

<b>Title</b>	Guidelines Best Practice Papers
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## Call for Best Practice Papers

### 1 Introduction

The collection of best practices papers is a CLARIN initiative

<https://www.clarin.eu/content/collection-best-practice-papers-clarin>

<https://www.zotero.org/groups/562080/clarin/library>

The Knowledge Infrastructure Committee started the Best Practice initiative with collecting best practice papers from K-centres, and the current results are shown above. We believe this is a very valuable addition to CLARIN's knowledge hub. Consequently, we now want to move forward and collect best practice papers from other sources.

This is the background for asking you to contribute to the collection.

### 2 Definition of Best Practice Papers

Adapted from Wikipedia [https://en.wikipedia.org/wiki/Best\\_practice](https://en.wikipedia.org/wiki/Best_practice)

A best practice is a method or technique that has been generally accepted as superior to other known alternatives because it often produces results that are superior to those achieved by other means or because it has become a standard way of doing things, e.g., a standard way of complying with legal or ethical requirements.

Best practices in language resources are often linked to the application of standards, but also of well-known tools and documentation practices.

Best practices in creation and use of language resources should ideally also be linked to the FAIRification of data (see e.g. <https://www.clarin.eu/fair> ).

Consequently, best practice papers are any **paper from which a complete and actionable description of a best practice can be derived**. They can be technical documentation, project deliverables, or scientific papers, provided that readers can find useful and replicable information useful to put in place a process or a workflow.

### 3 Selection criteria

For the selection of papers, we are using the criteria below. Papers living up to either 1, 2a and 3, or 1, 2b and 3 should be considered.

1. The paper clearly states the class of problems or specific problem it addresses;
- 2a. The paper addresses a class of problems: It gives specific guidelines that need to be followed in order to solve any problem of this type;
- 2b. The paper addresses a single problem: It describes in detail the steps to follow to solve the problem AND it also indicates how this solution can be ported to other domains, other languages, other data sets or other instances of the same problem;
3. The paper shows why the solution adopted is to be preferred over other solutions.

#### **4 Best practice papers workflow for submission**

We foresee the following workflow:

Your entity (be it a national consortium, a committee, a centre etc.) assigns a person responsible for submission. This person collects relevant papers and submits them to KIC – by the email address [bestpractice@clarin.eu](mailto:bestpractice@clarin.eu). This email address may also be used if you have any questions.

For submission, the paper is of course the main element, but apart from this, in order to make the paper searchable and findable, keywords/tags describing the characteristics of the paper are needed. See the Appendix to this document for guidelines on how to select such keywords/tags.

Given that the bibliographic data have to be imported in Zotero, we recommend to submit them in the formats indicated in the following link:

[https://www.zotero.org/support/kb/importing\\_standardized\\_formats](https://www.zotero.org/support/kb/importing_standardized_formats)

At least 3 keywords/tags per paper should be provided in the accompanying email.

#### **5 Deadline for submission**

Please submit your best practice papers, together with the bibliographic data and keywords in 1.5 months from receiving this email.

We expect that the collection of best practice papers will be an ongoing activity; we will send reminder once a year to each provider; but the first time is of course the most important one, and the one that requires more time. If you need more time, please contact us at the contact address given above.

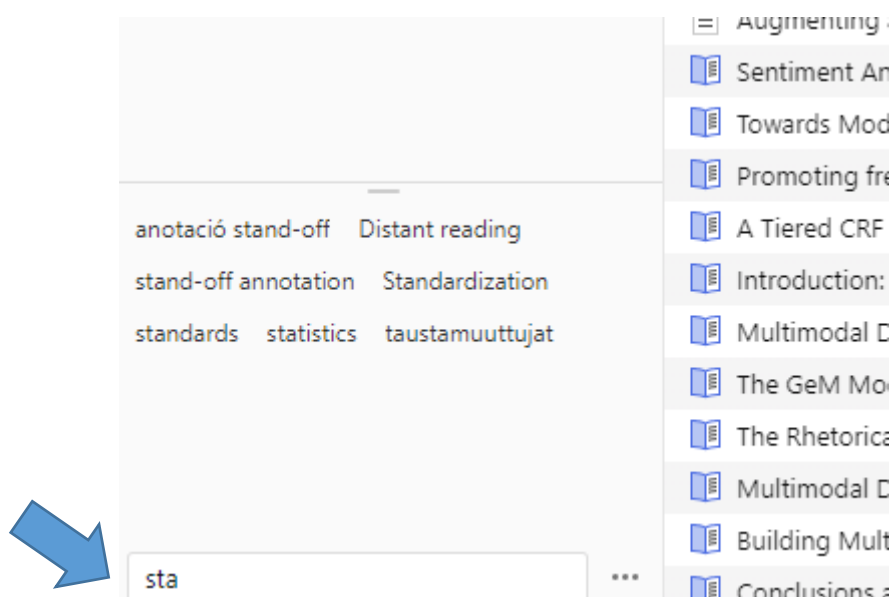
#### **6 Next steps in the process**

KIC reviews the submission. When doing so, KIC may return to the submitting person with a few questions.

When everything is agreed, the CLARIN Office will upload the document to Zotero and make it available, searchable and findable on the CLARIN website. When this is achieved, the Office will inform you.

## 7 Appendix – suggested keywords

Keywords chosen should facilitate the search via the search functionality of the [Web interface of the CLARIN Zotero Library](#), as shown below.



We encourage submitters to select the keywords carefully, with a user perspective in mind and to make use of the list of **keywords/tags currently used to search K-centres**, if relevant. The list contains useful descriptors for categories such as modality, data types, linguistic topics etc. The complete alphabetical list can be found at the following link: [https://vonweber.nl/cgi/kcentres\\_atags.cgi](https://vonweber.nl/cgi/kcentres_atags.cgi).

In addition to this, submitters may tag the papers with name of centre, consortium or committee (“CLIC”, or “CLARIN-IT”) or name of relevant Resource Family (“Parliamentary Corpora”) if relevant.