

NYBG Quick Reference Guide

Transcription Fields

Country	Name of <i>Country</i> where specimen was collected. Can be inferred from <i>State</i> if not shown on label.
State	Name of <i>State</i> or province where specimen was collected.
County	Name of <i>County</i> , district or municipality where specimen was collected.
Location	Precise description of geographic place where specimen was collected. Can include town names and descriptions of proximity to map features (rivers, lakes, road intersections, etc.). Exclude information already captured by other fields. Include habitat descriptions if they seem useful for locating the place of collection on a map (ie. “along stream”, “on top of hill”, etc.). Enter all included portions verbatim as they appear on label.
Elevation	<i>Elevation</i> (or altitude) of collection location. Exclude qualifying words or symbols such as “approx.”, “ca.”, “~”. If elevation is presented as a range, use both available fields for entering the lowest and highest numeric values. Always specify the units (meters or feet) in the provided field whenever elevation values are entered.
Latitude / Longitude	Precise GPS for place of collection. Enter the Degrees (°), Minutes (′), & Seconds (″) values for <i>Latitude</i> (followed by N/S) and <i>Longitude</i> (followed by W/E) coordinates into the separate fields provided. If coordinates are presented as a decimal (ie. 40.79 N, 73.67 W), enter the whole latitude (40.79 N) and Longitude (73.67 W) into the degrees (°) fields. Always specify the hemisphere of geographic coordinates using the symbols N/S (+/-) for Latitude & W/E (-/+) for Longitude in the lowest used field. Hint: John. K Small specimens should always be in the North (N) and West (W) hemisphere.
Primary Collector	This is the lead scientist who collected the plant specimen in the wild. Their name should appear prominently on the label, usually near the top or bottom. Their name appears first in a list of multiple collector names. It is important to enter the <i>Primary Collector's</i> name in the format " Last, First Middle " NOTE: For this expedition, most specimens will be collected by “ Small, J. K. ”
Other Collectors	Other accompanying individuals on the expedition to sample this plant are sometimes listed following the <i>Primary Collector's</i> name. Always type the names of <i>Other Collectors</i> verbatim as they appear on the label.
Collector Number (numeric)	This unique sequential number is assigned to every specimen a botanist collects over their lifetime. Only enter <u>numeric</u> values into this field. If you see "s.n." written on a label, there was no <i>Collector Number</i> assigned to this specimen. Leave the field blank.
Collector Number (verbatim)	Only when <i>Collector Number</i> includes letters or other symbols, use this field to enter the complete text & number string verbatim. Do not forget to also include the numeric portion of the string into <i>Collector Number (numeric)</i> .
Collection Date	Enter the Year, Month, and Day that this plant was found in the wild. Focus on the collection label since later annotation labels also include dates of determination, which differ from the date of collection.. Use Start Date fields unless collection date is presented as a range, then use all available fields to enter the earliest date and the latest date. Select “Not Shown” if Collection Year, Month, or Day is missing from the label

Transcription Tips:

- When having difficulty reading handwritten text, substitute [?] for words and/or phrases that are indecipherable
- Leave fields **blank** when info. is not provided on the label, or select “**Not Shown**” in the case of required fields.
- Difficult specimens can be **skipped** by clicking **refresh** in your browser tab.

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