SOP For EIDR Internal Review

**Section 1 Goal, Tools, Zotero**

***Section 1.0: Goal***

To review the content, grammar, and functionality of the EIDR web application.

1. Content
   1. Identify inaccurate or questionable data
   2. Comment on the validity of designating specific events as emergence events

b. Grammar

* 1. Identify any grammatical errors

c. Functionality

* 1. Identify any bugs in the EIDR website such as glitches in references, maps, quotes, icons etc.

***Section 1.1 Editing Platforms***

Reviewers will use four tools for the review process

* + 1. The EIDR website <http://eidr.ecohealth.io/>
  1. The information to be reviewed is all on the EIDR website. Reviewers will not need to view the EIDR master spreadsheet.
  2. The EIDR website has a commenting feature that reviewers will use to make general comments on an event, or comment on the validity of designating an event as emergent.
     1. Review Spreadsheet. Each reviewer has been given a spreadsheet that includes:
  3. A checklist of events that reviewer is responsible for
  4. A tab for entering content or grammatical corrections
     1. EHA Reviewer Ideas/Comments (Google Doc)
  5. This Google doc is meant for comments on the features, layout and function of the EIDR website
  6. <https://docs.google.com/a/ecohealthalliance.org/document/d/1bh-Bvrj1MPyijar3orw89XCYG50Ark14yR1AC6qLSVM/edit>
     1. Zotero reference organizing application

All references are displayed on the EIDR website. Ultimately, these references will be linked to access. We are still working on this feature. All references are also stored in a Zotero library. You will use this Zotero library to obtain the references displayed on the website.

***1.2 Obtaining Zotero and the Zotero EIDR reference library***

1. Obtaining a Zotero ID and downloading Zotero to your computer
2. Accessing the EIDR reference library
3. Displaying the reference ID #
   1. Each reference has been assigned an ID #. This ID # can be used to look up each reference in Zotero. Note: Zotero does not have a built in ID field, so these ID #s have been stored in the Zotero “Rights” field.
   2. To access the “Rights” field….

**Section 2.0: Review Procedure**

***2.0 Beginning a review***

1. Open the four tools you will be using (Sec.1.1)
2. Go to your Event Checklist tab in Review Spreadsheet
3. Select and event to review and change the status to In Progress (Fig. 1)
4. Type eid id # for event into the end of the EIDR url.

Ex)

Haemophilus influenzae Ampicillin-Res (Germany, 1972)

