



Sharing Knowledge within Europe for
Integrated Coastal Management

Guidelines Coastal Wiki

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1. INTRODUCTION

Dear author,

The ENCORA Coastal WIKI aims at developing a new concept in sharing European knowledge and experience in integrated coastal management.

The Coastal Directory (or Coastal Wiki) will provide a survey of existing coastal knowledge and experience in Europe, with references to the most relevant sources published in the literature and on the Internet. It is intended for use in daily practice by professionals in coastal science, practice and policy. It will be embedded in WIKIMEDIA software, allowing expert users to update the directory at any time with new knowledge. Coastal Wiki should become a major tool for keeping coastal professionals informed of recent developments and new major knowledge sources in their field.

Coastal professionals in Europe will be invited to reflect on the outline of the Coastal Wiki and to contribute to the content. Contributions will be acknowledged as author or co-author of one or several articles in the forthcoming directory, describing the main ideas of the state of the art in their field.

In this document we have assembled an information file to help authors preparing their contribution. I therefore would like to ask you to read these guidelines and reflect on their further development.

I greatly appreciate your efforts to make Coastal Wiki a success.

Andrew Chadwick,
ENCORA Theme Workpackage Coordinator

2. WHAT IS A WIKI?

A wiki is a type of website that allows visitors to easily add, remove and otherwise edit and change some available content. This ease of interaction and operation makes a wiki an effective tool for collaborative authoring. A wiki does not require users to know HTML. It has a system to record changes so that at any time, a page can be reverted to any of its previous states. A wiki enables documents to be written collectively in a simple markup language using a web browser. The wiki pages that make up the wiki are usually highly interconnected via hyperlinks. A wiki is a very simple, easy-to-use user-maintained database for searching or creating information.

A defining characteristic of wiki technology is the ease with which pages can be created and updated. Generally, there is no review before modifications are accepted. Most wikis are open to the general public without the need to register any user account. Sometimes session log-in is requested to acquire a "wiki-signature" cookie for autosigning edits. Many edits can appear in real-time, and appear almost instantaneously online. This can lead to abuse of the system. Private wiki servers require user authentication to edit, sometimes even to read pages. Coastal Wiki chooses for free access to readers and restricted access to editors. Real-time editing will be allowed only for registered ENCORA participants.

More detailed information on <http://en.wikipedia.org/wiki/Wiki>

3. WHY A COASTAL WIKI?

A huge amount of coastal information exists in digital form and is accessible via Internet. However, existing systems to search for this information are limited in several respects:

- information generally focuses on particular (often monodisciplinary or regional) aspects of a topic, without providing a coherent picture of relevant related aspects;
- information is generally presented in the context of either science, practice or policy, without establishing relevant links between these three disciplines;
- information can be outdated.

This hampers the use of existing information for dealing with complex coastal issues and for producing integrated assessments.

The strength of Wiki is its capability to highlight relationships, to reveal context and to guide the user in a simple and natural way through related topics. Coastal Wiki connects existing scattered information sources to provide coastal professionals with up-to-date, coherent, reliable and comprehensive information.

4. USE OF THE COASTAL WIKI

Coastal Wiki is an editable information system for coastal professionals: scientists, practitioners and policymakers, where

- Science includes technical, natural, social sciences and observations.
- Practice includes exploitation and management of coastal resource and related consulting,
- Policy includes all relevant policy fields, from local to supranational levels and NGOs

Coastal Wiki is a fast and efficient means

- for non-experts: to get an comprehensive overview of particular aspects of coastal science, practice or policy and links with related topics
- for experts: to find specific up-to-date knowledge and experience, including information on tools and practices

Coastal Wiki also provides

- a common understanding of concepts in coastal science, practice and policy to facilitate communication among coastal professionals in different fields
- an information base for performing integrated assessments

The Coastal Wiki does not reproduce all existing knowledge and experience in detail. It describes major concepts and their interrelationships on headlines. For detailed knowledge the Coastal Wiki refers to existing sources, with internet links if available.

