WIS Label Spreadsheet Instructions

If you are submitting plant specimens to The Wisconsin State Herbarium (WIS), please use the**WIS_Label_Spreadsheet.xls (**which can be found here: http://herbarium.wisc.edu/keys-tools.htm) to enter your collection data for the specimens. If you use this form, WIS can generate and print the labels for your specimens and your specimens can be processed and entered into our database much more quickly.

Each column in the spreadsheet represents a **Field** to be entered. Each **Field**is described below and the correct format in which data are to be entered is explained.There are also examples given on the second sheet of the**WIS_Label_Spreadsheet.xls**. If you have any questions about how to use this form, please contact the curator, Mary Ann Feist, at mfeist@wisc.edu.
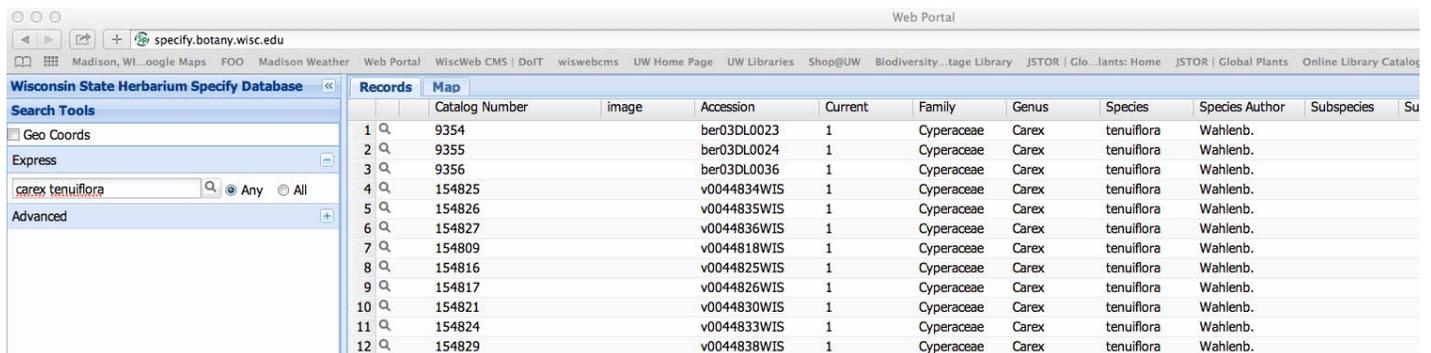
Taxon Information

Family: Enter the family name.

Genus: Enter the genus name.

Species: Enter the specific epithet.

Author: Enter the standard abbreviation for the author name. If in doubt, check our database web portal (http://specify.botany.wisc.edu) and do a search for the species name in question. Enter the Author as it is entered in our database.

Subspecies/Variety: Enter the subspecies or variety name if there is one.

Subspecies/Variety Author: Enter the standard abbreviation forauthor name for the subspecies or variety.

<u>Location Information</u>

County: Enter the name of the county.

State: Enter the name of the state. Spell out the full name (e.g. Wisconsin, Montana, New Jersey)

Country: Enter the name of the country. For the USA enter United States.

Location: Enter the detailed description of the location from which the specimen was collected.Directions should be abbreviated: **N, S, E, W, NW. SE**, etc. Distance units should also be abbreviated: **mi** for miles, **km** for kilometers, **m** for meters, **ft**for feet. Do not put periods after the abbreviations.

Latitude and **Longitude:** These **Fields** can be entered in a number of different formats [although **DD.DDDD (32.7619)** is the preferred format].
- N, S, E, W formats are both accepted as hemisphere information.
- Both d and ° are accepted for degrees, while ' and " are accepted for minutes and seconds. A space is also accepted in place of or together with all of these.
- Decimal places for decimal degrees, minutes and seconds are unlimited.
- Some examples of accepted formats follow:
    - **DD.DDDD (32.7619)**
    - DD MMMM (32. 45.714)
    - DD MM SS.SS (32 45 42.84)
    - DD.DDDD N/S/E/W (32.7619 N)
    - DD MM.MM N/S/E/W (32 45.714 N)
    - DD MM SS.SS N/S/E/W (32 45 42.84 N)

Accuracy: This refers to the accuracy of the GPS reading. It is usually listed as plus or minus so many feet (e.g. $\pm$ 10 m; $\pm$ 33 ft; etc.). Just enter the number and the measurement unit (ft or m). Do not enter$\pm$.Use **m** to indicate meters (e.g. 10 m) and **ft** to indicate feet (e.g. 33ft).

Datum: This refers to the geodetic datum model that the GPS unit that was used to collect the latitude/longitude data was set on. Commonly used datums include WGS 84, NAD83, and ETRS89. If you know the datum used, enter it here.

Elevation: Enter the elevation. Use **m** to indicate meters (e.g. 230 m) and **ft** to indicate feet (e.g. 3408 ft). Do not enter a period after the **m** of **ft.**

T1: Enter the township number and direction with no space in between. If the number is less than 10 include a leading zero (e.g. 05N).

R1: Enter the range number and direction with no space in between. If the number is less than 10 include a leading zero (e.g. 03E).

Q1: Enter the quarter section(s). For northwest quarter enter: NW/4. For the northwest quarter of the southwest quarter enter: NW/4 SW/4.

S1: Enter the section number. If the number is less than 10, include a leading zero (e.g. 08).

<u>Habitat Information</u>

Habitat: Enter the habitat description (community type), including any associate species listed in this **Field.** Do not italicize or underline species names.

Habitat Misc.: If the habitat description is over 300 characters, continue to enter the Habitat information in this **Field**. Each **Field** can only contain up to 300 characters.

Collection Date: Dates must be entered in the following format: mm/dd/yyyy (02/17/1964 for February 17, 1964). Months or days which are less than 10 must be entered with a leading zero (04/01/2014 for April 1, 2014).

Collection Date Verbatim: Should be entered as day month year (17 February 2014) with the month spelled out.

Collection Number: Enter the collection number. If no collection number is given, enter **s.n.**

Collector1 First Name: Enter the first name of the main collector. If you wish to include a middle initial, enter that here as well.

Collector 1 Last name: Enter the last name of the main collector.

Collector2(-8) First Name: If any additional people assisted in the collection,enter their first names (and middle initials if wanted) in these fields in the same manner as above.

Collector2(-8) Last Name: If any additional people assisted in the collection,enter their last names in these fields in the same manner as above.

Determiner Information

Determiner First Name: The Determiner is the person who identified the plant. If it is the same person as the main collector, it does not have to be given. If someone other than the main collector ID'ed the plant however, their first name should be entered here. The middle initial may also be included here.

Determiner Last Name: Enter the Determiner's last name here.

Determination Data: Dates must be entered in the following format: mm/dd/yyyy (02/17/1964 for February 17, 1964). Months or days that are less than 10 must be entered with a leading zero (04/01/2014 for April 1, 2014). If no month or day is given, enter two zeros (00/00/1991).

Determination Date Verbatim: Should be entered as day month year (17 February 2014).

Notes

Notes: Any additional information that you collected for the specimen that hasn't been entered into any other **Field** yet should be entered here. This often includes descriptions of the individual plant collected, such as "petals yellow," "shrub 7 ft tall," "pleasantly aromatic," etc.