eidid = 85

Event Page: <http://eidr.ecohealth.io/event/85>

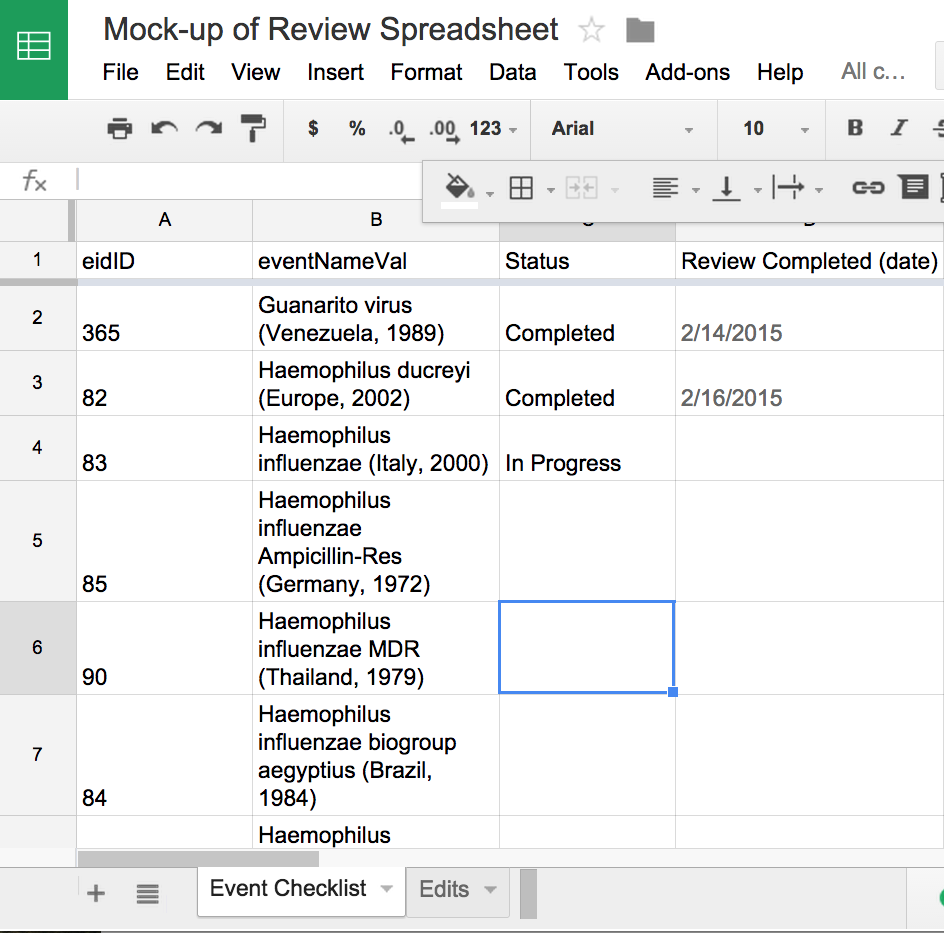


Figure 1. Event Checklist showing two completed reviews and one review in progress.

***2.1 Submitting Comments and Corrections***

*2.1.1* To submit general comments, like comments on the emergence status of an event, use the commenting field at the bottom of each event page.

* + 1. To submit a content, grammatical or web feature error for an event use the “Edits” tab in the Review Spreadsheet (Fig. 2). Please follow these rules
  1. Each row should be used to enter one edit/comment in one event
  2. Enter the event Id # and event name into columns A and B

**For content or grammatical errors use the following procedure.**

1. Enter the variable (Emergence type, Driver, Host etc.) that has an error or you wish to comment on under Variable Name (column C)

2. Enter the existing value for that variable in Existing Variable Value (column D)

3. Provide your suggested edit in column E. If you only wish to comment on the variable value, don’t enter a value for column E.

4. Provide any comments about that variable in column F

5. Please provide a reference for your edit or suggestion. If you don’t have a reference do not hesitate to comment anyways.

**For website errors use the following procedure**

1. Enter the web feature (e.g. references, links, map) that has an error or you wish to comment on under Web feature (column H)