5. CONTENT OF THE WIKI

The Coastal Wiki contains a State-of-the-Art survey of existing coastal knowledge and practical experience, as one of the deliverables of the EU project ENCORA. The Description of Work states:

“The State-of-the-Art Survey will constitute a European Directory of Coastal Expertise, including knowledge and experience existing in the ENCORA partner countries as well as knowledge and experience existing in the ENCORA-TTC countries. The reports of the thematic networks will be based on meetings (seminars/workshops/conferences) of leading scientists, policymakers and practitioners in each thematic field; these meetings will take place in the period between month 13 and 17. The SoA reports will provide a coherent synthesis of the ideas brought forward by the participants. They contain the most important elements of the state of the art in the thematic field; but they are not exhaustive literature reviews. The WP3 coordinator will organise in the period between month 18 and 22 a meeting of the theme coordinators to integrate the generic issues dealt with in the individual SoA reports. Based on the results of this meeting the WP3 coordinator will integrate the theme reports into a European Directory of Coastal Expertise, to be submitted in month 24 as deliverable. This Directory will include the individual theme reports, which contain, *inter alia*, the products mentioned in chapter 4, **Relevance to the objectives of the specific programme** and chapter 5, **Potential Impacts**:

- SoA Development and implementation of ICZM in EU coastal nations, present status, success factors and promising strategies (generic issue of themes *Multi-functionality and Valuation, Coastal and marine spatial planning and ICZM Participation and Implementation*);
- SoA Sustainable development - operational definitions, practices in EU countries, impact of measures and guidelines for policy/practice (generic issue of themes *Assessment of biodiversity change, Long-term geomorphologic change, Effect of development and use on eco-morphology and coastal habitats, New sustainable coastal engineering techniques, Pollution, prevention and mitigation and Assessment of field observation techniques*);
- SoA Best available knowledge and practices in Europe on the valuation of coastal and marine biodiversity and practical guidelines for incorporating biodiversity in coastal and marine policies (theme *Assessment of biodiversity change*);
- SoA Impact of measures on sustainability and safety and good-practice guidelines (generic issue of themes *Long-term geomorphologic change, Effect of development and use on eco-morphology and coastal habitats, Pollution, prevention and mitigation and New sustainable coastal engineering techniques*);
- SoA Promising techniques for monitoring sustainability (theme *Assessment of field observation techniques*).
- SoA European ICZM training curricula and a catalogue of supporting educational material to be incorporated in the training and education programmes of ENCORA member institutes (theme *Capacity building, education and training*).
- Examples of good and bad coastal practices will be documented in easily readable brochures for the general public; such instructive and educational material (brochures, flyers) will be made available to organizations which operate public websites on coastal recreation (theme *ICZM Participation and Implementation*).

The Directory of Coastal Expertise will not only refer to academic knowledge. Much emphasis will be given to the State-of-the-Art in practice and policy. The Directory will describe experiences related to successes and failures of existing practices and policies and it will contain recommendations on best practices and policies. Customers can continuously upload new knowledge, to keep the Directory up to date. Therefore the Directory will be created in a Wikipedia-type environment. The Directory will be widely disseminated within the European communities of science, practice and policy.”

6. WIKI EXAMPLE

Go to http://en.wikipedia.org/wiki/Main_Page

For an example of the WIKIPEDIA ARTICLE ON 'Coast'

Fill in on Main Page: Search: Coast

Result: page indicating 56938 items found. The first item, coasts, fits 100%. Click on this item yields:

The screenshot shows a Wikipedia article for 'Coast'. The browser window title is 'Coast - Wikipedia, the free encyclopedia - Mozilla Firefox'. The address bar shows 'http://en.wikipedia.org/wiki/Coasts'. The article content includes:

