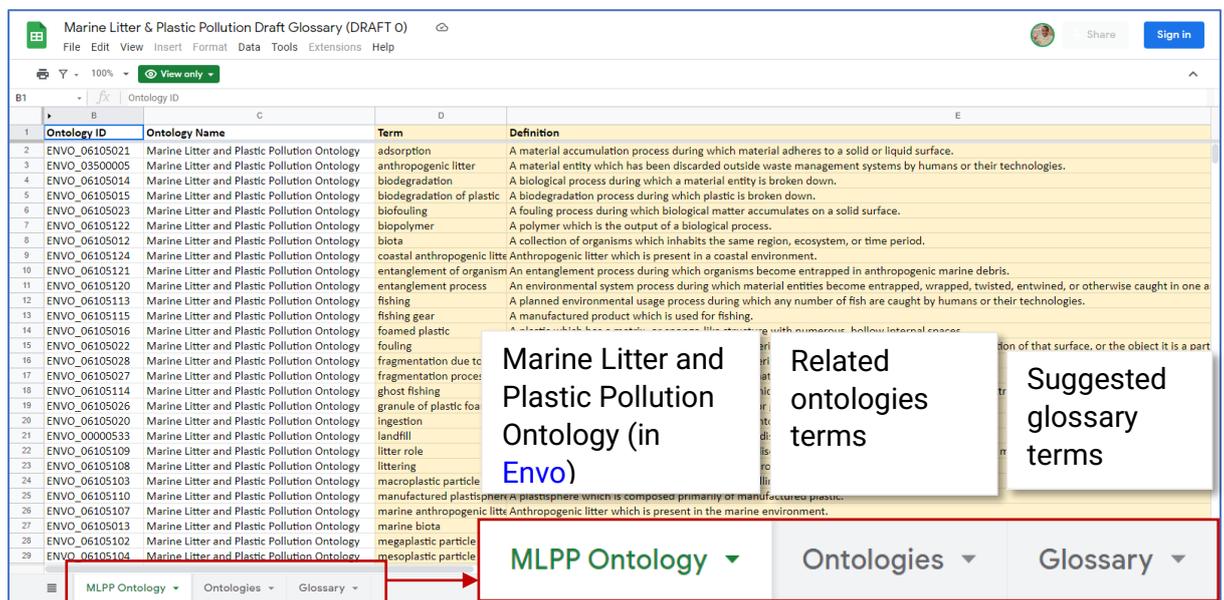# PEER REVIEW PROCESS INSTRUCTIONS

1. BEFORE YOU START THE PEER REVIEW PROCESS

- Download the "Guidelines: Marine Litter and Plastic Pollution Ontology Community of Practice (CoP)" for background on the Ontology CoP.
- Access the official Envo repository for the Marine Litter and Plastic Pollution Ontology
- Access the DRAFT Marine Litter and Plastic Pollution Glossary which summarises all terms Marine Litter and Plastic Pollution Ontology (in Envo) (tab 1), related ontologies terms (tab 2) and suggested glossary terms (tab 3).

2. PEER REVIEW INSTRUCTIONS

What feedback should the experts provide?
We welcome experts to share their feedback by completing the tasks below. Please see the next section for response templates.

Task 1: Review 'Marine Litter and Plastic Pollution (MLPP) Ontology' Definitions
With regard to the terms and their definitions (please see the Note on ontology definitions below) in the MLPP ontology, please add a comment if a revision is needed to a term's label, definition, synonyms, or any other attributes of the term.

Task 2: Prioritization of Glossary Terms / Addition of new ontology terms
With regard to the terms in the Glossary, please add a comment indicating which terms should be included in the MLPP ontology. Here, please focus only on terms that are critical

to MLPP or terms that are often misunderstood. You can also note if any terms are missing from both the glossary and ontology.

Task 3: Review related Ontologies terms and definitions
With regard to the terms and their definitions in ontologies related to the MLPP ontology, please indicate which terms should be imported into the MLPP ontology. If revisions to those term labels, definitions, etc. are needed, please indicate that as well.

Task 4: General comments
As part of this task, please share any additional feedback or general comments.

What is a good response example?

Feedback structure for Task 1
Leave out the fields that you do not apply in your reply:
- Example: "Task 1 - Term revision: TERM_LABEL [TERM_ID], Description (see options below)"
    - Description Options
        - Proposed revision to the definition
        - Rationale for revision
        - Sources (URLs or DOIs preferred)
        - Additional/revised synonyms
        - Additional/revised comments (any supplemental notes or clarifications that are not part of the definition, but useful for understanding)
    - If applicable, provide your ORCID number

Feedback structure for Task 2
Leave out the fields that you do not apply in your reply:
- Example: "Task 2 - New Term: TERM_LABEL [TERM_ID], Description (see options below)"
    - Description Options
        - Proposed revision to the definition
        - Proposed term label
        - Proposed term definition
        - Definition source
        - Synonyms
        - Comment (any supplemental notes or clarifications that are not part of the definition, but useful for understanding)
        - Relevance of the term (why it should be included in the ontology)
    - If applicable, provide your ORCID number

Feedback structure for Task 3
Leave out the fields that you do not apply in your reply:
- Example: "Task 3 – Term import (and revision): TERM_LABEL [TERM_ID], Description (see options below)"
    - Description Options
        - Proposed term from related ontology

- Proposed revision to the definition
- Rationale for revision
- Sources (URLs or DOIs preferred)
- Additional/revised synonyms
- Additional/revised comments (any supplemental notes or clarifications that are not part of the definition, but useful for understanding)
    o If applicable, provide your ORCID number

Feedback structure for Task 4
Example: "Task 4 – General comments" Any general notes or comments on the review and its process.

How to share feedback?
Click on the "reply" button, input your paragraph text to provide your feedback. Those experts affiliated with the same organization are advised to submit one consolidated input response.

Until when can experts provide feedback?
All feedback will need to be submitted by 31 December 2021. After all the feedback is collected, the Marine Litter Ontology & Glossary will be updated by 31 January 2022 and presented during the GPML Digital platform Phase III release (February 2022).

Note on ontology definitions:
You may notice that ontology definitions tend to be much less descriptive than glossary definitions. This is intentional, as it increases semantic precision.

Ontologies tend to have compact definitions, which 1) reference a more general term in the first part of the definition, and then note the characteristics that are unique to the term being defined, 2) identify characteristics that are always true for the thing being defined (therefore we don't use words like "typically" or "often"), and 3) often reference other terms that are already defined in the same or a related ontology. See here for more on how ontology definitions should be written.

Please keep the above in mind when reviewing ontology definition.