistency:

- The Extended paragraph should not exceed 1500 characters (with spaces)
- Explanations need to be globally applicable (local applications should carry a qualification)
- Inline links to other Dictionary terms need to be [[Bracketed]]
- External hyperlinks must open in another tab or page
- Abbreviated terms need to be expanded the first time they are used
- Explanations should avoid historical explorations; only applicable knowledge needs to be included
- Rich Media elements need to offer in-depth explanation of the core meaning of the term. Videos and materials by commercial entities need to be generally avoided
- Footnotes may include up to three notes with hyperlinks if useful
- Acknowledgments section must include the name(s) and affiliation of the contributing Specialist(s)
- Bibliography section may include up to three peer-reviewed or high-quality technical documents mentioned within the Extended paragraph. The referencing style is APA ([quick guide](#)).

## III. Project Protocols

The following protocols are part of the Extended Descriptions Strategy and will be improved over time:

### A. Specialist Selection Protocol

When selecting Topic Specialists, at least three of the following criteria have to be met:

- Be a recognized topic expert - from either industry or academia
- Have at least seven years of professional experience related to the topic
- Have published two or more peer-reviewed papers or technical reports covering the topic
- Be a member of an institution that is either researching the topic, applying the topic in practice, or developing tools needed for the successful application of the topic
- Be proficient in the English Language - in both spoken and written forms.

## B. Communication Protocol

When communicating with Topic Curators and Topic Specialists, the recommended communication templates need to be used (continuously updated - not included in this document). All communications need to adhere to the BIME Initiative's [Privacy Policy](#) and applicable laws and regulations.

## C. Quality Management Protocol

For the purposes of accuracy, precision, timeliness, and consistency, an Extended Description shall satisfy the Quality Management Protocols made available to Topic Curators and Topic Specialists.

## D. Modifications Protocol

Topic Curators must request an update - or a confirmation when an update is not needed - from the Topic Specialist - once (minimum) or twice (maximum) every calendar year. Major changes to an Extended Description require the approval of the Topic Specialist contributing the Extended Description. Errors and contradictions may be corrected by the Topic Curator and the Editorial Team without seeking the Specialist's prior approval.

## E. Intellectual Property Protocol

The names of all project contributors, including Topic Curators and Topic Specialists will be appropriately acknowledged on the BIME Initiative website and/or the BIM Dictionary platform.

Topic Curators must ensure that the content provided by Specialists does not infringe upon third party copyrights or moral rights (according to applicable laws of the Commonwealth of Australia). However, it is the Specialists' responsibility to ensure that **copyrighted materials are not used** or are **only used with their owners' written permission**. Any infringement of the copyrights or moral rights of others will be immediately removed.

## IV. Extended Description processes

There are many processes to be defined, managed, integrated, and optimised throughout the project. This document introduces only one:

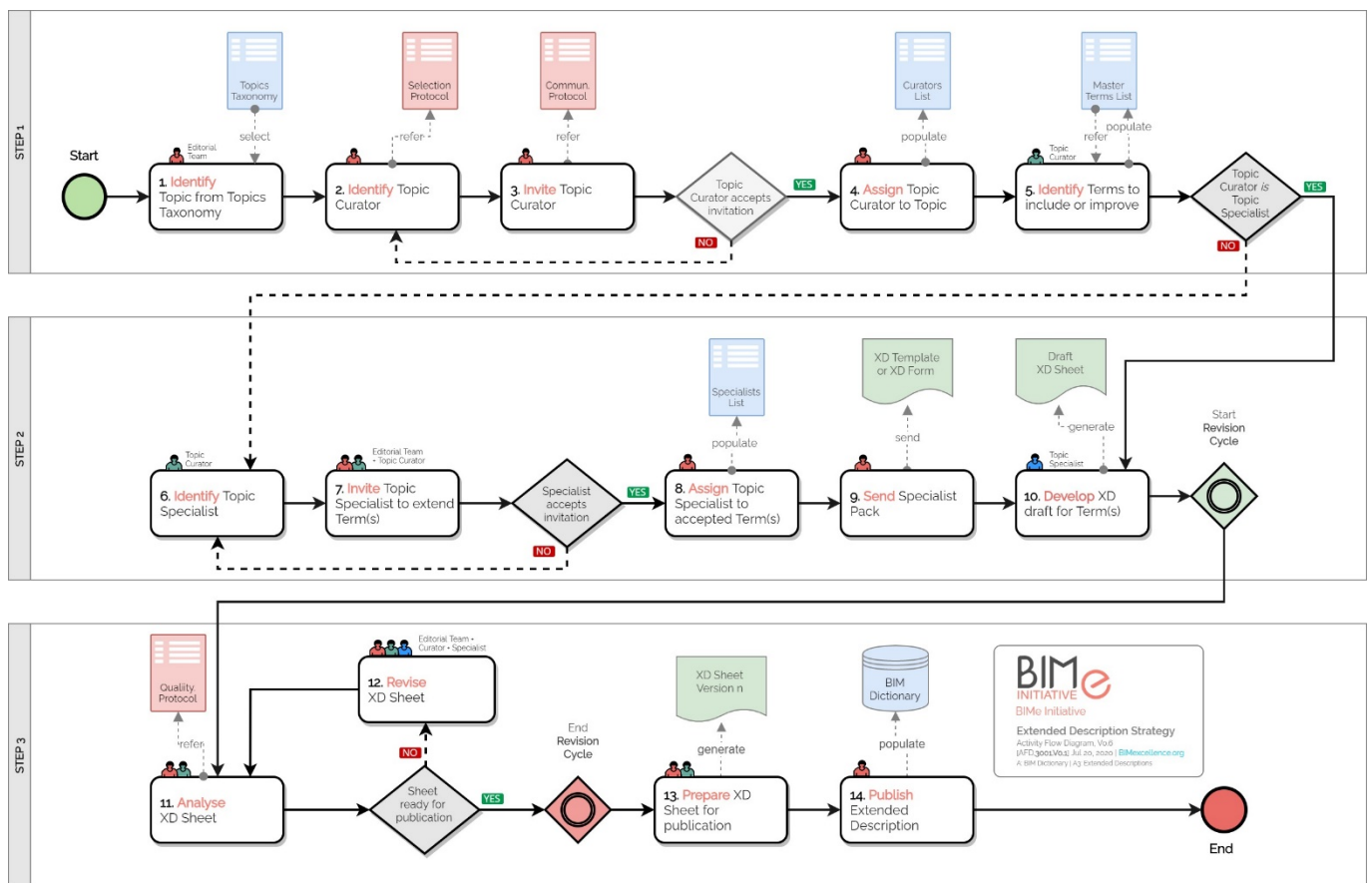


Figure 1 - Extended Descriptions Strategy v0.6

## V. Acknowledgements

This document is developed as a collaborative effort between Mr. [Eduardo Taveres](#) (BIM Dictionary - A3 Project Coordinator), BIM/VDC Manager at *quattroD*, **Brazil**; Dr. [Marzia Bolpagni](#) (BIM Dictionary Assistant Editor), Senior BIM Advisor at *Mace*, **United Kingdom**; and Dr. [Bilal Succar](#) (BIM Dictionary Head Editor), Director of *ChangeAgents AEC*, **Australia**. Review was conducted by Mr. [Danny Murguia-Sanchez](#), Assistant Professor at PUCP, **Peru**.

## VI. More information

For more information about BIM Excellence Initiative and participation in Microproject A3, please [Contact Us](#).

This document will be continuously updated. For the latest version, please refer to the BIMe Initiative [resources page](#). To cite this document version, please consider using the following:

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## VIII. Change Log

VERSION	DATE	DESCRIPTION
0.6	Jul 4, 2020	Initial draft - for internal use
0.7	Jul 17, 2020	Final draft - Community Distribution
1.0	Aug 3, 2020	First public version

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