- Navigation:** Main Page, Community Portal, Featured articles, Current events, Recent changes, Random article, Help, Contact Wikipedia, Donations.
- Search:** A search bar with 'Go' and 'Search' buttons.
- Toolbox:** What links here, Related changes, Upload file, Special pages, Printable version, Permanent link, Cite this article.
- in other languages:** Afrikaans, Aragonés, Asturianu, Български, Català, Dansk, Deutsch, Español, Français, Galego, 한국어, Islenska, Italiano, Nederlands, 日本語, Polski, Português, Русский, Simple English, Slovenščina.
- Contents:**
 - Environmental importance
 - Human impacts
 - Types of coast
 - Coastal landforms and features
 - Coastal processes
 - See also
 - Famous coasts
 - External links
- Environmental importance:** The coast and its adjacent areas on and off shore is an important part of a local ecosystem as the mixture of fresh water and salt water in estuaries provides many nutrients for marine life. Salt marshes and beaches also support a diversity of plants, animals, and insects crucial to the food chain.
- Human impacts:** Coasts also face many environmental challenges relating to human-induced impacts. The human influence on climate change is thought to be a contributing factor of an accelerated trend in sea level rise which threatens coastal habitat as natural systems struggle to adapt faster. Human development of coastal land, particularly for recreational or industrial uses are similarly threatened by sea level rise, but also contribute to aesthetic problems of land use and reduced natural coastal habitat.

There are two images: one showing a rugged coastline of the West Coast of New Zealand, and another showing a beach with buildings in the background.

The article contains several sections. A content list of section headings is generated automatically. The article contains many links, indicated in blue. The last sections (not shown on the screen print) contain additional internal and external links.

For instance, click on the internal link Coastal Management yields the article:

Coastal management - Wikipedia, the free encyclopedia - Mozilla Firefox

Bestand Bewerken Beeld Ga Bladvijzers Extra Help

http://en.wikipedia.org/wiki/Coastal_Management

Sign in / create account

Your continued donations keep Wikipedia running!

Coastal management

From Wikipedia, the free encyclopedia
(Redirected from Coastal Management)

Coastal management or **coastal defence** is used throughout the world for many different purposes, but predominantly to reduce **coastal erosion** and **flooding**. There are many techniques of coastal management but they all fall into two main categories, "hard" and "soft" engineering. Hard engineering is the more traditional engineering response to erosion and involves the construction of structures which stop wave energy reaching the shore, or absorb and reflect the energy. These have often caused problems themselves, such as increasing erosion elsewhere, and soft engineering techniques have become more popular because of this. These techniques involve promoting natural systems such as beaches and salt marshes which protect the coast, and are usually cheaper to construct and maintain than hard engineering techniques, and may be self-sustaining.

In some jurisdictions the terms **sea defence** and **coastal protection** are used to mean, respectively, defence against flooding and erosion. The term *coastal defence* is the more traditional term, but *coastal management* has become more popular as the field has expanded to include techniques that allow erosion to claim land.

The following, is a catalogue of relevant techniques that could be employed as coastal mangment techniques. *Please remember that the costs given are very rough estimates made during 2005, based around UK Pound sterling.*

Contents [hide]

- Hard Engineering Techniques
 - Groynes
 - Sea walls
 - Revetments
 - Rip Rap
 - Gabions
 - Offshore breakwater
 - Cliff stabilisation
- Soft engineering techniques
 - Beach nourishment
 - Sand dune stabilisation
 - Beach Drainage (Beachface Dewatering)
- Managed retreat
- See also
- External links

[edit]

Hard Engineering Techniques


[edit]

Groynes

Main article: Groyne

Groynes are wooden, concrete and/or rock barriers or walls at right angles to the sea. Beach material builds up on the updrift side, where *littoral drift* is predominantly in one direction, creating a wider and a more plentiful beach, therefore enhancing the protection for the coast because the sand material filters and absorbs the wave energy. However, there is a corresponding loss of beach material on the downdrift side, requiring that another groyne be built there. Moreover, groynes do not protect the beach against storm-driven waves and if placed too close together will create currents, which will carry sand material offshore.

Groynes are extremely cost-effective coastal defense measures, requiring little maintenance, and are one of the most common coastal defense structures. However, groynes are increasingly viewed as detrimental to the aesthetics of the coastline, and face strong opposition in many coastal communities.



A groyne on the East coast

Klaar

Start | Configuratiescherm | WIKI GUIDELINES - Micr... | Coastal management...