2. Describe the error in column I

3. Provide a comment on the error, or a suggestion to fix the error if applicable in column J

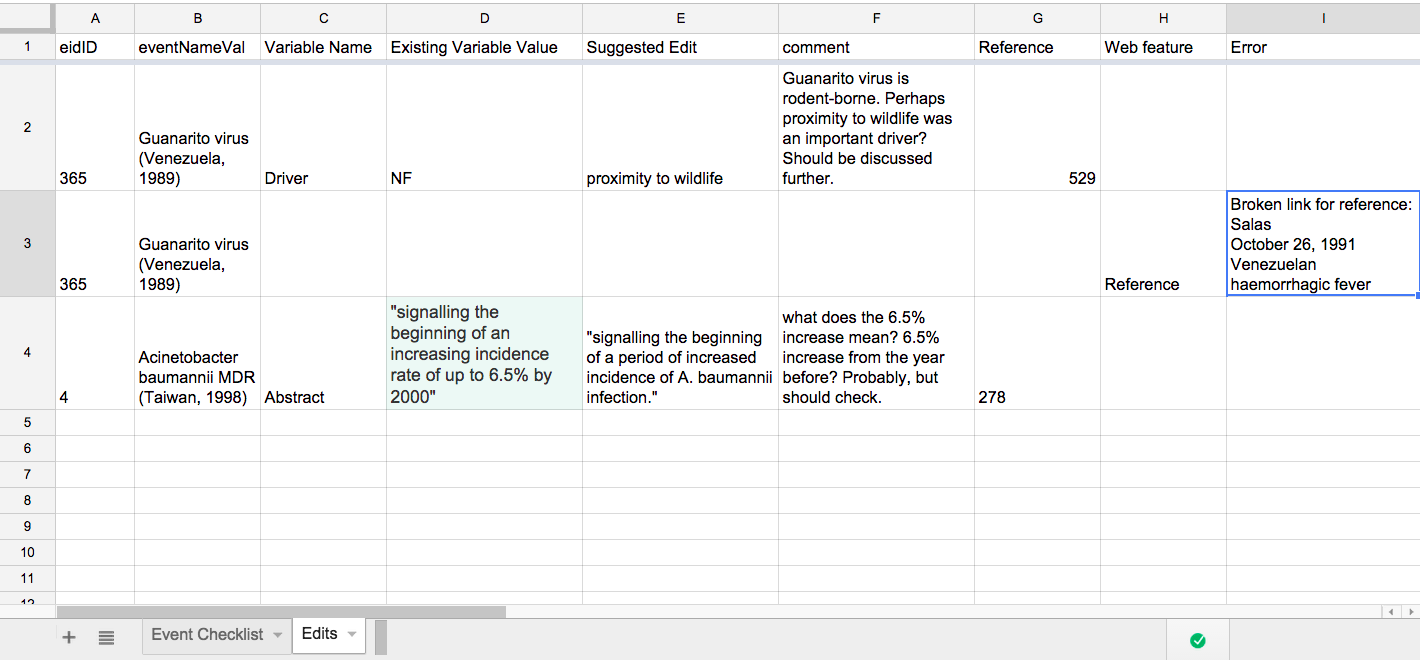


Figure 2. Mock-up of Edits tab on the Review Spreadsheet. Each row should corresponds to one edit of one event. Three edits are shown here (Row 2: content error, Row 3: web error, Row 4: grammatical error)

***2.2 Finishing a review***

To finish a review go to the Event Checklist and change the status from In Progress to Completed.

Note: You may wish to highlight rows with completed events yellow to help keep track of your progress.

***2.3 Reviewing an event***

1. Read the abstract, notes, and EID description for the event. Note: Some events do not have an abstract because there was insufficient information. A few abstracts are still being written. Notes and EID descriptions are scare, but we have included them, because occasionally they may be useful.
2. Many events have little information. The abstract usually makes this clear. Please submit any information or pertinent references in the comments field (**Sec. 2.1.1)** Note: These events have been researched extensively. If you aren’t familiar with the event you may want to spend minimal time reviewing it.
3. Look at map and all other variables. Descriptions of each variable are available by hovering over the variable field.
4. Open references associated with the event. Usually, the primary references are those associated with the abstract, so start with those.
5. Comment on Emergence (Use the commenting field **Sec. 2.1.1**). Provide any references you can. Note: Potential emergence events that could not be definitively defined as emergent, because of historical complexities, or a lack of reliable information are also included with a request for more information.

Emergence events must meet one of the following criteria:

* 1. **Expanded geographic region**: The pathogen appeared in a region that is significantly distant from any of other region it is found in
  2. **Expanded host range**: The pathogen infected humans for the first time
  3. **Increased incidence**: There was a marked increase in incidence of the pathogen.
  4. **Increased virulence**: The pathogen showed a marked increase, or a novel, virulence
  5. **Novel drug resistance**: The pathogen displayed a novel drug resistance
  6. **Evolution of an existing organism**: The pathogen underwent significant genetic changes allowing for speciation, or this is the first time the pathogen has been detected.
  7. **Reappearance after control or elimination**: The pathogen reappeared for the first time after a significant period of being absent.

1. Look through the values for the variables more closely. Are they accurate? Do you have any comments? Submit edits/comments to the Edits tab (**Sec. 2.1.2)**
2. Is the map functioning? Submit to Edits tab (**Sec. 2.1.2)**
3. Which references don’t have links? Submit to Edits tab (**Sec. 2.1.2)**
4. Are there any typos? Submit to Edits tab (**Sec. 2.1.2)**
5. Do you have any general thoughts on event? Submit to the commenting field (**Sec. 2.1.1)**

11) If you have access to a pdf of an article we need please send it to me so I can add it to the Zotero library.

***2.4 Reviewing EIDR website***

Please explore the EIDR website and provide any feedback in the google doc (**Sec. 1.1.3)**

Thank you for the hard work!!