11:40

7. WORKING ON COASTAL WIKI

7.1 Getting started

7.1.1 User account

As a Coastal Wiki author, you need an account first of all, so other users can see who produced or changed text. To create an account just press the **Log in / create account** link at the top right of the page. Create a user name (e.g. first and last name), create your password, insert your e-mail address, and then your full name. If you encounter problems, please contact your ENCORA Theme Coordinator.

7.1.2 Before you start editing

Once you have logged into the Coastal Wiki as a registered user, check whether your article is already being worked on by someone else. If that is the case, please coordinate your work with this other author.

We also encourage you to visit the WIKIPEDIA – you might be surprised to find out that others have already done part of your work and there is no point in reinventing the wheel!

Keep in mind: always write your text directly into the Coastal Wiki. This is important in order to avoid overlapping work (others can see immediately what you are writing about!) and force yourself to adapt to the Wiki style of structuring and linking text.

Work is organised in themes, but all contributions will become part of an overall Coastal WIKI. Every “article” will become an independent building block, interlinked with all related articles but without a position in a hierarchy.

7.1.3 Editing in WIKIMEDIA

To start editing, either click the **edit** link at the top of the page or use the edit button at the beginning of each section. This takes you to the **edit page**: a page with a text box containing the *wikitext*: the editable source code from which the server produces the webpage.

You can just type your text. However, also using basic **wiki-markup** to make links and do simple formatting adds to the value of your contribution. Also see the special **help** page. When you have finished, click **Show preview** to see how your changes will look **before** you make them permanent. Repeat the edit/preview process until you are satisfied, then click **Save page** and your changes will be immediately applied to the article.

7.1.4 Headlines

Headings must be short and user-relevant (composed of one or a few search keywords). Avoid using very technical terms for which a typical user (non-specialist!) will not search.

7.1.5 Glossary

All technical term need to be explained. Before defining a term, check whether someone else has already done so and link to it. If you are the first, check our recommended electronic glossaries and choose, if necessary adapt, the most suitable explanation. Create an article including this explanation and link the term in your text to this article.

7.1.6 Symbols

Before using a symbol, check the “symbols” section of the Coastal Wiki to see whether a colleague has already defined it. If yes, use the same symbol. If not, edit the symbols section of the Coastal Wiki by adding your definition so that others can follow your example. This is to avoid that different symbols are being use for the same parameter

throughout the Coastal Wiki. However, in your article, explain in any case each symbol in order to improve user-friendliness.

7.1.7 Copyrights

The Coastal Wiki will be completely open, that means any webuser can copy and paste text, figures, pictures etc and reuse it. Please keep that in mind not only when producing text, but also when choosing e.g. photographs or cartoons as illustration for your contribution. So contact the artist/source and make sure there are no copyright demands.

7.2 Linking and archiving

The fact that you can link your Coastal Wiki text to other information sources with further or more detailed information is one of the great strengths of our approach. The CoastWeb Archive offers the possibility of uploading the most important reference material and making it easily accessible for all the years to come.

Coastnet has prepared a metadata editor you can use for supplying metadata of information material you want to upload. Please make use of this tool as much as possible.

The other option is to include hyperlinks into your Coastal Wiki text, but that means taking the risk that the link will change in the near future (as happens so often) and the information will either become inaccessible or it will require considerable maintenance work to repair the connection.

7.3 Review process

We encourage Coastal Wiki Editors to work in teams and review each other's contributions while they are being created. Once the article is drafted, it will be commented upon by an external expert reviewer and the author/s will be asked to revise the contribution according to the remarks received. The final step in the review process is an end user evaluation. This will highlight whether the article in its style, content, and language meets end user expectations. If necessary, adjustments will have to be done afterwards.

7.4 End user requirements

The primary end users of the Coastal Wiki are coastal professionals, usually with higher education, who are either generalists and need to update their knowledge about a broad range of subjects or specialists who need to gain an understanding of other sectors or disciplines in order to work in an integrated manner. End users can be:

- *Policy makers*: e.g. a coastal mayor, an employee at high management level in regional or national administration, European Commission staff, or managers of influential NGOs
- *Practitioners*: e.g. a site manager, an expert working for administration, a planner or consultant at all administrative levels
- *Scientists*: e.g. a researcher (from any area of coast-relevant science) needing information from other than his/her own field of interest or as a start-up to enter a new research area.

While writing your contribution and before regarding it as finished, check whether you meet the end user requirements:

- Articles provide a synthesis, are analytical, and short (1-5 pages)

- examples/case studies illustrate concepts/practices
- links are made to selected external information sources
- definitions/explanations are provided in a language understandable to the average user (e.g. mayor working in coastal municipality)
- a quality control system has been applied and the quality control procedure is indicated
- content is accurate and objective (not influenced by interest groups)
- the most important citable sources are indicated / referenced
- policy relevance has been kept in mind and is highlighted (e.g. reference to Habitat and Bird Directives, WFD, EIA, Maritime Policy)
- information gaps are being pointed out

7.5 General rules for WIKI Articles.

Rules have been set up for WIKIPEDIA articles that are valid for the Coastal WIKI as well. We encourage our authors to comply with them as much as possible.

7.5.1 Structure of an article

Subject title

The subject title and section headings should be as short as possible, containing the main keywords(s). "The", "a" and "an" should be omitted. Capitalize only the first letter of the first keyword. Avoid links within headings, but put the appropriate link in the first sentence under the heading. Avoid using special characters in headings, such as an ampersand (&), a plus sign (+), curly braces ({}), or square braces ([]).

Concise lead section or introduction

This section defines the topic at hand and mentions the most important points. The reader should be able to get a good overview by only reading the lead, which should be between one and four paragraphs long, depending on the length of the article. Remember that, although you will be familiar with the subject you are writing about, readers of Coastal Wiki may not be, so it is important to establish the context of your article's subject early on.

The article proper

The article deals with the subject on headlines. Provide the relevant context (policy, practice, science) and consider important interactions with other components of the coastal system. In the manual section you will find explanations how to produce links, emphasize text, lists, headlines etc. Make sure to link to other relevant Coastal Wiki articles. Also, where appropriate, add links in other articles back to your article. Don't enter into details, if good references and links to detailed information are available. Important details can also be described in separate articles.

It's often a good idea to separate the major sections of your articles with section headlines. Look for analogies and eventual comparisons to propose. Use boxes to illustrate general statements with practical cases. Illustrate the article with good quality relevant images or graphics. Information can often be condensed by using tables.

Keep the article in an encyclopaedic style. Be objective: avoid personal comments, don't use personal forms (*I found that...*). If different people have different opinions about your topic, characterize that debate from the neutral point of view. Don't be prescriptive.

The length of an article typically ranges between a few hundred and a few thousand words. Separate sections should not exceed thousand words and full articles should not exceed five thousand words.

You cannot simply copy-and-paste from external resources, because of copyright issues.

References and external links

The references you used and the best available external links about the topic. The most useful and accurate material you've found with your Internet research might make good links for a reader too. And sometimes there is a standard work that is mentioned over and over in connection with your topic. Mention it, with its author and publication date. These references are what will allow Coastal Wiki to be the most trusted, reliable resource it can be.

Date, author's name(s), affiliation, optional email address(es)

7.5.2 Characteristics of an excellent article

It is **well written, comprehensive, factually accurate, neutral** and **stable**.

- (a) "Well written" means that the prose is compelling, understandable for non-experts, avoids unnecessary technical terms and unexplained abbreviations.
- (b) "Comprehensive" means that the article provides relevant context and relationships.
- (c) "Factually accurate" means that claims are verifiable against reliable sources and accurately present the related body of published knowledge. Claims are supported with specific evidence and external citations; this involves the provision of a "References" section in which sources are set out and, where appropriate, complemented by inline citations.
- (d) "Neutral" means that the article presents views fairly and without bias; however, articles need not give minority views equal coverage.
- (e) "Stable" means that the article is not the subject of ongoing edit wars and that its content does not change significantly from day to day.

It complies with the template:

- (a) a concise lead section that summarizes the entire topic and prepares the reader for the higher level of detail in the subsequent sections;
- (b) a proper system of hierarchical headings; and
- (c) a substantial but not overwhelming table of contents.

It has illustrations, boxes and tables, if they are appropriate to the subject, with succinct captions and acceptable copyright status. **It is of appropriate length, staying focused on the main topic without going into unnecessary detail.**

8. WIKI PRODUCTION PROCESS

The Coastal Wiki will be hosted by VLIZ (Vlaams Instituut der Zee, Belgium). It will use the Coastweb Archive for storing important background. Coastweb is hosted by CoastNET (UK).

The Coastal Wiki will be produced theme-wise. The theme coordinators are responsible for organising the editing process of their theme contribution. The WP3 coordinator is responsible for the overall coordination.

Who	Activity	When
Activities to take place after the workshop		
Theme Coordinators	The headlines of articles and their authors have been created in the Coastal WIKI	11 December 2006
Authors/co-authors	First draft versions of articles ready for internal review by colleagues	31 March 07
Authors/editors	Check the consistency of articles with other related articles produced by colleagues and interlinked them as much as necessary	30 April 07
Reviewers	Review articles by external experts	30 June 07
Authors/co-authors	Revision articles according to the comments their articles	30 September 07
WP4 coordinator and Coastnet	Evaluation by a representative group of end users (coastal professionals)	31 October 07
ENCORA	Launch the Coastal Wiki in the communities of coastal practice, policy and science, Europe-wide.	31 December 07

A. COASTWEB ARCHIVE

Web-address <http://www.coastweb.info/>

A.1 About CoastWeb

CoastWeb is an online information resource for coastal and marine information. It is not the only such resource, nor is it intended to become the only resource. However, CoastWeb has a number of particular functions, which together make it unique in its field:

- An online document archive, supported by international metadata standards, to which anyone can deposit or view documents and metadata
- A semantic web compliant, ontology-driven information discovery function (see Annex 1 for explanations)
- A dynamic news interface, harvesting news from selected, high quality sources
- The ability to link to distributed sources of information on the web, and enable information discovery through a single entry point
- Includes systems for the user-community to help shape its future utility for their work (as contributors to the archive, as contributors to the ontology, as reviewers).

The CoastWeb site is underpinned by programming that makes use of a new concept for the internet - one which will be central to its future – the **Semantic Web**. It is a new concept, but one that is starting to be applied by key information specialists, such as **Wiki**. A key element of this is an **ontology**, which comprises a set of technical terms (like a **thesaurus**) and a complex array of relationships between them. This allows automated filtering of content in a way that cannot be done with standard search tools (even Google). The ontology supports the use of new ways of discovering information, **progressive searching**, rather than always having to go back to a search interface. These combined features mean that as well as being an online **document management** system for the coastal community, it is also a potentially powerful research tool.

A.3 Added value of CoastWeb

This unique combination of functions provides the following benefits:

- An archive for information which does not appear in the academic press (reports, data, policy documents etc), preventing their future loss to the user-community
- A single point of entry for distributed coastal information, which will become more and more comprehensive as it is progressively developed
- Poor quality information and irrelevant information is filtered out before the user's search is implemented
- Access to a broad cross section of information, from project reports, to scientific papers, to news articles, to datasets.
- A future-proof resource, fully compliant with the next generation of web technology (see 'Semantic Web' section in Annex 1)
- Making links for the user between issues which do not appear at first to be linked, thereby enhancing the scope of their enquiry so that specific information sits within a wider, more holistic context.
- A new approach to information discovery. Because the ontology understands the *relationships* between coastal terms, the software '*understands*' what the user is looking for. Thus, it can direct the user much more effectively to relevant documents and information sources. Also, the *dynamic linking* technology enables the user to easily follow lines of enquiry without frequent reference back to a search interface.

Documents stored in the CoastWeb archive can be directly accessed from Coastal Wiki by referring to the corresponding URL in Coastweb, e.g. <http://library.coastweb.info/nn/> opens document number nn.

